

Employer: Village Enterprise

Industry: Nonprofit/International Development/Social Entrepreneurship

Function: Support field-level Participant Tracking, Monitoring, Evaluation and Research, assist in all phases of M&E Program

Job Title: Monitoring, Evaluation and Learning Coordinator

Job Location: Gulu (or other area of operation within Uganda as determined in conjunction with MEL Manager and Country Director)

Duration: Full time, 2 years with opportunity to extend.

Reports to: Monitoring, Evaluation and Learning Manager

Job Description:

Village Enterprise is seeking a candidate who will use his/her expertise to assist with Village Enterprise's dynamic field-level Monitoring, Evaluation and Learning (MEL) team and activities. Program areas of involvement include: oversight for implementation of participant tracking systems; data cleaning and analysis; database management; information management; report writing; field visits; staff trainings; innovations in monitoring and evaluation tools and methodologies; design and oversight of M&E for special projects; participation in organizational research initiatives. A minimum time commitment of two years is required.

Detailed Roles and Responsibilities:

Regional/Project Specific MEL Responsibilities: 60%

Lead implementation of MEL Team initiatives for region/project(s), including:

- Manage data collection budget and timeline
- Measure and enforce adherence to data quality protocols, including:
 - Supervise Senior Enumerators, ensuring monitoring of data collection and ensuring audits are both carried out accurately and productively
 - Conduct timely data quality assessment of all incoming data and submit data quality reports to supervisor. Supervised DQA may be assigned to advanced Senior Enumerators.
- Timely cleaning of all participant tracking and monitoring data
- Analysis of participant tracking and monitoring data when needed
- Maintenance of participant tracking and monitoring dashboards and custom reports; creation of additional internal reports and memos as necessary
- Creation of MEL Reports for funders/stakeholders in line with regional/project specific obligations
- Train field teams of region/project(s) in data capture responsibilities as they relate to: targeting, participant enrollment, participant tracking, grant applications, and business spot checks
- Supervise Senior Enumerators to ensure high quality trainings are delivered to enumerators in relation to all data capture responsibilities
- Build and maintain relationships with field staff. Coordinate with staff from other teams as necessary towards the following goals:
 - Procurement of enumerator protective gear and data collection equipment as needed
 - Open and clear communication channels are maintained for sharing of MEL findings;
 - Clear timelines are in place for when staff might expect formal reporting (ex., targeting verification reports within 2 weeks of close of targeting; business owner registration stats available in real time but data fully cleaned within one week of final sync)
 - Additional findings are shared with relevant parties on an ongoing basis
 - Problems are brought forward, 'lessons learned' are openly discussed, and innovations/solutions are tested

- Staff understand why information is needed from them and by when (for example, each cycle BM assignments are needed at least a week before the refresher training so that the database can be prepped and the new targeting forms can be assigned to the Business Mentors in advance of the training)
- Supervise Senior Enumerators. In addition to responsibilities outlined above:
 - Recruit and train new Field Officers as appropriate and under the direction of MEL Manager
 - Support Field Officers in recruitment and training of Enumerators as needed under the direction of MEL Manager
 - Review Senior Enumerators' planned expenses
 - Review Senior Enumerators field activity plans
 - Review Senior Enumerators field activity reports; on a monthly basis, aggregate relevant details from reports for sharing with staff (e.g., ACDs, CDs, F&A, etc)
 - Host weekly meetings with Senior Enumerators
- Other monitoring and evaluation tasks as assigned.

Cross-Region/Project MEL Responsibilities: 30%

- In collaboration with other MEL Coordinators and under the guidance of the MEL Manager:
 - Create or maintain high quality training materials (Manuals, PowerPoint presentations, practice TaroWorks forms, etc)
 - Design (when necessary), create, and publish, data capture forms
 - For outcome data, assist with data cleaning, analysis and reporting
 - Database management
 - Participate in special project evaluations, and review of M&E tools
 - Develop and maintain templates to be used by Senior Enumerators for planning and reporting
 - Develop, document in MEL Manual, and maintain policies and procedures to be followed by Senior Enumerators
 - Maintenance of MEL Manual
- Other monitoring and evaluation tasks as assigned.

Operations Role: 10%

- Assist in the adaptation, implementation, monitoring, and expansion of the Village Enterprise core program
- Provide support to field management team when needed
- Other operation tasks as assigned

Qualifications:

1. Hold a degree in Monitoring and Evaluation, Economics, Statistics or a related field; preference will be given to candidates with a relevant Master's degree (completed or enrolled)
2. Have at least 3 years of experience conducting monitoring and evaluation for social impact programming
3. Possess the technical knowledge and skills necessary to succeed in the role, including
 - Strong quantitative skills and experience with data analysis; good command of STATA
 - Proficiency in Microsoft Excel, MS Word, and MS PowerPoint
 - Proficiency with Google Documents, Gmail, and Android applications
 - Understand the elements of data quality: consistent, complete, accurate, timely, verifiable, valid
 - Proven ability to design monitoring and evaluation plans, including developing theories of change and logical frameworks



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- Ability to develop SMART indicators
 - Literacy with the basic methods for data collection: surveys, interviews, performance tests, site visits/observation, focus group discussions, participatory methods, pre-existing data
 - Experience designing and implementing surveys
 - Experience conducting data quality assessments and with cleaning data
 - Experience supervising data collection and teams of field workers
4. Possess Training and Communication Skills
 - Demonstrate ability to communicate key concepts to people with less than Level 5 education
 - Ability to orally communicate issues, problems, and key information
 - Ability to write clear, concise memos highlighting issues, problems, and key information
 - Experience working as part of a diverse team with the ability to work via email, phone, Skype, and other virtual communications
 5. Flexible, self-motivating, able to manage multiple tasks efficiently, and a team player
 6. Must be a very strong critical thinker able to identify potential solutions to challenges in new environments
 7. Experience with Salesforce and/or TaroWorks is a plus

Interested and qualified candidates who meet the set criteria are invited to send their Cover Letter and CV (Maximum 3 pages) including 3 referees, salary history and expectation to :

ugandajobs@villageenterprise.org addressed to: The Human Resource Coordinator

Subject Line: 'MEL Coordinator'

Applications should be received not later than **Monday, 29th January 2019**.

Note: As this position is based in Gulu, preference will be given to candidates living in Gulu or its environs. This being an urgent recruitment, shortlisting will be done on a rolling basis.