



*WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.*

**Junior Professional Officer (JPO) Programme  
Monitoring and Evaluation Officer  
Kampala, Uganda**

**TERMS OF REFERENCE**

**ABOUT WFP**

The United Nations World Food Programme (WFP) is a highly prestigious, reputable and the world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters, and the impact of climate change.

We are currently seeking a Junior Professional Officer to fill the position of Monitoring and Evaluation (M&E) Officer with our Analysis, Planning and Performance Division (AAP) based in Kampala, Uganda Country Office within the Regional Bureau of Nairobi (RBN).

**CONTEXT AND BACKGROUND**

Uganda has a longstanding history of hosting refugees, with 1.5 million of them, mainly natives of South Sudan, the Democratic Republic of Congo and Burundi currently resident in the country. Despite its agricultural potential and significant exports, Uganda's food insecurity levels remain classified as 'serious' by the 2019 Global Hunger Index. Malnutrition is widespread across the country: 29 percent of children under the age of 5 years are stunted and 53 percent are anaemic and at risk of not reaching their full mental and physical potential.

WFP's Country Strategic Plan 2018-2025 has six strategic outcomes and is fully aligned with national policy objectives, including Uganda's Vision 2040 and the Third National Development Plan (NDP III). Through the CSP, WFP addresses the root causes of food insecurity and malnutrition, supports the refugee response, and strengthens social protection systems. Considering the funding challenges faced globally, WFP is enhancing the Monitoring Systems, in Uganda particularly focused on process monitoring, monitoring and evaluation protocols, and the review of the operational approach for Community Feedback Mechanism (CFM). Monitoring and evaluation activities are under Analysis, Planning and Performance Division (AAP) part of Programme unit in WFP Uganda and provides assistance to all Strategic Outcomes and 9 activities implemented.

The M&E officer will work on the enhancement of the M&E output, outcome and process, protocols, to understand and develop innovative ways to link Assessments and CFM information. The M&E officer will report directly to the head of AAP, working in coordination with the M&E officer team lead, VAM team lead, Analytics and Systems team lead and the technical advisor for CFM. The responsibilities under this position, recognize the cross functional nature of M&E, and should be implemented in strong coordination with programme team and APP officers in the Area Office, in continuous consultation with the APP team in the Regional Bureau.

## **GENERAL INFORMATION**

**Title of Post:** JPO Monitoring and Evaluation Officer  
**Grade:** P2  
**Supervisor:** Head of Analysis, Planning and Performance (APP) Unit  
**Division/Country Office:** Analysis, Planning and Performance Unit, Uganda  
**Duty Station:** Kampala, Uganda  
**Duration of assignment:** Two years (with possibility to extend for one additional year)

## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Head of Analysis, Planning and Performance Division (AAP) the JPO will have the following responsibilities:

### **1. Support the development protocols and procedures to ensure Two-way Accountability (from implementers to beneficiaries) and Transparency of Food Security and Nutrition Assessments and Analysis**

Support the set-up/improvement of Monitoring and Evaluation systems, protocols and tools that includes outcomes indicators as well as cross cutting indicators relevant to gender, protection, and partnership.

Support on tracking monitoring findings, resolutions and triangulation with assessments and Community feedback mechanism.

Support on the development of M&E Standard Operating Procedures, including M&E SoPs for the Self Reliance Model.

Support on the qualitative and quantitative analysis of monitoring and evaluation information and data.

### **2. Ensure high standards of quality, reliability and validity of the data and analysis in line with WFP's privacy and protection guidelines.**

Contribute to the design, testing and implementation of systems and tools for process monitoring.

Support capacity building of WFP staff, Cooperating partners, external organizations, and national governments to conduct process monitoring, complemented with CFM data.

Support on the analysis, synthesizing and report generation of data to include monitoring data, assessments, and surveys among others.

### **3. Support Data driven evidence-based decision-making process in a timely manner according to programmatic and strategic needs. (data preparedness)**

Support the development of trainings and seminars to enhance the capacity of WFP staff in process monitoring (planning coverage, analysis and tracking of findings)

Prepare monthly quarterly and mid-term review reports (templates and content), information flow, escalation of issues, and tracking on findings for respective CSP strategic objectives.

Prepare success stories for advocacy, media in collaboration with the communications team.

Organize and participate in working groups, meetings, conferences, and consultations within WFP, as well as with other agencies and partners on humanitarian relief and transition-related matters; draft talking points, compile inputs and facilitate follow-up.

Support on the coordination of M&E related assessments, baselines, evaluations, and other surveys among others.

Lead on the qualitative data collection including data collection tools, analysis and synthesizing of the qualitative data in collaboration with CEFM and M&E colleagues.

## **EXPECTED OUTCOMES**

Updated protocols, Standard Operating Procedures (SoPs) and tools among others.

Updated monthly risk-based process monitoring plans: Review and approval of monthly monitoring plans for all area offices.

Process monitoring coverage reports: Weekly and or monthly tracking/analysis of monitoring coverage, arising issues and risk levels of respective sites including qualitative analysis.

Updated tracker of the escalation issues, coordinating with area office M&E and program colleagues on the escalation and tracking of arising issues.

Quarterly Process monitoring reports, presentations, and dashboards for more than 95% of all CSP activities including qualitative analysis.

