

YSAT JOB ADVERTISEMENT REF: YSAT/UG/AD/CFA/2024/005

Job Title:	Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant
Duty Station:	Adjumani Field Office - Pakelle
Reports to:	MEAL Officer
Opening & Closing Date:	23 rd August to 10 th Sept 2024
Employment Category:	Regular (Full Time)
Expected Start Date:	As Soon as Possible
Contract Duration:	24 Months (Possible Extension)

Organization Background:

YSAT - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

YSAT has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

Purpose

YSAT is seeking a competent **Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant** for the Uganda Refugee Resilience Initiative (**URRI**), a 4.5-year project with funding from the Royal Danish Embassy to enhance climate resilience of women, men and youth in refugee and host communities and promote inclusive, cohesive, and environmentally sustainable development in refugee-affected areas in line with local priorities. **URRI** project will be implemented in Adjumani, Lamwo and Kyegegwa districts targeting both host communities 65% and refugees 35%. The project will be implemented in a Consortium led by Save the Children, World Vision Uganda, AVSI Foundation, Youth Social Advocacy Team (**YSAT**), Kabarole Research Centre (KRC), Uganda Network on Law Ethics and HIV/AIDS (UGANET) and Response Innovation Lab (U-RIL).

The project has 3 outcome areas: (i) Enhanced climate adaptation and resilience for women, men and youth in refugee and host communities through inclusive climate-smart agriculture, (ii) Sustainable management of the environment in refugee-affected areas through inclusive interventions leading to enhanced conservation of natural resources, biodiversity, ecosystem services, and productivity, and (iii) Enhanced gender equality and women's empowerment and rights among refugees and host communities in relation to agriculture, climate change adaptation and sustainable management of the environment.

Purpose of the position: Reporting to and technically supported by the M&E Officer, The **Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant** will lead implementation of MEAL activities (including data collection, data quality checks, data analysis and reporting) that will strengthen monitoring efforts of **URRI** with the aim of optimizing monitoring, evaluation, accountability, and learning capacities for our project participants and stakeholders in Adjumani Field Office.

Duties and Responsibilities

Project Design

- Contribute to **URRI** project design by sharing field inputs with MEAL Officer
- Actively participate in participatory community's problem analyses for project team



- Document lessons learnt, best practices, innovations, emerging issues and share with MEAL Officer to inform project design

Data management and Analysis

- Ensure routine data collection as per the MEAL project work plan in collaboration with URRI project team.
- Input and maintain up-to-date monitoring of project participant's databases.
- Analyze collected data to identify patterns, results, and areas needing improvements.
- Synthesize findings into comprehensive reports that inform stakeholders about project progress and outcomes.
- prepare regular reports based on collected data, highlighting project progress, challenges, and achievements.
- Assist the design of databases in Excel, Power BI and KOBO Collect, ODK to fit the needs of data entry and analysis for projects.

Field Monitoring and Support:

- Collaborate and engage directly in field activities to monitor ongoing projects and gather essential data firsthand.
- Participate in the design, implementation, and analysis of baseline data and ongoing surveys.
- Provide technical capacity building for staff on MEAL concept to enable result-based intervention.
- Participate in the development and review of URRI project documents like Logframe, TOC, IPTT, PIRS support technical support from MEAL Officer
- Support project staff to prepare and submit monthly, quarterly and annual reports to supervisor before the deadline of the month of reporting.
- Monitor implementation of approved MEAL costed work plan and ensure budget performance is on track at all times.
- Collaborates with and support project teams to create detailed work plans, outlining tasks, timelines, and responsibilities.
- Document Lessons learned, recommendation and best practices for program improvement.

Accountability to Affected Populations

- Lead the implementation of context specific feedback and complaints management/response mechanism
- Maintain an up-to-date Project Complaints and Feedback Management Tracker
- Promote robust accountability practice for the people we work with on safeguarding, program effectiveness, Do No Harm principles

Team work and Communication:

- Collaborates closely with M&E Officer and project teams ensuring alignment between M&E activities and project goals.
- Communicate M&E findings to stakeholders fostering transparency and accountability through learning events, IEC materials.
- Work with Communication Officer to produce project communication materials like Newsletters and change stories/documentation on Monthly basis

Representation and coordination:

- Maintain positive working relationships with YSAT staff, national/local authorities, grassroots organizations/groups, associations as well as technical focal points.
- Coordinate all planned project activities with other partners as required.
- Represent YSAT in relevant forums e.g. Technical working groups, coordination structures with OPM, UNHCR, donors, Districts.

Adherence to Policies and Guidelines:

- Promote Gender Equality and diversity in MEAL processes.
- Ensure compliance to established M&E guidelines, ethical standards, and reporting requirements.
- Reporting:
 - Prepares monitoring and evaluation report for the project/program.
 - Prepare and submit weekly and monthly Project reports.

Key Performance indicators:

- Appropriate monitoring and evaluation systems in place
- Monitoring and evaluation tools are in place
- Timely Midterm and end line, baseline assessments and evaluations.



- Accurate analysis of data.
- Timely reporting.

Desired Qualifications/Skills/Experiences

- At least diploma in social sciences, Statistics, demography, Economics, M&E or related field. An advanced certificate in M&E e.g
- Post Graduate Certificate in statistics will be an added advantage.
- Familiarity with data management software (e.g. Kobo, SPSS, Excel, Power BI etc).
- At least 3 years of relevant work experience preferably working with NGOs and/or the humanitarian sector, and use of data collection tools e.g Kobo collect and experience in M&E concepts and tools.
- Ability to undertake MEAL activities based on guidance from the supervisor.
- Possess a basic understanding of monitoring the feedback mechanisms and functions.
- Experience in monitoring & evaluation research methods, quantitative and qualitative analysis will be a plus.
- Strong communication, inter personal, presentation skills and report writing.
- A strong understanding of routines that promote data quality and data-driven decision-making.
- Fluent in both written and spoken English. Knowledge of local languages (Madi and Juba Arabic) shall be an added advantage.
- Experience in working with partners in consortium including Refugee led Organizations
- Strong commitment to YSAT values

APPLICATION PROCESS

Submit a soft copy of your application, an updated curriculum vitae/resume, 3 professional referees and copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: hr@youthsat.org | admin@youthsat.org OR, drop **Hard copy of applications** and CVs/Resume to **World Vision Office in Adjumani Town, OPM (Pakelle town).**

Deadline for receiving applications is 29th of August 2024 at 05:00PM (EAT). YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to both **Refugees** and **Ugandan Nationals** who have competency and working experiences in the field of Monitoring, Evaluation, Accountability and Learning (MEAL) for experience sharing.

Qualified female candidates, Persons living with different abilities are STRONGLY encouraged to apply and will be highly PRIORITIZED!

YSAT is committed to **Zero Tolerance for Fraud, Corruption & ALL forms of Exploitation** while providing Humanitarian Services, **NO** Applicant should be required to pay for our services including application for this job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org | **Call 0776443727 to report.**

Please note:

1. Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline and Interview will be conducted on rolling basis.**
3. Submitted hard copies of academic documents will NOT be returned to the applicant after reviewing them.
4. Please note that, incomplete applications **will not be considered** for shortlisting.
5. A recommendation letter from LC /RWC bearing stamp and signature will be an added advantage.