

Monitoring Evaluation & Learning Assistant

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Company: Fuzu

Location: Kampala

Category: life-physical-and-social-science

Job Summary

Contract Type:

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The Monitoring, Evaluation, and Learning (MEL) assistant will work with the Mercy Corps Climate Change Leaders Advancing For Peace (CCLAP) project team to ensure the collection of quality MEL data for the program. The MEL assistant will support the MEL Officer in the monitoring and data collection of the project, support assessments, and contribute to report writing. She will ensure that performance monitoring and results reporting tools and processes across the entire program are in place, effectively implemented and well synchronized between the Activity sites. The MEL assistant will be an integral member of the project team learning and reflection processes, contributing to the discussion on beneficiary feedback.

Requirements

- Bachelor's degree in management, statistics, economics, social science, or related field.
- Good understanding and skills at data management, data flow and Prior experience with computerized data management systems.
- Strong computer literacy with a full knowledge of MS Office applications expert knowledge of Excel and the use of Ona, ODK and other mobile data collection platforms is required.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Strong team coordination, listening, and consensus building skills.

- Fluent in both spoken and written English.
- **1-2 years of experience working in the NGO sector in M&E, community development or economic and market development.**
- Prior experience carrying out surveys or conducting qualitative and quantitative data collection.
- Strong analytical skills coupled with a solid understanding of quantitative indicators and data collection strategies.
- Able to drive a motorbike safely with valid license or willingness to obtain one in the first 6 months of employment.

Responsibilities

- Work closely with the program team and local partners, to ensure effective monitoring, evaluation and reporting of program activities and results.
- Support the MEL officer in the development of the MEL tools and prepare tool matrix
- Coordinate reporting with local partners, specifically tracking deadlines, ensuring adherence to formats and requirements, ensuring reporting quality and accuracy, and periodic report writing, editing, and submission.
- Support the MEL officer in Compiling progress against indicators and report back to the team according to the monitoring plan.
- Perform spot checks on the program activities, identify learnings to improve on program implementation and report monthly
- Ensure adherence to MEL minimum standard in carrying out her duties, advising and supporting team members in understanding all the standards
- Support the MEL officer in ensuring that the Climate Change leaders advancing for Peace (CCLAP) TOLA account is updated with all the indicators, result and the means of verification collected and uploaded in the Climate Change Leaders Advancing For Peace (CCLAP) google account
- Support the MEL officer in updating the Activity Info website as per the achievement during the quarter of the project implementation
- Support the development of community accountability and reporting mechanisms (CARM) for the project and orient project staff as well as local partners on the same.
- Actively participate in household identification and verification of project participants under the (CCLAP) project
- Under guidance of MEL officer, H/she will participate in all MEL monitoring and evaluation

activities such as market assessment, price monitoring and baseline/endline data gathering needs.

- Ensure adherence to program management minimum standards in carrying out her duties, advising and supporting other staff in the same as required.
- Support the MEL Officer in coordinating the baseline, mid-term evaluation and final evaluation, along with other key research activities. The assistant will for example support the supervision of enumerators during the different data collection and entry exercises.
- Support the MEL Officer in building the capacity of all relevant team members to implement program-monitoring tools, accurately enter program data into relevant databases, and enable them to develop excellent reports and other documents.
- Support the MEL Officer in building the capacity of team members through ongoing training and support on monitoring tools, entering program data into databases, the development of reports and other documents.

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