



federation of small & medium-sized enterprises

Job Description

Job Title: Monitoring, Evaluation, Accountability and Learning Officer– SAYE

Department: Programmes

Supervisor: Project Manager

Work Location: Uganda-Kampala/Jinja

About the Federation of Small and Medium-Sized Enterprises-Uganda

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association for Micro, Small and Medium Enterprises in Uganda, registered as a company limited by guarantee. It was founded in 1990 and formally re-incorporated as a company limited by guarantee in 2017. Since its founding, and has grown from strength to strength. Presently, it has an excess of 734,000 members nationwide. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services.

The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation, to improve the institutional capacity of MSMEs to effectively serve Micro, Small and Medium Enterprises and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures.

About the SAYE Project:

FSME is a member of a consortium of organizations that will implement the Stimulating Agribusiness for Youth Employment (SAYE) project. The consortium will be led by Heifer International in partnership with Mastercard Foundation. This project will be implemented in 11 districts of the Busoga region, namely: Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweeri, Luuka, Buyende, Bugiri and Namayingo. This project will run from 2023-2029 and it is aimed at improving the socio-economic wellbeing and resilience of young people in the Busoga sub-region. A total of 250,000 young people aged between 16-35 years will be reached through this intervention. 70% of these will be young women and 30% will be young people with disabilities.

This project intends to address the endemic joblessness among young people in the Busoga region through two pathways: Agri-hub development and MSME promotion. Under the MSME promotion pathway, FSME will support 2,000 off farm agricultural enterprises in urban and peri-urban areas. These will be provided with a range of demand driven business development and brokerage services aimed at increasing their market access, stimulating their performance and creating apprenticeship and employment opportunities for 20,000 young people. FSME will also support these young people to engage in evidence-based policy advocacy to address policy and regulatory barriers that constrain the growth of youth-owned ventures.

Job Summary:

The Monitoring, Evaluation, Accountability and Learning Officer will implement FSME's monitoring and evaluation activities such as data collection, data organizing and data sharing by working together with program field team and consortium staff. He/She's priority focus

will be on the quality of programme implementation in delivering apprenticeship and jobs for the 20,000 young people

Roles and Key Responsibilities:

Accountability, Planning and Monitoring

- Plan and conduct project output and outcome level monitoring as per the MEAL plan and share through monitoring reports the progress of the project in line with the results framework
- Provide routine monitoring data on progress of accountability mechanisms for the project
- Establish a robust MEAL system for the SAYE project by having clear MEAL framework and a performance monitoring plan for all project indicators
- Develop and administer performance-monitoring tools to track program indicators in line with the Project/Programme implementation plans
- Ensure that the MEAL documents are kept up to date including: Log-Frames, M&E plans etc.
- Coordinate with the project team to build systems that promote participant accountability by ensuring that communities participate in assessments and evaluations.
- Coordinate with the field officers to ensure that young people and MSMEs are informed about our programs and what we do, are aware of their entitlements, are comfortable to give feedback and that feedback is used to improve the quality of our programs
- Ensure that FSME's Community Feedback and Accountability Mechanism is clearly communicated to project participants, and that the hotline numbers are visible to end participants throughout the program.
- Ensure all activities are gender sensitive and follow FSME' Gender Policy.
- Apply Do No Harm standards to ensure activities do not have detrimental effects on vulnerable young people.

Data management, Analysis and Reporting

- Collect and process data on the SAYE project activities as specified in the detailed program implementation plan.
- Perform quarterly data quality assessments to ensure validity, integrity, precision, reliability and timeliness of all performance data; identify any deficiencies and suggest corrective actions; and assist the technical team members to maintain electronic and hard copy files.
- Develop appropriate project Information Management Systems including project databases as a means to track M&E indicator performance using statistical software such as SPSS, EPIDATA, EPIINFO, STATA, GIS
- Provide meaningful data summaries and visualization to demonstrate results to the project management.
- Prepare monitoring and evaluation reports documenting the findings of evaluation processes, including the impact of FSME's work to young people and MSMEs.

Project Documentation and Learning:

- Compile progress reports (Monthly, Quarterly, Semi Annual and Annual) for management decision making in line with the project implementation plan and donor requirements.
- Provide technical guidance and leadership during the Quarterly and Annual Review processes
- Promote utilization of data/information from progress reports, baselines, evaluations and other assessments at project level through reflection and learning forums such as quarterly review meetings and management meetings.
- Documentation of project learnings, document most significant change stories, best practices etc. in profiling the projects performance to stakeholders

Assessments, Evaluations and Research

- Provide technical guidance and leadership in conducting project assessments, baselines and Evaluations in line with established Consortium guidelines
- Monitor and track implementation of project evaluation recommendations in line with Consortium or Foundation guidelines.

Capacity Building

- Provide technical support to the project staff, participants and MSMEs on monitoring and evaluation according to FSME's evaluation strategy and Consortium requirements.
- Develop capacity of project staff to utilize existing M&E tools for proper tracking and reporting in line with the Consortium and FSME guidelines including coaching and mentoring for project staff, partners and other stakeholders on Design, monitoring, evaluation & research

Knowledge, Skills, and Abilities

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and MCF guidelines.
- Strong written and verbal communication skills in English required.
- Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.
- Experience in proposal writing and development, grants management, Report writing, research, monitoring and evaluation skills
- Ability to work with inter-disciplinary teams and a wide range of program/project activities
- Strong report writing and communication skills
- Proactive personality, self-driven and strongly motivated
- Capacity/potential in leadership, relationship management/networking, and coordination
- Ability to travel within the Busoga region on a regular basis (estimated at a minimum of 40 percent).

Basic Qualifications

- Bachelor's degree in Monitoring and Evaluation, Statistics, Quantitative economics, Economics, or related field with at least 5 - 8 years' experience in M&E activities of development programs or in the fields of research.
- At least 2- 3 years managerial experience in development programs supervising a team of MEL officers, Assistants and data enumerators.
- Good understanding and skills at data management.
- Experience authoring xls forms for mobile data collection (This will be tested)

- Experience in managing different aspects of assessments as a lead, right from tools design, data collection, processing, analysis, and report writing (Writing samples will be requested).
- Proficiency in at least one statistical software (Stata, R, NVIVO/Nudist, EPIINFO SPSS) in handling large data sets (Stata will be preferred)
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Fluent in both spoken and written English. Fluency in Lusoga will be an advantage.

NOTE: The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

Application Procedure:

All suitably qualifying, and interested candidates are encouraged to apply following these instructions:

Email a cover letter, CV, scanned academic documents and a copy of your national identity card only to humanresource@fsmeuganda.info by February 7th, 2024, at 5:00pm. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees. Furthermore, request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

In the subject line of the email, copy and paste – PROJECT MEAL OFFICER-SAYE only. All applications that do not contain this exact subject line will not be considered.

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.

