



## JOB DESCRIPTION FOR PROJECT MONITORING AND EVALUATION OFFICER

- Reports to project manager
- based in Kasese with frequent field visits within the coverage area
- Performance based annual renewable contract

Conservation and Demand Agency (CODEA), is an indigenous NGO registered in Uganda. CODEA envisions a self-sustaining society and our mission is to empower communities to achieve sustainable development. Founded in October 2010, CODEA operates in Western Uganda with strategic focus on four thematic areas including; nature conservation, socioeconomic empowerment and livelihoods, community health, and institutional capacity strengthening.

### The Project

CODEA will be implementing a 20-year project entitled “Rwenzori Yethu” in Districts of Kasese and Ntoroko. The Project is an impact-based investment opportunity to enhance agricultural and forestry productions on 8,000 Ha of land and to reinforce the resilience to climate change of 15,000 rural households in the target districts of on the foothills of Rwenzori Mountain in Western Uganda, where over 70% of the households depends on agriculture for their livelihoods. The goal of this Project is to increase cash crop production and productivity among farmers, restore degraded areas, and minimize the vulnerability of farming households to the negative effects of climate change.

The project is pre-financed by investors who seek to obtain carbon credit issuance in return. There is a strong commitment of CODEA to achieving the project objectives and delivering the project’s outcomes. Thus to facilitate this process, CODEA seeks to recruit one (01) **Project Monitoring and Evaluation Officer** on an annual performance based renewable contract.

### I. Main function

*Reporting to the project manager, the Project Monitoring & Evaluation Officer will be responsible of the overall monitoring, evaluation and learning needs of the project. He/she will provide technical support and manage the Project’s Information System and Applications (MIS, and APP). The officer will be responsible for developing tools for capturing real time data on activities and Key performance indicators (KPIs) in line with Livelihoods Venture and VERRAs standard for the Rwenzori Yethu project among selected communities of Kasese and Ntoroko districts. The M&E officer will perform an assessment as well as support function hence the project and partners will get support through M&E findings in enhancing flow of information and its management. The M&E officer will play role in promoting of key learning and accountability for the improvement of the project and for wider leaning of the organisation.*

#### Key Responsibilities:

- Transfer capacity and skills to project staff in terms of M&E and MIS usage (to be trained by Carbon Partners)
- To coordinate, supervise and be responsible of regular data collection and ensure quality of the data by random verifications and validations
- To record, manage and preserve monitoring and evaluation data in MIS
- To analyse and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners.
- Support partners in conducting tree audits, carbon verification, final audits.
- Support in create the reports of the project

## Specific Responsibilities

### 1. Monitoring

- 1.1. Coordinate with Partners and consolidate the M&E Plan on the project
- 1.2. Coordinate and implement data collection, cleaning and analysis on agreed project indicators
- 1.3. Developing tools to monitor the progress of the project, and documenting lessons learnt from the project, by implementing, and monitoring clear feedback and communication loops with different project actors including farmers.
- 1.4. Ensure data quality by developing and implementing Data Quality Assessments
- 1.5. Provide feedback to partners and project team on project performance based on evidence.

### 2. Evaluation

- 2.1. Assist PM in designing, coordinating and conducting project evaluations (mid-term and end-line)
- 2.2. Assist PM in designing and conducting Pre and Post reviews
- 2.3. Support partners in designing and disseminating research studies by providing relevant input

### 3. MIS management:

- 3.1. Designing, developing, and implementing M&E processes to capture data required for project management.
- 3.2. Analysing project data for reporting and informing decision making, including managing users of the MIS & App.
- 3.3. Support in create high level and/or detailed results, performance and outcome reports
- 3.4. Carrying out field visits for data quality checks and triangulation to identify possible project implementation risks.
- 3.5. Coordinate with partners on MIS functioning and improvement based on field operations.

### 4. Capacity building

- 4.1 Training POs and CFs on the application of data collection tools
- 4.2 Resolving challenges relating to the MIS and or use of data collection gadgets,
- 4.3 supporting project team in using ICT technologies (MIS, and mobile Apps);
- 4.4 Training the team on how to deal with technical difficulties that may arise handling the Apps or data sheets

### 5 Carbon Monitoring:

- 5.1 Ensuring timely data collection, consistency and quality of data collected.
- 5.2 Ensuring Quality Assurance / Quality Control procedures are implemented successfully in addition to supporting project validations and verifications.

### 6 Project management support:

- 6.1 Supporting the project manager in project planning and budgeting for M&E project related activities.
- 6.2 Monitoring the project MIS dashboard to have an overview on daily reported changes,
- 6.3 Participate in the follow up, monitoring and supervision of activities against indicators of the project.

### 7 Reporting, Documentation and Team support.

- 7.1 Assisting the Project Manager (PM) in developing quarterly, semestral and annual reports.
- 7.2 Developing and sharing field visit reports with relevant Rwenzori Yethu Project staff.
- 7.3 Training and supporting the project officers on the project's raw data management.

### 8 Contribution to Effectiveness of the Project and CODEA

- a. Work collaboratively with different programmers for strengthening integration and cross-learning in programmes.
- b. Proactively volunteer for various team activities
- c. Show an eagerness to take on any other tasks assigned by the Project manager.

## II. Person Specifications:

### Education, Skills and competences

- *Postgraduate Diploma in monitoring and evaluation with a Bachelor's degree in social or natural science discipline;*
- *Understanding the current M&E systems in development organizations with at least +3 years minimum of experience in monitoring and evaluation positions.*
- *At least 5 of working experience in agroforestry or agriculture related projects involving GIS data collection and management; and experience in carbon projects will be an added advantage*

- *Skills in GIS and advanced Excel and other data management computer packages, Power Bi a plus.*
- *Excellent report, writing and presentation skills*
- *Ability to meet and deal with others in a courteous and tactful manner while fostering and maintaining a spirit of unity, teamwork, and cooperation.*
- *Have the ability to transfer knowledge and skills to other team members effectively*
- *Result-oriented and self-motivated.*
- *Able to handle multiple tasks in a fast paced and changing environment, and able to perform under pressure.*
- *Motivated to work responsibly with little supervision*
- *Able to cope with stressful situations*
- *Willing and able to travel and spend 60% of His/Her time in the field*
- *Ability to multi-task with tight deadlines/schedules and attention to details*
- *Ability to work independently as a team, as well as possession of high degree of flexibility*

**How to Apply:** *Interested candidates should submit CV, and a cover letter addressed to the Director – CODEA, summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of national ID, copy of certificates and transcripts and salary expectation for this position and two employment referees. Please send as a single PDF document to Mr. Muhindo Jonan Kom ([jonankom@codeauganda.org](mailto:jonankom@codeauganda.org) and copy [codea.uganda@gmail.com](mailto:codea.uganda@gmail.com)). Subject of your Email should be the Position you are applying for.*

**Application Due Date: Thursday, March 24, 2023**