|  |  |
| --- | --- |
| **Summary** | |
| Job Title | Monitoring, Evaluation & Learning Team Leader |
| Department | Programmes |
| Location | Kampala, UGANDA |
| Reporting To | Country Director |
| Direct Reports | M&E officers |
|  |  |
| Job Purpose | * Provide overall oversight of monitoring, evaluation and learning (MEL) activities across Retrak-Hope for Justice Uganda’s projects and partners, in order to measure the outcomes and impact of the work and inform organisational learning and future practice. * Hold direct responsibility for MEL activities for special projects which have an emphasis on learning and innovation through combining reintegration and prevention of separation activities and generate learning and evidence to inform future policy and practice. * As a member of the Senior Management Team, provide oversight, management and leadership of Retrak-Hope for Justice’s services to vulnerable children and families in Uganda. |
| **Duties & Responsibilities** | |
| 1. **Design and Management of MEL activities**    1. Oversee all MEL activities, design and manage the MEL team’s delivery of capacity building, monitoring data collection, analysis, evaluation and learning activities.    2. Work with the MEL team to ensure monthly compilation of accurate data and give analysis and presentation to aid decision-making at Uganda and HQ level for quantitative and qualitative outcomes.    3. Oversee collection of output and outcome level data. Work together with Programme Team Leader to maximise use of data in case management systems. Ensure accurate use of all monitoring tools including Most Significant Change stories, community mapping and household surveys.    4. Ensure new projects and donor proposal submissions have well thought-through MEL systems, including innovative methods to track outputs and outcomes.    5. Lead the planning & implementation of baseline, mid-term and final evaluations, in consultation with HQ MEL Manager.    6. Provide training and support to Retrak-Hope for Justice project and partner staff in collection tools and using monitoring data, and undertaking and building on evaluations. 2. **Development of a learning culture**    1. As a member of the Senior Management Team, encourage regular times of reflection and learning for all staff.    2. Ensure monitoring and evaluation findings are presented and discussed at regular staff meetings.    3. Work with Hope for Justice’s MEL Manager on the development and dissemination of Standard Operating Procedures and linked research projects.    4. Lead in the design of pilot learning and research projects arising from various project outcomes.    5. Maintain an awareness of external research and learning projects and bring relevant reports or pieces of evidence to learning forums within Retrak-Hope for Justice’s projects and partners.    6. Seek ways to build the skills of critical reflection across Retrak-Hope for Justice’s projects and partners.    7. Build links with learning-oriented organisations, including universities and other NGOs, to explore opportunities for collaborative learning.      1. **Coordination of and participation in MEL activities for projects implemented in partnerships**     1. Together with Retrak project managers and lead project partners, develop clear data collection tools to track outputs and outcomes of the project, especially for new activities.    2. Support project and partner staff to collect quality data by providing initial guidance, setting clear timeframes for collection, liaising with project managers and offering ongoing support on data collection tools.    3. Regularly quality-check data that has been collected, and feed back any areas of concern to the project managers and partner staff.    4. With project managers, review and analyse data to assess progress and aid decision-making, learning and impact evaluation and present to relevant staff and partners.    5. Provide the data for regular project updates to, and in responding to specific requests from, project staff, coalition staff and the wider Retrak-Hope for Justice staff.    6. Together with project managers and lead project partners, lead the implementation of learning activities and periodic evaluations. 2. **SMT**    1. Provide leadership and direction for Retrak-Hope for Justice Uganda consistent with the organisation’s Vision, Mission, and Values, supporting the development of plans and services that support Retrak-Hope for Justice Uganda’s aims and objectives.    2. Contribute to the design and development of new projects (concept notes and proposals) ensuring that the result frameworks and work plans are high quality and meet donor requirements and organisational standards.    3. Support the Finance Manager to ensure effective management of financial resources to achieve outcomes    4. Manage and monitor organisational activities in order to ensure that Retrak-Hope for Justice Uganda fulfils donor contractual obligations and achieves its objectives.    5. Represent and develop Retrak-Hope for Justice’s interests through proactive management of positive relationships with key in-country service providers, clients, stakeholders, partners, governments and regulatory bodies.    6. Provide information to and report to the Executive Team of HQ as required. 3. **General**    1. Uphold and work within Retrak-Hope for Justice’s policies and procedures, including Equal Opportunities, Health and Safety and Child & Vulnerable Adult Protection policies.   5.2 Undertake all activities in line with Retrak-Hope for Justice’s core values of Honouring, Openness, Professional and Empowering, including promoting and advocating these to others.   * 1. Travel to Retrak-Hope for Justice field operations as and when required.   5.4 Undertake any other duties, as appropriate to the post, as delegated by the Country Director. | |
| **Experience & Qualifications** | |
| * A degree in a relevant field, preferably statistics or IT, or in behavioural or social sciences * Significant experience of managing M&E activities within an NGO environment * Experience of establishing monitoring systems which capture both output and outcome level data * Experience of leading learning activities to ensure M&E information is utilised to improve service delivery * Experience of facilitating training and ongoing support to staff and partner staff in MEL activities * Experience of participating in senior management groups is desirable | |
| **Key Skills & Attributes** | |
| * Knowledge of and a commitment to child-friendly and participatory data collection, analysis and reporting * High level capacity in using both word-processing and spreadsheet computer software, as well as database and statistical packages, and strong capacity to write clear and relevant reports with a high level of English * Strong interpersonal & relational skills. Ability to work with children, families &communities from all backgrounds * Ability to manage, motivate, develop and inspire people to perform to their best ability. * Ability to prioritise work and meet deadlines. | |