



**WWF** *for a living planet*

### ***Job Description***

**Position** : Monitoring and Evaluation Specialist  
**Reports to** : Country Director  
**Supervises** : Project Monitoring & Evaluation Officers  
**Grade** : B1  
**Location** : **Kampala with occasional visits to project sites**

#### **I. Departmental Mission:**

**Mission of the Department:** To ensure the development and implementation of the WWF Uganda Conservation Strategy to the highest standards.

#### **II. Major Functions**

The Monitoring and Evaluation Specialist will provide leadership to WWF UCO team, in designing, implementing programmes, documenting lessons learnt, and building staff capacity. Additionally they will provide technical support, monitor and evaluate programmes suitable for conservation work. They will work under the Supervision of the Country Director.

#### **III. Major Functions & Responsibilities**

- Leads the development and implementation of a comprehensive monitoring and evaluation strategy of WWF – Uganda Country Office and related activities in support of the WWF UCO Conservation Programme;
- Coordinates the WWF UCO's Programme activities and document results, impacts best practices from programme implementation and ensure exchange and dissemination of lessons learnt;
- Provides technical support by collating, analyzing, consolidating, monitoring data and preparing reports of the programme's activities and processes as required by WWF International, ESARPO, WWF UCO, respective donors and other stakeholders, using the monitoring tools in place; (Reporting templates, Dashboard, SPMS, APMS), while ensuring compliance to reporting schedules and network standards;
- Facilitates knowledge management processes, including documentation, sharing, learning and adaptive management, thereby building the monitoring and evaluation capacity amongst WWF UCO Staff;

- Supports projects/programmes to ensure their effective designing, planning, monitoring, evaluating and reporting, using the WWF network standards and other recommended practices;
- Collaborates with implementing partners and other stakeholders to develop feasible and effective discussion events where M&E data is analysed and corrective actions can be agreed upon;
- Undertakes validation exercises, as may be required by WWF-UCO, WWF ESARPO, including programme assessments, verification of progress towards targets, indicators and/or implementation of M&E recommendations;
- Develops, implements and Controls the Monitoring & Evaluation budget;

#### **IV. Required Qualification**

- Bachelors' Degree in Environmental Studies;
- Advanced University Degree in Environmental Sciences is an added advantage;
- Advanced training in Monitoring and Evaluation
- At least 7 years working experience in M&E related environmental issues and/or development context.

#### **Required Skills and Competencies**

- A good understanding of programme development steps and especially the programme and project management standards (PPMS) of the WWF network;
- Experience with practical field implementation of Natural Resource Management and related result based management oriented monitoring system;
- Knowledge of programme design (Mainly log-frame or similar frameworks), monitoring and evaluation;
- Good management and co-ordination skills, and experience on technical project implementation;
- Excellent interpersonal skills and good team spirit;
- Experience in writing project reports and management plans;
- Willingness to participate in field activities/surveys and travel to remote areas within the region;
- Proven experience in coordinating and monitoring international projects;

- Experience and skills in training and transfer of knowledge;
- Ability to follow deadlines, accuracy and attention to details.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Engaging and Determined

#### **V .Working Relationships:**

**Internal** – Reports to Country Director and works closely with the Country Office staff including Conservation Manager, Departmental Heads, Project Coordinators & Managers, in guiding the key Performance Indicators for both the Conservation and Operations Team

**External** – Works closely with Implementing and Donor partners (bilateral and Multilateral), including Governmental and Non- Governmental representatives in design and KPI for the projects.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Conservation Manager**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Country Director**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Staff Member**