

Job Description: Northern Uganda Literacy Program – M&E Manager



*Mango Tree Educational Enterprises, Ltd.
Northern Uganda Literacy Program (NULP)*

www.mangotreeuganda.org

**Applicants - please submit CVs to jsilbaugh@mangotreeuganda.org*

Job Title

M&E Manager – Northern Uganda Literacy Program

Reports to

Program Director

Start Date

December 1, 2013

Duration of Contract

Three years. After one year, a performance evaluation will be completed and if the individual meets his/her performance targets, the contract will continue for two more years.

The employment contract will begin with a six-month probation period. During the probation period both parties can terminate the contract with one week's notice.

Location

Based in Lira, Uganda with extensive travel within the Lango Sub-region and regular work in Kampala. May be required to travel elsewhere in Uganda and East Africa as needed.

Job Overview

The M&E Manager will work directly under the Program Director and is responsible for developing monitoring and evaluation strategies, frameworks, tools and theory of change documents for Mango Tree's Northern Uganda Literacy Program (NULP), as well as overseeing the team of people (both staff and consultants) implementing them in the field. The M&E Manager is responsible for designing and continually updating a database to track program outputs and results against the indicators and outcomes identified in project documents, including M&E tools.

The M&E Manager is responsible for aligning the NULP's projects under a single, robust monitoring framework and theory of change matrix. He/she is also responsible for developing and implementing specific M&E data collection and monitoring processes for the Program. The M&E Manager is responsible for maintaining project and program M&E frameworks and other relevant documents. The M&E Manager is also responsible for reporting on progress to outputs and outcomes throughout the project to the project's various donors and stakeholders as required.

The M&E Manager will also play a key role in academic research projects and the external impact evaluation for the Mango Tree early primary literacy model, as well as support formal external evaluation activities in partnership with the evaluation's lead researchers, external enumerators and



donors. He/she will support various external impact evaluation documentation activities as we record and detail exactly how the model works and what inputs are required to replicate it in other schools and language communities around the country and region.

The M&E Manager may also be requested to advise Mango Tree in Kampala on the development of M&E tools for other projects.

What Mango Tree Expects of You

Roles and Responsibilities of the M&E Manager:

1. M&E Strategies, Frameworks and Tools

- Work with project staff and stakeholders (where relevant) to create comprehensive monitoring and evaluation strategies, frameworks and standard M&E plans.
- Develop, refine and continually update the project's theory of change documents.
- Work with senior management and technical consultants to revise the assessment strategy for the project.
- Create an M&E database to track progress toward project outputs, outcomes and indicators.
- With project staff and stakeholders (where relevant), design and roll out all monitoring and evaluation tools for the project.
- Responsible for developing assessment tools for the Early Grade Reading Assessment (EGRA), Early Grade Writing Assessment (EGWA) and English Oral Assessment for Primary 1, 2 and 3 classes.
- Maintain and keep all documents up to date throughout the project cycle.

2. Project Monitoring Activities

- Help project staff develop monitoring and evaluation work plans and ensure they are implemented.
- Coordinate and participate (where relevant) in all monitoring activities in project schools and communities.
- Monitor the implementation of all project field activities and report on their overall outcomes and results.
- Prepare for and implement all annually scheduled monitoring and evaluation activities for the project, including termly, mid-year and end-of-year assessments, the external project evaluation, donor and partner visits, etc.
- Report on all M&E activities, results, outcomes and outputs to donors and project stakeholders.

3. Training

- Train project staff, partners and stakeholders on all project monitoring and evaluation tools and other relevant M&E topics as required.
- Participate in trainings of project teachers on the continuous and termly assessment tools and model, and other relevant classroom assessment topics as required.
- Participate in the selection and training of enumerators for Mango Tree's annual literacy evaluations and teacher surveys.
- Participate in other trainings and provide support for the consultant facilitators as required.



4. Communication and Reporting

- Provide key project linkages with local stakeholders including the DEOs, Primary Teacher Colleges (PTCs), Lango Language Board (LLB), Lango Cultural Foundation (LCF), project schools and Local Government Officials and involve them (where relevant) in M&E activities and results-sharing events.
- Analyze data using computer software (Excel, SPSS, Stata), produce all M&E reports and data summaries and submit them in a timely, professional manner.
- Disseminate results and outcomes to stakeholders and donors and present at workshops and forums (where required) on the Mango Tree assessment model and the project's Randomized Control Trial impact evaluation.
- Attend workshops, meetings and trainings as required for the project and Mango Tree.
- Participate in weekly meetings with the project team and deliver reports on field findings on a weekly and termly basis.
- Create weekly, monthly quarterly and annual M&E work plans in coordination with project staff.

