

2-Terms of Reference for the Monitoring Evaluation and Gender officer

Vacancy title: Monitoring Evaluation and gender Officer

Type: Full Time , Industry : Public Administration, and Government , Category : Management

Jobs at: Ministry of Water and Environment

Deadline of this Job: **7th January, 2022**

Duty Station: Within Uganda, Kampala , East Africa

Base Salary: Not Disclosed

BACKGROUND:

The Government of Uganda through the Ministry of Water and Environment (Executing Agency) in partnership with United Nations Environment Program (UNEP), is implementing a project entitled 'Reducing the Climate change vulnerability of local communities in Uganda through Ecosystem Based Adaptation in forest and wetland ecosystems' for a period of 60 months. The project is funded by GEF the Least Developed Countries Fund.

The objective of the project is to increase the capacity of government and local communities in Uganda to implement EbA in wetland and forest ecosystem to reduce vulnerability to climate change.

The project goal is to reduce the vulnerability of communities living around wetlands and forests to climate change in the four wetland systems of Rwizi Lake Mbuho - Nakivale, Rwambu - Mpanga, Enyau and River Sironko.

The project will be implemented through four components :

Component 1 : Capacity development for EbA in Uganda

Component 2 : Climate change resilient ecosystem in Uganda

Component 3 : Climate change resilient communities in Uganda

Component 4 : Knowledge and research on EbA and climate resilient livelihoods

The Ministry therefore invites applicants to fill the position of Monitoring and Evaluation Officer

Reports to : Project Manager EbA Project

Duty Station : Ministry of Water and Environment head office- Luzira

Terms of Employment

The assignment shall be for a period of two years' subject to a probation period of six months.

Job purpose

Working in close collaboration with the Project Manager and other key stakeholders, the Monitoring evaluation and gender officer works to support a culture of reliable planning, gender mainstreaming, monitoring, evaluation and reporting. This includes; developing, updating and coordinating monitoring and evaluation activities of the project in a gender responsive manner; preparing Quarterly/Annual reports on project progress; ensure that all data collection and analysis tools, assessment tools and design of feasible options take a gender responsive approach, ensure gender mainstreaming, gender analysis and empowerment of women and girls, and a gender balance within the communities; and ensure that the Monitoring Evaluation And Learning system is integrated into the national planning framework; and an effective capacity building of stakeholders are achieved.

Responsibilities

In a gender responsive manner, the ME and gender officer responsibilities include:

- Development of project monitoring tools- a framework to track for progress, effectiveness and realisation of project outputs and outcomes
- Connect the above tools with national monitoring framework on adaptation
- Engage stakeholders and train them in the design, implementation and monitoring of wetland and forest management plans
- Engage stakeholders and train them in design and development of evaluation tools and lead in the project evaluation
- Identify all project relevant data, design data collection tools, collect and analyse data for prompt programme management decisions
- Monthly project Report writing, quarterly reports, biannual and annual reports and project endline reports
- Develop project briefs, executive summaries, programme presentation briefs, programme snapshots for sharing with relevant stakeholders and the donor
- Capture and document success stories, intended and unintended project outcomes and impacts
- Train and build capacity of relevant stakeholders and staff in use of M&E tools
- Provide support to the Mid Term review and Terminal evaluation of the project
- Support and liaise closely with the national research consultant
- Any other duties assigned

Required qualifications, competences and experience

Qualifications

- Bachelors degree in Climate Change Adaptation; Environmental Sciences; Economics; Statistics; Development Studies; and Social Sciences,
- A Post Graduate Diploma in Monitoring and Evaluation

6.2 Experience:

A minimum of 5 years' experience in the field of Monitoring and Evaluation

Other knowledge, additional competences

- Good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. MS word, excel, Power Point and SPSS)
- •Experience in integrating social (i.e. gender, vulnerable groups) and economic variables in monitoring and evaluation systems, and integrating environmental variables would be an added advantage.
- •Ability to work effectively within a variety of government agencies and stakeholder groups and a diversity of individuals (gender, age, language, etc.);
- Ability to work with minimum supervision
- Ability to work under pressure/tight deadlines
- Excellent oral and report writing skills
- Excellent data collection, analysis and presentation skills
- Ability to transfer knowledge to diverse audiences through training, mentoring and other formal methods

Job application procedure

- All applications must be accompanied with recent (3) passport size photographs and CVs detailing work experience, present position, current remuneration, professional and educational qualifications.
- Applicants must also include contact details (telephone and email) of three (3) referees and female candidates are encouraged to apply.
- Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port Bell Road, Luzira P.O Box, 20026, Kampala and should be delivered to the Ministry Registry not later than Friday 7th Jan, 2022.