



Slow Food® Uganda

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JOB TITLE: MONITORING AND EVALUATION (M&E) OFFICER

To enhance the monitoring and evaluation strategies of Slow Food Uganda, we are seeking to hire a dedicated Monitoring and Evaluation (M&E) Officer. The primary responsibilities of the M&E Officer will include evaluating and enhancing the organization's M&E system, providing guidance and assistance to the team in data collection efforts, and assuming the lead role in monitoring, analyzing, and reporting on the gathered data. This position will play a crucial role in supporting and strengthening Slow Food Uganda's overall monitoring and evaluation initiatives.

ABOUT SLOW FOOD UGANDA

Slow Food Uganda is a legally registered not for profit organization in Uganda and it is an affiliate of Slow Food International, a global, grassroots organization, whose focus is to promote local and indigenous food biodiversity, prevent the disappearance of local food cultures and traditions, but also defending the right to food sovereignty for all people whilst safeguarding biodiversity and traditional food value chains. The movement grows with its main activities focusing on safeguarding food biodiversity, promoting sustainable agriculture and traditional foods and helping small-scale farmers rediscover themselves and promote their cultural food traditions with pride and dignity. Slow Food Uganda is working towards three main strategic directions namely; 1.) defending cultural and biological diversity; 2.) educating communities about food in a holistic approach; and 3.) advocating for better policies that lead to good, clean and fair food for all.

Vision: All people in Uganda have unlimited access and enjoy adequate food that is good for them; good for those who grow it and good for the planet at all times.

Mission: Slow Food Communities effectively promote a Good, Clean and Fair food system that ensures food sovereignty for all.

➤ **Good:** Food should taste good and be rooted in season, place, and culture.

➤ **Clean:** Food and farming should promote health and wellbeing, preserve agricultural resources, protect the environment and biodiversity, and ensure animal welfare.

➤ **Fair:** Food should be accessible and affordable to all, and should provide dignity and fair compensation to workers at every link in the food chain.

For more information, please visit our website www.slowfooduganda.org

TYPE OF CONTRACT: Full-time employee contract

DUTY STATION: Mukono

REPORTS TO: Head of Programs and the Executive Director

WORK DIVISION:

- Strengthening the organizational M&E system
- Training and coaching of team members regarding M&E
- Processing of and reporting on collected data
- Team meetings

JOB OVERVIEW:

As the Monitoring and Evaluation Officer, you will play a crucial role in ensuring the effective implementation of monitoring and evaluation systems for Slow Food Uganda. Your primary responsibility will be to design, implement, and manage robust monitoring and evaluation frameworks, ensuring accurate data collection, analysis, and reporting. This role requires a keen eye for detail, strong analytical skills, and the ability to work collaboratively with project teams.

KEY RESPONSIBILITIES:

- *Develop Monitoring and Evaluation Frameworks Strengthening the organizational M&E system:*
 - Design and implement comprehensive M&E plans aligned with organizational goals and objectives.
 - Work closely with project teams to identify key performance indicators (KPIs) and develop data collection tools.
 - Reviewing the organizational M&E system and propose recommendations for improvements
 - Jointly looking for ways, in collaboration with the team, on how the organizational M&E system can be strengthened
 - Leading the development and execution of the organization's M&E plan in collaboration with the Head of Programs and the Executive Director
 - Ensuring the quality and security of the data which is being collected
 - Proactively seeking out data collection issues and reporting relevant issues to supervisors
 - Oversee the collection, validation, and analysis of qualitative and quantitative data.
 - Ensure the accuracy and reliability of data through regular quality assurance measures.

