



JOB ADVERT FOR MEAL PROJECT ASSOCIATE

Number of Vacancies: 1 Position

Job Type: Full time employment

Jobs at: Albertine Interventions for Development (AID)

Application Deadline for this position: 20th December, 2024

Duty Station: Fort Portal with frequent travel to (Kabarole & Kasese) Districts in Rwenzori region, (Hoima and Kibale) Districts in Albertine region.

Starting Date: 6th January, 2025

Reports to: M&E Specialist and work closely with the Regional Manager (RM) and the National Technical Advisor (NTA).

Contract Period: 12 Months with possibility of renewal based on performance.

ORGANIZATION'S BACKGROUND

Albertine Interventions for Development (AID) is a grassroots and multisectoral development partner operating Country wide and registered with Uganda NGO Bureau (REG NO: S.5914/12791) as well as company limited by guarantee with Uganda Registration Services Bureau (URSB) REG NO: 227181 established in 2007 to provide lasting solutions to poor and vulnerable communities to foster improved livelihoods for sustainable development in Uganda. AID implements her programme interventions in the thematic areas of: Climate Smart Agriculture and Enterprise Development, Environment protection and Natural resources management, WASH, OVC empowerment, Entrepreneurship and skills development. More information about AID can be accessed on our official website: www.aid.ug

PROJECT BACKGROUND

With funding from Belgian State as the donor & Enabel, a Belgian Development Agency as the contracting Authority, Albertine Interventions for Development (AID) is implementing a **2-Years Project (2025-2026)** titled “**Youth Transition to Coffee Green Skills and Entrepreneurship Opportunities (Y2GEO) project**” in selected districts of Rwenzori

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Region (Kabarole & Kasese) and

(Hoima and Kibale) in Albertine region whose main purpose is to build skills of **1,150** vulnerable youth and women (of which 70% or more are female) in the 4 proposed districts and create the job opportunities along all nodes of the coffee value chain enmeshed within the coffee sub sector eco system. Cognizant of the fact that more lucrative opportunities lie in self-employment, the project targets to support the **1,150** Youth & Women job start-ups with potential to scale and create more opportunities for employment in the coffee sector. The support will be a blend of in-kind seed capital or inputs and tailored Business Development Services delivered in a phased manner as per the business growth needs as well as creation of quick win job opportunities for the targeted critical mass.

POSITION OVERVIEW

The Monitoring, Evaluation, Accountability and Learning (MEAL) Project Associate reports to the M&E Specialist and works closely with project teams to optimize monitoring capabilities and opportunities, evaluation, accountability, and learning for the Y2GEO Project to ensure high-quality programming for the clients and beneficiaries we serve. The MEAL Project Associate supervises and implements MEAL project activities working with the project staff in the designated field locations collecting routine data for project learning and reporting.

MAIN DUTIES AND RESPONSIBILITIES;

Technical implementation of project activities:

- In collaboration with the project team, lead the design and development of project monitoring and evaluation tools.
- Continuously update project MEAL, and measurement tools and systems in a timely manner.
- With support from the Regional Manager and the M&E Specialist, the MEAL Associate will implement MEAL plans, revise (digital) data collection tools, follow up on processes for online data management, quality checks, and audits, and updating of data visualization.
- Identify, document, and share client feedback to improve services and results for our clients.
- Take lead in the deployment of surveys such as baseline, Midterm and end line, assessments, and the commission of evaluations in coordination with the project team and the sector Managers in various settlements.
- Support the research work under Y2GEO Project aimed at generating learning and credible evidence to support the improvement, expansion, and sustainability of the programming.

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- With the support of Regional Manager and M& E Specialist, the MEAL Project Associate will ensure that learning from the project implementation and research are incorporated into project implementation and improvement plans.

Coordination, representation, and partner/stakeholder relationships:

- Ensure close collaboration with the field-based team members and consistency in protocols, information, and reporting systems in line with the donor requirements.
- At the field level, collaborate with the Project officers to ensure weekly and monthly coordination meetings are well coordinated and documented.
- Make referrals to the appropriate actors where necessary.
- Maintain respectful and constructive relations with partner organizations, project associate partners, government and local authorities and development actors.
- In coordination with the Regional Manager, Project Officers, attend zonal and sector working coordination meetings at the sub counties & Districts of operation whenever required and provide detailed reports as required.