5. Research and Advocacy

- Assist project staff in gathering, compiling and disseminating information on best practices and lessons learned in instructional materials development (both text and non-text), best practices in literacy assessment and in building the capacity of local education stakeholders to fulfill their mandate.
- Plan and coordinate outreach and advocacy activities in partnership with project staff as required.
- Participate in research activities and the external impact evaluation throughout the project cycle.

6. Materials Development Support

- Assist the project writers and designers in planning, coordinating and implementing pre-tests for the text and non-text materials developed by the project.

7. Support Other Departments

- Support the project's strategic rollout planning and implementation process, working in particular with local stakeholders.
- Work with the senior management team and project consultants to develop documentation and toolkits on Mango Tree's scale-up model for sharing with stakeholders and education administrators.
- Advise Mango Tree Kampala on developing M&E tools for other Mango Tree projects as required.
- Be involved in networking and advocacy where need be to promote the project and Mango Tree.
- Support additional activities for Mango Tree Kampala as required.

What Mango Tree Expects of You

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Qualities, Skills and Knowledge Required:

- Commitment to, understanding of, and passion for supporting mother tongue literacy and generally improving the delivery of education services to children in Uganda.
- A degree, specialization or post graduate training in M&E, statistical analysis, data management, or other relevant fields.
- Experience designing and implementing participatory project M&E strategies, frameworks systems and tools, ideally for education projects.
- Proven experience in fieldwork, and monitoring and evaluating in particular. Experience with conducting Early Grade Reading Assessments is highly preferred.
- Clear and effective written and oral communication skills in English required.
- Comprehensive knowledge of the Lango language, orthography and culture is highly preferred.
- Excellent organizational skills, including reporting, data management and record keeping.
- Ability to conduct project evaluation and research studies, including operational research using both qualitative and quantitative methods. Experience with large-scale programmatic evaluations, especially Randomized Control Trial (RCT) impact evaluations, is mandatory.
- Experience working on projects funded by major donors, such as USAID, DFID, etc.
- Knowledge and skills in education best practices, especially in the area of reading and writing methods for early primary school children is preferred.
- Good understanding of the education sector in Uganda – at the national (Ministry) level, at the local government (district) level at the community level and with NGOs.
- Strong training and facilitation skills to mentor people in M&E.
- Experience working with local, national and international technical advisers.
- Ability to establish priorities, plan and execute personal and project work plans. Ability to provide technical guidance to all project staff to ensure that they understand and integrate M&E in their work plans.
- Teamwork and excellent interpersonal skills.
- Self-motivated and able to work with minimal supervision.
- Excellent at thinking strategically and creatively. Able to solve problems, meet/exceed goals and generally “get the job done.”
- Able to present the project’s image, competencies and objectives in a professional manner.
- High level skills in Microsoft Excel, Word, SPSS software, Stata and other statistical packages.
- Ability to meet strict deadlines in high-pressure environments.
- Willingness to work outside of regular office hours to meet project objectives and targets.
- Efficient and comfortable with local and national travel.
- Ability and willingness to ride a motorcycle along with a valid driver’s license is highly preferred.

Work Schedule

- 40 hours per week, with flexibility to work over the weekends.

What You Can Expect From Mango Tree

Working Environment:

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- An extensive introduction to Mango Tree’s literacy project to ensure that you are well versed in all project literature and prepared for your roles and responsibilities (additional trainings will be provided as required).
- Training on the project’s existing M&E framework, reporting system, assessment strategy and tools so that you are able to complete your monitoring and evaluation activities in a professional manner that meets Mango Tree’s expectations.
- Additional training and support as needed to fulfill project roles and responsibilities.
- Ongoing support and guidance from technical advisers and Program Manager to ensure that you complete your assigned tasks to the best of your abilities.
- A professional introduction to key project stakeholders to ensure a cordial working relationship.
- Provision of all work-related materials to ensure you are able to complete the tasks assigned to you.

Compensation Package:

- Salary to commiserate with experience.
- Work-related transport covered.
- Communication allowance.
- Annual leave, public holidays and sick leave in accordance with company policies and Ugandan law.