



HARVESTPLUS VACANCY ANNOUNCEMENT

#FO19-008

LOCALLY RECRUITED POSITION

TITLE:	MONITORING, EVALUATION, AND LEARNING OFFICER
LOCATION:	KAMPALA, UGANDA
REPORTS TO:	COUNTRY MANAGER, UGANDA
GRADE:	17R
CLOSING DATE:	MARCH 15, 2019 OR OPEN UNTIL FILLED

JOB SUMMARY

HarvestPlus seeks a highly-motivated Monitoring, Evaluation, and Learning Officer to join our team. Under the technical guidance of the Monitoring, Evaluation, and Learning (MEL) Specialist, the MEL Officer will help develop, review, and implement the HarvestPlus Uganda Monitoring and Evaluation framework. Activities will include supporting the MEL Specialist in project monitoring and reporting outputs, selecting and reviewing indicators for new projects, and designing MEL strategies, guidelines, standard reporting forms, databases, and monitoring and evaluation tools. Following a philosophy of “monitoring, evaluation, and learning,” the officer will help train partner staff on monitoring, collect data, and share knowledge to improve implementation practices.

This position is a one-year, fixed-term appointment, and is renewable contingent upon continued satisfactory performance and program funding. The position is located at the HarvestPlus Uganda Country Office in Kampala. **Interested applicants must have work authorization to work in Uganda.**

BACKGROUND

HarvestPlus improves nutrition and public health by developing and promoting biofortified food crops that are rich in vitamins and minerals, and providing global leadership on biofortification evidence and technology. HarvestPlus is part of the CGIAR Research Program on Agriculture for Nutrition and Health (A4NH). CGIAR is a global agriculture research partnership for a food secure future. Its science is carried out by its 15 research centers in collaboration with hundreds of partner organizations. HarvestPlus is based at the International Food Policy Research Institute (IFPRI) and collaborates with multiple CGIAR centers and partner organizations.

ESSENTIAL DUTIES

Specific duties include but are not limited to:

- Support partners to ensure timely collection of quality M&E data needed for timely and accurate reporting to HarvestPlus management and donors.
- Support the MEL Specialist to design and implement partner MEL capacity development plan to enable partners to collect and report good quality monitoring data for timely progress reporting.
- Work in close consultation with the MEL Specialist to develop and maintain a partner data submission and review schedule that aligns with HarvestPlus global and donor reporting timelines.

- Assist with quarterly monitoring data entry into the country program M&E databases and serve as the overall database manager for the country M&E databases.
- Support the MEL Specialist and participate in regular review meetings to enable participatory monitoring, evaluation, and learning of partners to improve performance.
- Ensure quality of data with random verifications and validations through data quality assessments with partners, and help build capacity of partners to do the same.
- As needed, provide input to ongoing and new studies/surveys carried out under the HarvestPlus MENU program, e.g. baseline surveys and KAP surveys.
- Assist with preparation of annual country program reports and participate actively in country program review and planning process to 1) ensure MEL results are incorporated, and 2) inform strategy and business plans, and partner work plans.
- Review monitoring tools with the MEL Specialist and partners.
- Participate as a member of the HarvestPlus MEL functional team.
- Keep up to date with HarvestPlus and global MEL best practices and developments to effectively contribute to and deliver on MEL tasks.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Economics, Statistics, Social Sciences, Agricultural Sciences, Development Studies, or a related field.
- Knowledgeable in M&E methods and approaches (quantitative, qualitative, participatory field research methods, and/or survey design and management) in the agriculture, health, nutrition, or rural development sectors.
- Familiar with the design and implementation of M&E frameworks (including log frames and results frameworks).
- Sound and demonstrable knowledge on theories of MEL, including identification, definition, and tracking of M&E indicators.
- Demonstrated proficiency in Microsoft Office (Excel, PowerPoint, Word, Outlook).
- Skilled in data management and analysis using statistical software (e.g. STATA, SPSS, Excel, etc.) and management of databases.
- Excellent oral and written English communication skills; fluency in some local languages.
- Collaborative, self-motivated, and able to work well within multi-disciplinary teams.
- Excellent interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

- Experience working with contacts in the NGO community.
- Knowledge of pro-poor strategies; gender-sensitive approaches.
- Solid understanding of rural development, with a focus on participatory processes, joint management, and gender issues, preferably in the Uganda context.

TO APPLY

Click on the following link to access the **Monitoring, Evaluation, and Learning Officer** job application: <https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=IFPRI&cws=37&rid=1951>. Please complete the online application and provide a complete resume, detailed letter of interest, and three references. For more information about HarvestPlus and/or IFPRI, please visit our websites at www.HarvestPlus.org and www.ifpri.org. EOE.