



# GARD

Grassroots Alliance for Rural Development

changing lives, creating opportunities

## VACANCY ANNOUNCEMENT

<b>Job position:</b>	MEL & Knowledge Management Officer
<b>Direct reports to:</b>	Executive Director
<b>Other Reporting Lines</b>	Head of Programs
<b>Closely Work With</b>	Program Dept; Communication & IT Dept; Monitoring Evaluation and Learning Dept, and Finance and Administration Dept.
<b>Scope and job Location:</b>	GARD Kotido Head Office: <b>(with frequent travels to other field offices).</b>
<b>Contract Type/Details:</b>	Fixed term – 12 months with the possibility of extension subject to availability of funds
<b>Salary and benefits:</b>	Competitive salary and benefits packages.
<b>Working Hours:</b>	Full time. (40 hrs a week).

### **About GARD:**

Grassroots Alliance for Rural Development (GARD) is an independent not-for profit organization established and registered with the Uganda NGO Bureau in April 2019. Our vision is *empowered and resilient communities*, with the mission statement of *a platform for building resilience and sustainable wellbeing*. GARD works in a non-discriminatory and non-partisan way, with its head office in Kotido Municipality and three field offices in Amudat, Kaabong and Napak districts, Karamoja Uganda. GARD is one of the leading rural based technical, innovative organization working the most vulnerable and marginalized rural communities to address the social, economic, environmental, and political issues in the areas of (i). Sustainable Livelihoods/food security, nutrition climate, and environment; (ii). Youth, women skilling and gender empowerment; (iii). Governance, peacebuilding, and Human Rights; and (iv). Institutional strengthening and development.

Currently GARD manages multi-sectoral programs that supports rural communities, women, youth, and men to rebuild their livelihoods and achieve resilience in Karamoja region. Due to expansion in scope of our programming, we are now seeking to increase our professional staff base with technically gifted and dynamic individuals willing to share in our vision and join the team in the following role (s).

### **Job summary purpose:**

The Overall responsibility of MEAL & Knowledge Management Officer is to steer GARD's humanitarian and development work by undertaking monitoring, evaluation, accountability, and learning; and knowledge management by assessing program impact, quality, sustainability and facilitating learning.

This position focuses on improving the understanding and quality of GARD's humanitarian and development work, fostering evidence-based decision-making and program innovation, adaptation, and enhancing the organization's influence across the sectors.



The role also ensures that GARD's Humanitarian and development approaches, including strong community engagement and affected populations' feedback, safe programming, local humanitarian leadership and development approaches are adopted throughout the organisation program.

## **Duties And Responsibilities**

### **1. Developing the MEAL plan:**

- Assess the needs and capacities in terms of tools and practices for monitoring-evaluation and learning, data collection and reporting of the team and implementing partners.
- Draw up a solid MEAL plan, co-constructed with the project's stakeholders, in line with the commitments set out in GARD's MEAL policy, detailing in particular:
  - Revision of the logical framework and its indicators,
  - The definition and monitoring plan for each indicator (means of verification, calculation method, tools, frequency, person responsible, etc.),
  - Baseline values and targets for each indicator,
  - The process for data flow, collection, and use (collection, feedback, consolidation, visualization, use for steering and decision-making, reporting, etc.)
  - Data management (analysis, reporting, archiving, confidentiality, quality control, data protection in compliance with the RGPD),
  - The detailed budget required to implement the system,
  - Evaluation and performance issues, and the evaluation plan,
  - Learning issues, and the planning of learning events (workshops to identify good practice and lessons learned, experience learning report, etc.).
  - The respective responsibilities of each partner organization involved in implementing the activities.

### **2. Rolling out the Monitoring and evaluation (MEAL) plans:**

- Put in place the technical and organizational MEAL tools: software licenses, communication methods, etc.
- Develop the data collection, analysis and visualization system, and the corresponding tools (Kobo questionnaires, ODK, dashboards, reporting formats, etc.).
- Estimate the reliability of objectively verifiable indicators based on samples and the quality of the data available.
- Coordinate data quality control systems and mechanisms for proper management of performance information to support the function of generating credible outcomes.

### **3. Implement the MEAL plans:**

- Train all stakeholders/implementing partners on MEAL and the mechanisms / tools developed to facilitate their involvement in the implementation and use of the MEAL system.
- Track program performance of activities and outputs against expected results to ensure accurate qualitative and quantitative reporting on the intended outcomes.



- Support organizational impact and promote learning by documentation of best practices. Use this information to support decision-making processes.
- In charge of development of GARD MEAL indicators and performance reports.
- Interact with stakeholders on data collection, process data, and interpretation.
- Contribute to the annual review exercises and presentations to the monitoring committees with the project team.
- Manage, with the Project Managers, baseline surveys and follow-up evaluations terms of reference to identify external service providers for MEAL plan, if necessary, and support them to select and supervise them.
- Share the results and conclusions of monitoring and evaluation activities with the project team.

