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JOB DESCRIPTION

Position title:	Monitoring and Evaluation Specialist
Reports to:	Conservation Programme Manager
Supervises:	Projects Monitoring and Evaluation Officers
Location:	Kampala with occasional visit to project sites
Grade:	B1

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

II. **Job Summary:** The M&E Specialist will provide strong monitoring and evaluation leadership to WWF Uganda team, in designing, implementing projects and programmes, undertaking baselines, provide technical support, monitoring and evaluation of programmes for sustainable conservation work, data analysis to provide results, impacts and best practices to ensure good documentation, exchange and dissemination of lessons learned, and building staff capacity in M&E.

III. Major Functions and responsibilities

A. Monitoring systems

- Leads the development and implementation of a comprehensive monitoring and evaluation strategy for WWF Uganda Country Office (UCO) and related activities in support of the WWF UCO Conservation Programme;
- Undertakes and/or supervises baselines surveys to obtain data to evaluate the projects/programmes outcomes and impacts;
- Leads monitoring visits and consultations on the review of progress on a periodic basis and encourage stakeholders' involvement at all stages;
- Facilitates knowledge management processes, including documentation, sharing, learning and adaptive management, thereby building the monitoring and evaluation capacity amongst WWF UCO staff;
- Undertakes periodic review of the implementation and operation of the monitoring and reporting mechanism, including preparation of best practices and lessons learned;

- Leads M&E training activities, including WWF standards and workshops.

B. System Management

- Provides technical support by collating, analyzing, consolidating monitoring data, and preparing reports of the programmes' activities and processes as required by WWF international, WWF UCO, ROA, respective donors and other stakeholders, using the monitoring tools in place; [Reporting templates, Dashboard, Strategic Plan Monitoring System (SPMS,) APMS], while ensuring compliance to reporting schedules and network standards;
- Supports projects/ programmes to ensure their effective design/ planning, monitoring, evaluation 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 analyzed and corrective actions can be agreed upon;
- Develops, implements and controls the monitoring and evaluation budget.

C. Reporting

- Leads the preparation of consolidated progress reports for projects/programme management including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations to ensure consistency and quality, and that the organisation attains its objectives in a cost-effective and efficient way;
- Collects M&E data and provides regular updates to the Senior Management Team to facilitate continuous improvement
- Works closely with Conservation Manager and facilitates timely completion of all Key Performance indicators (KPI), Country Dashboard, Strategic Plan Monitoring System (SPMS) and the Annual Plan Monitoring System (APMS), and all other reports.

D. Evaluation

- Drafts TORs for external evaluations
- Coordinates the design and implementation of evaluations following the guidelines in the WWF Programme Management Standards;
- Leads the analysis of data collected under the monitoring and evaluation strategy for assessment of progress and areas for improvement, as well as implementing formative and summative evaluations;
- Undertakes validation exercises as may be required by WWF UCO, including programme assessments, verification of progress towards targets, indicators and/or implementation of M&E recommendations.

E. Networking

- Supports dissemination of learning and best practices on processes of outcomes of programmes and operations by promoting internal networking, encouraging innovative ideas and helping staff to write up and share their experiences; including providing data and information on conservation success to the Communications team for promoting WWF UCO

work;

- Promotes organization's image in communities by attendance at meetings on M&E;
- Collaborate with the ROA M&E specialist and participate in the M&E Community of Practice.

F. Support to Fundraising

- Supports fundraising and programme teams in preparation of results chains and logframes.
- Reviews funding concepts and proposals, including advising on M&E budgeting

IV. Required Qualification

1. Bachelor's degree in Environmental Studies or related subjects
2. Advanced degree will be an added advantage
3. Advanced training in Monitoring and Evaluation
4. At least seven years working experience in monitoring and Evaluating environmental related issues and/ or development context.

V. Required skills and Competencies

- Good understanding of Programme development steps, and especially the Programme and Project Management Standards (PPMS) of WWF network and /or similar;
- Experience in practical field implementation of Natural Resources Management and related results based management oriented monitoring system;
- Strong knowledge of M&E practices and methodologies
- Experience in undertaking baselines, and in planning, design and implementation of M&E systems;
- Knowledge of programme design, and application of the logical framework, other strategic planning approaches, M&E methods and data/information analysis;
- High level of computer literacy (competent in MS Office), and experience with one or more types of data analysis and management software (e.g., Stata, SPSS) strongly preferred;
- Knowledge of GIS Software, particularly the Arc suite
- Detail-oriented with good technical report writing skills;
- Adaptable, flexible, impartial, and able to take initiative and prioritize among competing demands, and meet deadlines;
- Experience and skills in training and knowledge transfer in M&E;
- Excellent interpersonal skills and good team spirit;
- Experience of working in an international and/or multi-cultural environment, with NGO experience an advantage;
- Fluency in written and spoken English;

- Excellent communication and facilitation skills;
- Willingness to participate in field activities and travel to rural areas for extended periods.
- Passion and commitment for conservation and sustainable development.

VI. Working Relationships

- **Internal:** Reports to Conservation Programme Manager and works closely with the Uganda Country Office staff including the Country Director, Departmental Heads, Programme Coordinators & Managers, in guiding the Key Performance Indicators (KPI) for both the Conservation and Operations team.
- **External:** Interacts with National Governmental Institutions, Non-Governmental Organizations, academic institutions, the media, donors (bilateral and multi-lateral), specialists / consultants, and other stakeholders, in collaboration with the WWF UCO Conservation Programme Manager.

VII. WWF's Mission

- *It is part of every staff member's terms of reference to contribute to WWF's mission:*

WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- conserving the world's biological diversity
- ensuring that the use of renewable natural resources is sustainable
- reducing pollution and wasteful consumption.

VIII. Adherence to WWF Global behavioural competencies:

It is part of every staff member's terms of reference to the following WWF Global's behavioural competencies

- **Strive for Impact:** I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact.
- **Listen Deeply:** I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say.
- **Collaborate Openly:** I'm a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally.
- **Innovate Fearlessly:** I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same.

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.

Approved by: _____ Date: _____

Accepted by: _____ Date: _____