Updated tracker of outcome and cross-cutting data of more than 95% or more of indicators.

Summary biannual reports and presentations of SO1, 3 & 6 programme performance – Outcome and cross cutting indicators with both quantitative and qualitative reports.

Draft report on the Post-Distribution Monitoring for General Food Assistance including the analysis of the qualitative exercise and community end feedback mechanism (CFM) information.

Focal point will maintain an updated centralized database for CO monitoring data in MODA and COMET (for all data except output data). Verify, clean, analyse, visualize, and interpret monitoring data according to CO information needs and work with the programme.

Support Data driven evidence-based decision-making process in a timely manner according to programmatic and strategic needs. (Data preparedness)

Produce quarterly outcome monitoring reports and presentations to inform Mid-term review, annual performance plan for the S01 & S03 programs. and Annual Country Report.

## **ESSENTIAL QUALIFICATIONS & EXPERIENCE**

Advanced University degree of the following disciplines: Nutrition/Public Health, Social Studies, Statistics, Development Studies, Economics, International Relations, or another related field.

Minimum of 2 years post graduate relevant working experience, progressively responsible, job related experience in emergency/development project management, with focus on performance monitoring and project evaluation.

Fluency in English

Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook)

Behavioural competencies: leads by example with integrity, drives results and delivers on commitments, fosters inclusive and collaborative teamwork, applies strategic thinking, builds, and maintains sustainable partnerships.

Knowledge of quantitative and qualitative data collection tools, methodologies, and analysis including coding/programming data collection tools.

Solid Analysis skills – including qualitative and quantitative data; and capacity to analyse information from different sources and summarize into a cohesive analytical report that inform decision makers.

Strong writing skills and ability to synthesize information.

Good interpersonal skills, an excellent team player able to work effectively in a multicultural environment.

Knowledge of data base design/management and quantitative analysis performed through statistical and database software (SPSS, STATA, R, Python, SQL, ACCESS or others) and of Access is a strong advantage.

Interest and experience in new technology and ICT is an asset.

### **DESIRABLE REQUIREMENTS**

Exposure to the international arena either by direct work for an international institution/organization or by interacting with international stakeholders.

Intermediate level of one, or more, of the following official languages: French, Spanish, Arabic, Chinese, Russian, Portuguese

WFP's international professionals are required to serve in different locations around the world during their career (including in hardship duty stations); willingness to be mobile would maximise opportunities for long-term retention into the Organization.

### **SUPERVISION**

The supervisor will provide day-to-day supervision and coaching of the JPO's work. A work plan will be prepared at the outset of the assignment. The supervisor will review the progress against the JPO's work plan on a regular basis and will include mid-year progress review and a yearly written performance evaluation. The JPO will receive progressively more challenging assignments, commensurate with her/ his abilities.

### **TRAINING COMPONENTS**

**The training component of this position will be 3-fold:**

Formal training at WFP. this will be a strong component of the JPO learning process. Given that WFP listed the improvement of M&E within the organisation as a priority, several formal trainings will be conducted in the next years and the JPO will be expected to participate in the trainings most relevant to his/her responsibilities.

On the job learning. The APP team already includes close to 18 staff, with expertise in Food Security, data engineering, Field Process Monitoring, Accountability to affected populations, Assessments and research, M&E and data analysis. The M&E team also closely work with programme, TEC and supply chain colleagues with expertise in nutrition, programme, cash & voucher. It will be a priority of the Head of APP unit that the JPO is given coaching, not only by the supervisor but also by the other colleagues in the unit. This will include the JPO's involvement in preparation and revision of log frames, data collection and reporting tools, development of database, analysis of results and feedback to programme and operation for future programming.

Field mission: The JPO will be expected to join field support and oversight missions in Area and Field offices. Through these missions the JPO will be able to better understand WFP operations, the challenges and benefits of WFP programmes and activities, and how best the M&E RB can assist

CO in learning from experience to enhance WFP future programming and ultimately augment WFP's operational impact.

## **LEARNING ELEMENTS**

At the end of the two-year assignment, the JPO should have obtained:

Very good knowledge of project management and cycle planning, of WFP Uganda Country Strategic Plan (2018-2025) and its Corporate Results framework (CRF);

Good understanding of process, output and outcome monitoring system of WFP emergency, recovery, and development operations in the East Africa Region.

Increased quantitative and qualitative data analysis, especially in the context of WFP SRF – including the strengthening of the JPO's skills in SPSS/STATA, R, Python, ODK data processing and analysis, tool designs, the use of mobile phone and tablet for real time data collection and analysis.

Knowledge and experience will be obtained in traditional and innovative food assistance modalities, such as school feeding, FFW, Cash and Voucher transfers, safety net programme and other WFP new initiatives.

Experience in effectively liaising and collaboration with other unit, agencies, CO and CO M&E colleagues.

Increased ability in developing training and informative material and in facilitating training session for Country Office colleagues.

Acquired valuable experience working in multi-cultural and multi-disciplinary settings.

Better overall understanding of the East and Central Africa context, development challenges and opportunities in the region.

The above learning aspects are key in the development of a well-rounded UN programme officer. Acquiring experience in monitoring is increasingly relevant in the UN system as donors are more and more focused on increased programmatic accountability.

Saving Lives  
Changing Lives