

**ABOUT US:**

Windle International Uganda (WIU) formerly Windle Trust Uganda is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing Education Projects in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, WIU seeks to recruit a suitably qualified person for the following position:

**POSITION: Regional Monitoring and Evaluation Coordinator**

**LOCATION: Field Based**

**Overall Job Purpose and Scope:**

The Job Holder will be responsible for providing leadership to the designated WIU region of operation in terms of Monitoring & Evaluation with a particular focus on the use of scientifically sound methods of impact Evaluation.

He/she will be responsible for the implementation of the Monitoring and Evaluation (M&E) framework of the organization's projects and contribute to the design and implementation of related core M&E research and development activities of WIU.

He/she will work to develop approaches and tools based on clear impact pathways, theories of change, outcomes, and indicators of progress.

**DUTIES AND RESPONSIBILITIES**

-  Operationalize the M&E framework designed for Windle Uganda and others specific to different projects including and not limited to: designing program M&E tools for data collection, verification, and management and reporting as well as education management data audits;
-  Contribute to the development, design and planning of projects so that (a) projects have a clear and feasible strategy towards impact that is in line with WIU's mission and strategy, and (b) projects include clearly defined measurable indicators of outputs, outcomes and impact,
-  Contribute to outcome and evidence-based strategic decision-making at WIU and promote a culture of evidence-based learning and adaptation at field level,
-  Assist Settlement Managers to develop systematic and realistic monitoring plans that capture quantitative and qualitative data to periodically report on project performance indicators;

- 🇺🇬 Follow-up on Monitoring and Evaluation exercises for various Windle Uganda projects;
- 🇺🇬 Conduct capacity assessments on existing monitoring and evaluation system;
- 🇺🇬 Monitor and evaluate overall progress on achievement of results as well as the sustainability of the project results and report periodically to management team
- 🇺🇬 With guidance from M&EL Manager, build capacity of staff on the logical framework, data management, data analysis and results-oriented programming
- 🇺🇬 Participate in annual project reviews and planning workshops
- 🇺🇬 In collaboration with M&EL Manager, develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs, including input for impact related success stories;
- 🇺🇬 In close collaboration and consultation with communications department, assist in gathering, summarizing and disseminating relevant technical updates on program planning monitoring, evaluation and operations research within the project;
- 🇺🇬 Coordinate mid-term reviews and evaluation of program activities and ensure proper documentation of innovative approaches and best practices for dissemination

#### **Minimum Qualifications & Experience**

- 🇺🇬 A Postgraduate Diploma or Advanced Degree in Monitoring and Evaluation,
- 🇺🇬 An advanced Degree in Project Planning, Development Studies, Programme Management, Sociology, Statistics, Economics or other related field from a reputable Institution of Learning,
- 🇺🇬 At least 2 years of progressive professional experience in development programmes, of which at least 1 year should be at Senior Officer level with reputable organization or NGO,
- 🇺🇬 This is a Field- based position, and therefore, field experience is a strong asset,

#### **Other Desirable skills:**

- 🇺🇬 Excellent organization and coordination skills;
- 🇺🇬 Must be result-oriented;
- 🇺🇬 Excellent Communication skills (written, verbal and non- verbal)
- 🇺🇬 Working experience in the civil society sector;
- 🇺🇬 Knowledge of Refugee Operations;
- 🇺🇬 Superior Analytical and Presentation skills;
- 🇺🇬 Ability to work under pressure and to work with multiple conflicting priorities