Monitoring, reporting and communication responsibilities

- Lead the MEAL Sessions during project review meeting to present progress on project indicators with comparison to targets and to crosscheck whether project activities are implemented as per planned timeline.
- Take the lead in tracking the Y2GEO Project progress by work plans, indicators, and targets.
- Undertake field-level monitoring, client responsiveness and evaluation of activities, reflective practice, and outcome measurement.
- Ensure the on-time execution of project monitoring, accountability, and evaluation events including but not limited to needs assessments, baseline survey, final evaluation, data quality audits, project monitoring, and field supervision.
- Support the field staff on data collection and surveys, client satisfaction surveys, and client feedback data collection systems.
- Update the MEAL plan and indicator trackers timely and provide feedback to project staff, partners, and other stakeholders on the status and the quality of implementation. (Quarterly performance indicator analysis, including generation of reports as well as presentations for staff related to ongoing performance;)
- Conduct regular data quality checks and verification exercises to ensure reporting and collection of quality data.

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- Actively participate in and contribute to MEAL team activities, system assessments, development, and implementation of new systems and/or tools aimed at strengthening overall MEAL practices for the Y2GEO Project.
- Provide MEAL inputs for reports written during project implementation.

Accountability and Learning.

- In close collaboration with the M&E Specialist, Regional Manager and the project team, support the documentation and analysis of client feedback and follow up on issues raised by clients to close the feedback loop.
- Lead onsite discussions on development and implementation of action plans resulting from the review and analysis of client feedback data.
- Support development of Client Responsiveness and Accountability information sharing materials/briefs, posters and brochures, and dissemination to relevant stakeholders, partners, and Clients.
- Document and share learning – ensure requirements, lessons learned, data trends and best practices for products, events, and other knowledge management activities are clearly documented and shared on a regular basis (at least quarterly), this is through data collection and sharing.

Qualifications, Skills & Working Experience

- Preferably av Bachelor's degree in Statistics, Information Management, Economics or any other relevant field
- Post graduate Diploma in Monitoring and Evaluation is desirable.
- At least 5 years of experience of working in a team, implementing donor projects in the same field.
- Experience working in a development settings is added advantage.
- Experience in working closely with partners and other stakeholders at community level.
- Experience in coordination within teams and with other stakeholders.
- Prior experience in developing project implementation work-plans, data collection tools and project reporting
- Good Knowledge in data collection, analysis, and management principles.
- Good analytical capacity for qualitative and quantitative information.
- Experience in coordinating the process of data collection and that in addition to experience in managing and preserving the data through Android device.

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- Good working knowledge of Microsoft Applications (Word, Excel, Power Point, etc.)
- Ability to lead and train other workers.

Personal qualities:

- Works well in the development contexts and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well.
- Demonstratable ability to engage and build excellent working relationships with government and local partner organizations, create synergies while implementing the project is vital.
- Language Skills: Fluency in English Language both written and spoken is required. Ability to speak the local languages of the area is desired; Knowledge of other local languages (Runyakitara, Rukonzo, etc.) is an added advantage.
- Willingness to travel remotely to all project locations
- Possession of Class A & B Driving License is a must

Job application procedure:

To apply for the above position, please send your application involving (Cover Letter, CV & Certified copies of academic credentials) addressed to the **Human Resource Manager**, Albertine Interventions for Development (AID), P.O. Box 405, Fort Portal- Uganda by email to hr@aid.ug while indicating the job title in the email subject, not later than **20th December 2024 at 5:00pm EAT**.

NB: Only shortlisted applicants will be contacted for interviews & if you don't hear from us by **6th January 2025**, consider yourself unsuccessful.

AID is an equal opportunity employer and promotes gender equality. Canvassing will lead to automatic disqualification. AID doesn't charge a fee at any stage of the recruitment process (Application, Interview, meeting, processing and training)

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