



Date: 1 November, 2024

Job Title: Project Monitoring & Evaluation Officer

Department: SAYE Project

Reports To: Project Manager

Duty Station: Jinja with travels in Busoga region and to different incubation centres located at Kapeeka, Namanve and Kabanyolo

About CURAD

The Consortium for enhancing University Responsiveness to Agribusiness Development (CURAD) Limited is a public-private partnership initiative promoted by Makerere University, the National Union of Coffee Agribusinesses and Farm Enterprises Limited (NUCAFE), and National Agricultural Research Organization (NARO). CURAD was started in 2012 with the aim of supporting farmers, farmer organizations, agro entrepreneurs, young men and women students, graduates, skilled and unskilled, start-ups and SMEs to grow and develop their business ideas. It is driven to produce innovative young entrepreneurs and agribusiness leaders that champion productivity and profitability of agricultural enterprises that can spinoff new enterprises. In this regard, CURAD is an agribusiness innovation incubator geared towards creation of jobs and boosting incomes within the agricultural sector.

CURAD is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Master card Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas; skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young people between 16-35 years (70% females and 3% youth with disabilities). CURAD will deliver on two major outcomes: Increased access to and utilisation of market relevant skills among youth, and increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: Skills Development and the Enabling Environment to realize the desired outcomes. The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group. CURAD is looking for a person to take up the position of the

Monitoring, Evaluation and Learning Officer to support SAYE project with the project monitoring, evaluation and learning function of the project.

Function:

The Monitoring, Evaluation and Learning (MEL) Officer will provide support, advice, and oversight on monitoring, evaluation and learning to the SAYE Project. This will include progressively implementing and updating the Monitoring, Evaluation and Learning Framework information systems, systematizing SAYE results frameworks for greater consistency, scaling up and refining SAYE monitoring systems to allow efficient tracking of program results to inform reflection processes and compliance with reporting requirements. S/he will report directly to the Project Manager

1. Essential Character Traits:

Respect, accountability, courage, analytical, proactive problem-solving, numerical accuracy

RESPONSIBILITIES (Including approximate percentage effort)	DELIVERABLES
<p>Project Effectiveness,</p> <ul style="list-style-type: none"> • Support the Implementation of MLE framework and plan of SAYE CURAD • Maintain an update project data and MELS systems to capture data to feed into management decisions. • Recommend steps for strategic adjustments and steps and provide follow up to implementation based on data captured through MLE framework and plan. • Responsible to ensure quality data is captured through the MLE system and incorporating adjustments as needed. • Responsible for building MLE capacity. • Coordinate MLE activities between research, evaluators and internal MLE • Play an active role in the development of a comprehensive M&E plan for SAYE including development of approaches, process, tools, schedules, among others • . 	<ul style="list-style-type: none"> • Maintains accurate information in project database as well as accurate and timely electronic files. • Maintain updated SAYE data management system at country level. • Update the program database and other relevant systems. • Data analysis and dissemination, conducting regular data quality audits. • Conduct data analysis and dissemination, conducting regular data quality audits. • Working with the SAYE MLE manager to design data collection tools along with the respective implementation guidelines. • Roll out key M&E and reporting tools and support project staff in their use and enhance technical capacity • .
<p>Project Reporting and Documentation</p> <ul style="list-style-type: none"> • Produce monthly, quarterly and annual reports that are compliant with requirements of data quality and timeliness. • Provide technical support in documentation of success stories and relate project impacts <ul style="list-style-type: none"> • Work with the MLE manager on reporting results to the regional team by providing written documentation on M&E activities and indicator results for 	<ul style="list-style-type: none"> • Prepare project progress reports (monthly, quarterly, annually) and ensure they are compliant with expected quality standards and timelines. • Document Project lessons learned and disseminated to stake holders on a quarterly basis. • Capacity building through training, feedback, coaching, and mentoring of staff in data collection and analysis

<p>progress and annual reports as appropriate.</p>	<ul style="list-style-type: none"> • Maintains accurate information in project database as well as accurate and timely electronic files. • Collaborate with the different units to periodically monitor the quality of data collected and the reports produced. •
<p>Management and compliance (20%)</p> <ul style="list-style-type: none"> • Coordinate project reviews and planning workshops and assist the Project Manager in disseminating relevant reports. • Ensure high-quality implementation, consistent with HPI's and Mastercard foundation monitoring and evaluation guidelines, protocols, information and reporting systems. • Ensure protection and confidentiality of SAYE and participant data during SAYE reviews and evaluation processes. 	<ul style="list-style-type: none"> • Ensure that production of training and education materials reflects information needs identified by the MLE system. • Ensuring that all monitoring and evaluation processes integrate safeguarding measures. • Develop monitoring and evaluation indicators in routine project activities and ensure periodic reporting on the indicators. • On a monthly basis closely review data and indicators progress to ensure that corrective recommendations are provided on a timely basis. • Implementing and tracking of all the proposed corrective measures to ensure the project is on track within the planned period.
<ul style="list-style-type: none"> • 	
<p>i. May perform other job-related duties as assigned</p>	

Minimum Requirements:

Bachelor's Degree in monitoring and Evaluation, Economics and/or Statistics, Social Research/Science or an equivalent with an academic focus on Monitoring and Evaluation plus four (4) years of direct relevant experience in Monitoring, Evaluation and Learning.

Preferred requirements

- In-depth knowledge on MEL and development issues
- Proven ICT skills, especially MS Excel, MS word and MS PowerPoint
- Experience in supporting and monitoring field-based programs
- Experience in developing field data collection tools
- Experience in quantitative and qualitative data collection
- Experience in developing MLE plans
- Knowledge in analyzing data using statistical software, especially SPSS and STATA.
- Report writing

Most Critical proficiencies:

- Innovative, analytical, and solutions oriented
- Demonstrated effective organizing and planning skills;
- Ability to write clear and concise reports and to make effective oral presentations;
- Knowledge of youth workforce development issues, especially in rural communities of the East Africa region
- Excellent organizational skills, including strong attention to detail
- Proficient knowledge of word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred) and Internet
- Demonstrated proficiency in English, both oral and written
- Ability to work in a team

Essential Job Functions and Physical Demands

- Ability to prepare and present documents in a well-designed and attractive format with attention to detail
- Demonstrated creativity, ability to think systematically, willingness and ability to incorporate innovative solutions
- Quantitative and qualitative approaches to evaluation and ability to communicate MLE concepts clearly with leadership, partners, and staff at all levels
- Willingness and ability to assign and review the work of direct reports and to use participatory management skills with junior and senior staff
- Proven team leadership and supervisory skills with the ability to train and work cooperatively with a diverse staff, including field staff in various locations
- Constant face-to-face, telephone and electronic communication with colleagues
- Working with sensitive information and maintaining confidentiality
- Ability to manage and execute multiple tasks with little supervision while meeting sometimes inflexible deadlines

Application:

Please send your application to the Executive Director, CURAD. P. O. Box 1509, Kampala to info@curadincubator.org with a copy to curad.curad@gmail.com or hard copy to CURAD offices in Namanve Industrial Park or Kabanyolo MUARIK, F13 or Jinja Office at Plot 10 Kira Road next to Paradise Hotel by 5 Dec, 2024.

NOTE: The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.