- ***Processing of and reporting on collected data:***
 - Collecting monthly reports from all team members and drafting monthly summary reports
 - Drafting quarterly and annual project reports, in collaboration with the Project Officers and Head of Programs
 - Entering, cleaning, maintaining, securing and backing up the beneficiary database and data for all activities (e.g., field activities, trainings, workshops)
 - Analyzing, interpreting and reporting on results using various programmes (e.g., SPSS, Nvivo, Microsoft Excel)
 - Developing ideas for research projects
 - Prepare regular M&E reports on organizational progress, highlighting key achievements, challenges, and areas for improvement.
 - Maintain a centralized database of organizational-related information and reports.
- ***Staff meetings:***
 - Preparing topics to be discussed during staff meetings
 - Attending and participating in the weekly and monthly team meetings and spontaneous team meetings throughout.

REPORTING AND DOCUMENTATION:

- ***Training and coaching of team members regarding M&E:***
 - Supporting and coaching the team in their day-to-day data collection (e.g., client files, client data base, weekly reports)
 - Providing training and capacity-building to the team on relevant M&E tools
 - Drafting and reviewing evaluation tools for measuring the impact of specific activities as they are organized
 - Conduct training sessions for the staff and partners on M&E tools, methodologies, and best practices.
 - Provide ongoing support and guidance to ensure effective data collection and reporting.

EVALUATION AND IMPACT ASSESSMENT:

Coordinate and conduct periodic project evaluations to assess the impact and effectiveness of interventions.

Analyze evaluation findings and recommend adjustments to enhance program performance.

STAKEHOLDER ENGAGEMENT:

Collaborate with internal and external stakeholders to gather feedback and incorporate it into the M&E process.

Foster a culture of learning and continuous improvement within the organization.

COMPLIANCE AND STANDARDS:

Ensure that M&E activities comply with relevant industry standards, legal requirements, and donor regulations.

Stay informed about emerging trends and best practices in the field of monitoring and evaluation.

RISK MANAGEMENT:

Identify potential risks and challenges related to project implementation and propose mitigation strategies.

Work proactively to address issues that may impact the achievement of organizational objectives.

- *Overall responsibilities:*

- Gaining insights into Slow Food Uganda's activities and target groups.
- Being at any time (in and out of the office, and on and off duty) a good representative of Slow Food Uganda and the values it stands for to ensure the good image and reputation of Slow Food Uganda
- Open, fair and respectful communication to all staff members
- Safe custody and management of office property
- Retaining strict confidentiality regarding all information of the organization outside a professional context and/or the centre
- Respecting work time schedules
- Assisting in other general activities of the organization

QUALIFICATIONS AND SKILLS:

- i. Bachelor's or Master's degree in a relevant field (e.g., Monitoring and Evaluation, Statistics, social sciences).
- ii. Proven experience of at least 3 years in designing and implementing M&E frameworks for development projects.
- iii. Strong proficiency in data collection, analysis, and reporting tools and methodologies.
- iv. Excellent organizational, interpersonal, and communication skills.
- v. Familiarity with relevant software applications and statistical packages.
- vi. Ability to work independently and collaboratively in a team environment.
- vii. Understanding of project management principles and practices.
- viii. Experience with qualitative and quantitative data collection and analysis methods and software programmes
- ix. Ability to coach and train others in M&E methodologies

- x. Strong report writing skills
- xi. Being collaborative, proactive, ethical, transparent, responsible, flexible and open
- xii. Attention to detail and a commitment to producing high-quality work.
- xiii. Demonstrated commitment to promoting transparency and accountability.

WHAT WE OFFER:

- Full-time employee contract from 30th January, to 31st December 2024 with potential extension based on available funding and positive performance evaluation
- Employer NSSF contribution
- Dynamic team environment

How to Apply:

Interested candidates should submit their resume, a cover letter, and three professional references to info@slowfooduganda.org. The subject line should include "Application for M&E Officer Position – [Your Name]". The deadline for applications is 22nd January 2023.

Slow Food Uganda is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply irrespective of sex, ethnic group, religion, nationality, political orientation or other orientations and beliefs. Only shortlisted candidates will be contacted for interviews.