#### 4. Learning:

- Develop in a participatory manner and coordinate the projects learning strategy, as well as the associated action plan/timetable and the typology of deliverables.
- Organise and lead internal learning exercises and develop learning materials/tools.
- Set up a filing and archiving system for digital and paper data (reports, questionnaires, etc.) and productions.

#### 5. Cross-cutting tasks:

- Participate in fundraising for the organisation, identify and develop partnerships and alliances relevant to programs and organization in general.
- Analyse trends of the complaints and feedback received to help improve programming.
- other duties.
- As job descriptions cannot be exhaustive, the position holder may be required to undertake any other duties as may be assigned by your supervisor or Executive Director. It is important to note that the responsibilities may change broadly in line with the above key duties to meet the evolving needs of GARD.

#### Qualifications and Experience

- Minimum, University Degree in Social Sciences, Development Studies, Economics/Statistics, Demography, Population Studies, Development Economics, information management, social sciences or a field related to international development with post graduate training in Monitoring and Evaluation.
- A minimum of three (3) years' experience in Monitoring, Evaluation, Research and Learning, preferably in the humanitarian or development context
- Proven and substantial experience in humanitarian and development work with background in social research methods and tools as well as knowledge management, particularly in humanitarian responses, covering conflict, climate-driven and complex emergencies, as well as natural disaster crises.
- Experience in designing tools and strategies for data collection, analysis, and production of reports.



- Proven experience in ICT skills, especially in the development and implementation of M&E/MIS in development projects of MIS software using database software.
- Ability and experience leading strategically on areas related to quality and knowledge management systems and processes, reports, creation of practical tools and their dissemination. Strong conceptual, analytical, and critical thinking.
- Excellent understanding and practical experience on how quality MEAL and knowledge management can support improvements in the quality of humanitarian and development work.
- Excellent understanding and ability to further develop or promote internal and sectoral processes, codes and standards that inform and steer quality, learning and knowledge integration.
- Demonstrable experience facilitating learning processes.
- Strong collaboration and networking skills.
- Excellent interpersonal and communication skills Excellent written and spoken English, Ngakarimojong desirable.
- Competent to work with significant levels of autonomy, showing creativity and ability to identify and implement opportunities for innovation with excellent privatization and time-management skills.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.

#### Skills and abilities

- Excellent communication skills - written and oral.
- Good report-writing skills with excellent written and spoken English.
- Skills in participatory approaches to programming, and community engagement.
- Demonstrable interpersonal and team working skills; and the ability to work closely with local partners and community members.
- Proficiency in Microsoft Office and use of internet for research.
- Ability to relate sensitively to diverse groups.
- Self-driven and able to deliver results with minimum supervision.
- Flexibility in traveling and working in challenging situations with unpredictable working hours.

#### Personal qualities Skills and conducts

- Commitment to and compliance with GARD's safeguarding principles, vision, mission, and values.
- **Transparency and Accountability:** Holds self-accountable for making decisions, managing resources efficiently and transparently, achieving and role modelling GARD's values.
- **Integrity:** Strong sense of integrity, Honesty, openness, builds trust and confidence
- **Ambition:** Sets ambitious and challenging goals for himself and team, takes responsibility for their own personal development and encourages their team to do the same
- **Collaboration:** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues and external partners and stake holders
- **Creativity and innovation:** Develops and encourages new and innovative solutions.
- Self-driven and able to deliver results with minimum supervision.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.



### **Application process**

Interested applicant should send their application to [info@gardug.org](mailto:info@gardug.org) with a cover letter and an updated CV detailing your experience and qualifications, as well as copies of your academic qualifications in relation to the role with the subject line '**Application: MEL & Knowledge Management Officer**'. Including contacts of three professional referees (two must be 2 professional references and 1 being your supervisor from the most recent/previous employer).

Deadline for applications: **FRIDAY, 24<sup>th</sup> JANUARY 2025 at 4:30pm.**

**NOTE that this position will be recruited as soon as possible, CANDIDATES are encouraged to submit as early as possible.**

While GARD will keep CVs of potential Candidates in the roster for future engagements, we highly regret that **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

### **Safer recruitment**

GARD is an equal opportunity employer and seeks to employ and assign the best qualified talents. We are committed to achieving workforce diversity in terms of gender, ethnicity, and culture.

GARD is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of young people, and adults. GARD expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include rigorous reference and background checks.

**Disclaimer:** *We do not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. Any form of canvassing will lead to automatic disqualification of the candidate.*

