

**Job Title: Monitoring, Evaluation, and Learning (MEL) Officer -EYDCD**

**Organization:** Children's Rights and Violence Prevention Fund (CRVPF)

**Duty Station:** Kampala, Uganda

**Reports to:** CRVPF-EYDCD, Program Coordinator

**ABOUT CHILDREN RIGHTS AND VIOLENCE PREVENTION FUND (CRVPF)**

Children's Rights and Violence Prevention Fund (CRVPF) is a regional childcare and social justice intermediary organization. CRVPF advances the safety and rights of children and young people in Uganda, Kenya, Tanzania, and Ethiopia. CRVPF partners with community organizations to prevent violence including sexual violence against children and young people. We build children and young people's power and agency to make the right choices and decisions and facilitate access to safe and dignified employment opportunities.

CRVPF works with community organizations as an effective avenue for reaching vulnerable children, young people, families, and communities because these organizations have closer proximity, adaptability, trust with communities, efficiency, and can contextualize interventions. The community organizations and their leaders are the basis for building community movements that advocate for children and young people's issues. CRVPF collaborates with a diverse range of community organizations, local NGOs, media organizations, training, and research institutions working at community levels to prevent violence and advance the rights of children and youth. These partners reflect our values through local ownership of change, using funds responsibly and working with long-term sustainability.

**About the program**

CRVPF is anticipating the Empower Youth through Data and Community Development (EYDCD) program. At the individual level and institutional levels, by strengthening and leveraging community-based structures, this program aims to improve the lives of young men and women in disadvantaged communities in Uganda by providing technical market-facing skills and capacity building for entrepreneurship, and employment. Over a five-year, EYDCD aims to reach 400,000 young people and enable the creation of 250,000 new and sustained dignified and fulfilling work opportunities (70% young women) while strengthening & digitizing 3,000 youth-led VSLAs. To accomplish the above, the initiative will collaborate with 200 local grassroots Community-Based Organizations (CBOs).

At a system level, the program aims to foster financial inclusion & promoting digital identity for young people (invisible and bootstrappers enterprises) by leveraging mobile transactions & *CRVPF is an equal-opportunity employer. The information shared by any applicant will be safeguarded and solely used for the purpose of recruiting an individual best suited for this role.*

alternative data working with the biggest telco companies in Uganda – Airtel and MTN to enable data-driven credit decisions using credit scoring. This becomes an asset to assess their creditworthiness – for the distribution of affordable credit, devices, among other digital financial products and services. This will serve both young people and their community-based savings groups, i.e., VSLAs or SACCOs who have for long been seen as expensive to serve and reach.

## **ROLES AND RESPONSIBILITIES**

The Monitoring Evaluation and Learning Coordinator is responsible for the functionality and quality implementation of MEL function for the EYDCD Program. The MEL Coordinator is responsible for aligning program deliverables and MEL frameworks to the program Theory of Change and supporting programs team in results delivery while ensuring effective utilization of the M&E system by program staff and partners. Including the development of relevant and feasible MEL tools and processes, building the capacity of staff and partners to use these tools and processes and providing ongoing technical support and accompaniment required for this to happen.

Additionally, ensuring that evidence-based reporting and learning are prioritized throughout the program cycle leads to adaptation and innovations. And ensuring that M&E Plan activities are appropriately and sufficiently budgeted for, and all program staff are properly oriented on the program M&E system, tools, and processes. This includes supporting the recruitment of Data/research Assistants and supervising them.

## **SPECIFIC RESPONSIBILITIES**

### **Establish and maintain a robust MEL System (30%)**

Under the supervision of the Program Coordinator, and working closely with the Program team, the MEL Coordinator is or will be is responsible for.

Ensuring effective utilization of the MEL system by all program staff and partners. This will involve the development of tools and processes, building the capacity of staff and partners to use these tools and processes as well as providing ongoing technical accompaniment required for this to happen.

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Ensuring the MEL system provides real-time data for adaptation of the program to serve decision-making on implementation improvement. Data analysis, interpretation and presentation skills are required.

Ensuring data-driven and evidence-based reporting and data-driven decision-making on delivering KPIs by putting in place mechanisms and procedures for electronic data capture, analysis and reports generation, including the proper filing of all M&E documents for easy access and retrieval.

### **Program Quality, Learning and reporting (30%)**

Ensuring that inclusivity (gender, disability, youth engagement) is prioritized during planning and reflections across implementation and progress is measured and reported regularly.

Ensure continuous outcome monitoring and generated insights inform ongoing program adaptation or course correction.

Support the implementing team in delivering high-quality results that empower young people especially women by regularly monitoring and reporting progress on all measures.

Maintain a solid field footprint via regular field monitoring support visits to partners in all locations where the program is implemented to enable quality monthly and quarterly reports.

Create and lead information-sharing platforms, Program Review Meetings and learning workshops based on assessments or evaluation findings. Quality assurance of work plan, validation and verification of system or reported data are key.

Supports in planning and managing baselines, assessments, and evaluations to generate new knowledge (learning) and credible evidence.

Working with program leadership to ensure sufficient budgeting for all MEL activities to deliver rigorous, and credible results.

### **Leadership and Capacity Building for Staff and Partners (20%)**

Design and maintain a MEL database.

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Establish and maintain a collaborative and consultative culture with program teams, and partners using a combination of approaches for effective buy-in into M&E practices.

Promote continuous learning and professional development of the team via on-job learning, exposure, and training. Listening and team building as a skill shall be critical in attaining M&E as a responsibility for all.

Lead field monitoring and data collection activities, including supervision of research assistants and data entrants while ensuring that all program staff and partners are properly oriented on the MEL system, tools and processes with continued technical support and accompaniment for new or complex M&E tools and processes.

### **Contribute to maintaining a robust Program Design and delivery (15%)**

Ensure the results frameworks (objectives and indicators) are SMART and logical to delivering appropriate skilling and measuring employment for the young people.

Ensure full participation of program teams and partners in defining the KPIs and annual targets. This will involve maintaining a clear targets table with assumptions with regular reviews based on context

Training and retraining of new and existing program teams on MEL frameworks and ToCs will help deliver consistency of understanding and delivery.

Ensuring that new or emerging activities arising from program learnings are integrated into work plans and monitored adequately.

### **Any other duties assigned from time to time (5%)**

- Support administrative work, CRVPF and partner events.
- Any other tasks assigned.

### **Qualifications and required skills.**

- Bachelor's degree, preferably in Social Sciences, economics, statistics, or a related field. A diploma in M&E or knowledge management will from a reputable organization will be an added advantage. Minimum three (3years' experience in monitoring, evaluation, and learning and four (4) years of project management.

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- Strong research and qualitative data analysis skills e.g. context analysis.
- Demonstrated analytical ability and experience in report writing.
- Excellent record-keeping and documentation skills are required.
- Strong Analytical skills with a high level of attention to detail.
- Proficiency with MS Office specifically Excel
- Skills in project management, microfinance, and youth inclusion.
- Previous work with youth programs, in slums, and refugee communities.
- Conflict resolutions, mediation, and cluster partnerships support.
- Ability to work with a small team and deliver results with or without close supervision.
- Ability to travel to the field more than 30% of work time.
- Demonstrate a commitment to CRVPF work.

***The position is based in Uganda, Kampala on site. The deadline for Applications is September 29th, 2023.***

***Send your application to [careers@crvpf.org](mailto:careers@crvpf.org) and copy [edith.tendo@crvpf.org](mailto:edith.tendo@crvpf.org)***

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