

Monitoring, Evaluation And Learning Intern

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Company: Fuzu

Location: Kampala

Category: other-general

Job Summary

Contract Type:

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The MEL Intern will support the monitoring, evaluation, learning, accountability and data management systems to ensure effective MEL practices are applied throughout the organization.

Bachelor's degree in relevant field (e.g., statistics, economics, social sciences, international development).

Proficient in research methodologies and data collection.

Strong analytical skills for data interpretation and reporting.

Detail-oriented for accurate data handling.

Team player with effective time management and adaptability.

Excellent organizational skills and financial management proficiency.

Demonstrated experience in data and financial management

Responsibilities

Ensure accurate and efficient entry, filing and cleaning of data (40%)

Lead the entry of all data for monitoring and evaluation activities in line with Restless Development reporting frameworks e.g. evaluation surveys, and support the staff in

entering the volunteer data.

Lead in the timely donor data entry and cleaning data.

Ensure data integrity through cleaning and verification of data once entered.

Ensure proper filing of data in soft and hard copy by designing a hard filing system and data upload for all programmes.

Ensure cleaning and storage are appropriately implemented by Restless Development staff and volunteers.

With M&E unit staff, provide timely feedback to the programme team regarding the quality of the M&E data

Support the development and implementation of appropriate M&E systems, indicators and tools across Restless Development Uganda (20%)

Support the MEL unit to:

Review, development and implement the programmes' log frames, systems and tools to ensure programmes are being monitored and evaluated effectively, efficiently and in line with national strategies and donor requirements

Share and remain up-to-date with national and international best-practice in monitoring and evaluation, particularly with regard to national strategic plans with the rest of the staff.

Implement routine MEL Field visits to verify programme interventions, obtain data from the field for programme quality and to engage stakeholders in MEL.

Participate in monthly programme and planning meetings to ensure that results of data analysis inform programme decision making.

Support the dissemination of monitoring and evaluation data and reports internally and externally (20%)

Support the MEL unit to;

Ensure appropriate internal communication and feedback systems are in place and functioning so that MEL informs programme planning and implementation.

Support the MEL unit in providing appropriate data for staff, in the dissemination of data internally and externally

Ensure effective and efficient management of monitoring and evaluation data for specific donor relationships

Assist in joint initial analysis of evaluation survey data and drafting the evaluation report and impact briefs.

Ensure regular updated MEL database for internal MEL data dissemination.

Support the Capacity building of Restless Development Uganda staff and Volunteers in M&E (10%)

Support the MEL Coordinator to:

Ensure that all volunteers and staff have the capacity to conduct fieldwork, perform output monitoring, analyse basic monitoring data and present findings.

Develop and deliver the MEL volunteer and staff training modules.

Train programme staff in monitoring and evaluation online system.

Cost-effective and transparent financial management (5%)

Adhere to Restless Development Uganda financial policies in all aspects of work.

Managing activity budgets for M&E unit activities such as, volunteer debrief and trainings

Others (5%)

Other duties as assigned to you by the M&E Coordinator.

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