<table>
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<th>Hiring Office:</th>
<th>Uganda Country Office</th>
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<tbody>
<tr>
<td>Purpose of consultancy:</td>
<td>Three months Consultant to Bridge the Staffing Gap for Programme Analyst M&amp;E.</td>
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<tr>
<td>Scope of work:</td>
<td>Under overall guidance of the Deputy Representative and direct supervision of the Programme Specialist, M&amp;E, the Programme Analyst M&amp;E will provide technical support in M&amp;E for programmes across humanitarian and development settings. In particular, s/he will provide support in strengthening the capacity of UNFPA staff and implementing partners in results-based planning, monitoring, reporting and evaluation.</td>
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**Technical Support to Planning, Monitoring, Reporting and Evaluation**

- Support the CO Programme Specialist to strengthen the capacity of UNFPA staff and Implementing Partners (IPs) in developing Work plans (WPs) which are results-based and aligned to signed donor agreements.

- Support the CO to strengthen the capacity of UNFPA staff and Implementing Partners (IPs) in humanitarian programming and reporting.

- Support the CO in strengthening real-time/remote monitoring; in particular, coordinate and strengthen capacity of UNFPA field offices in results-based site monitoring and reporting. Support implementation of the recommendations from remote monitoring missions (decentralized/field offices) by preparing synthesis reports of findings and recommendations.

- Coordinate and provide technical support in preparing quarterly, annual, and donor programme implementation reports.

- Conduct ongoing analysis and consolidation of programme results, and maintain an up-to-date results tracking systems for projects under the Country Programme, especially for ANSWER, WAY 2.0, EYE, and humanitarian programmes.

- Support the monitoring of the implementation of the recommendations from monitoring missions conducted by UNFPA field and CO staff.

- Provide technical and operational support for upcoming or on-going baseline, MTR and endline evaluations of assigned projects in the CO.

**Knowledge Management for Policy Advocacy**

- Support digitalization of knowledge management for ongoing programmes, optimization of M&E data reporting, analysis and storage systems, and capacity strengthening for UNFPA staff and implementing partners to utilize ICT-based M&E and reporting tools.

**Partnerships and Coordination**

- Support national and district partners’ capacity to analyse and utilize M&E data for evidence-based decision making, policy and program formulation, monitoring and evaluation in support of integrated national development and humanitarian response.
**Place where services are to be delivered:**

UNFPA Country office and UNFPA supported districts and Decentralized Offices.

**Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):**

- An up-to-date Results and Intervention Matrix for SRHR Interventions
- District coordination meetings conducted in all three DO jurisdictions
- A synthesis report on recommendations from all coordination meetings
- Integrated programming monitoring and compliance tools reviewed, finalized, and rolled out.
- Map/matrix of SIS milestone by WP and by fund codes
- Up-to-date results tracking system for ANSWER, WAY 2.0, EYE, and humanitarian programmes
- Reports of Biannual and/or Annual Reviews for relevant Fund Codes
- WPR are complete, timely and Results-oriented, especially for CARE, SCI, Plan, LWF, ACCORD, MOES, IRC, MSU
- Up-to-date response plans for recommendations from all field monitoring, baselines, MTRs and evaluations tracked and CO staff updated quarterly
- Review of IP quarterly progress reports to track results as per agreed indicators/targets in WP and preparation of and participation in IP quarterly progress meetings, in particular for CARE, SCI, Plan, LWF, ACCORD, MOES, IRC, MSU
- Up-to-date results tracking systems for ANSWER, WAY, EYE, and humanitarian funds (CERF, EF, HTF)
- Timely and quality donor reports, especially for ANSWER, WAY 2.0, EYE, and humanitarian programmes
- CPD repository is maintained with all documentation relating to the implementation of the country programme

**Monitoring and progress control, including reporting requirements, periodicity format and deadline:**

MANAGEMENT AND REPORTING

The Consultant will be required to provide monthly output report against approved monthly work schedule.

**Supervisory arrangements:**

The consultant will work under overall guidance of the Deputy Representative and direct supervision of the Programme Specialist, M&E.

**Expected travel:**

Within Kampala and 5 Regions (Western, Karamoja, East, West Nile and Northern Region)

**Required expertise, qualifications and competencies, including language requirements:**

**Education:**

- Advanced university degree in statistics, demography, health economics, public health or related field.
- Post-graduate training in monitoring and evaluation will be an added advantage

**Knowledge and Experience:**

- At least two years of experience in SRH/FP programming in a related field and/or research.
- A thorough understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in Uganda will be an added advantage.
- Strong skills in Data Management, Analysis, and Visualization using computer statistical packages.
- Excellent computer/information systems skills.

**Languages:**

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.
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<th>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</th>
<th>The consultant will be provided with office space, but will be expected to use her/his own equipment/laptops.</th>
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</table>
| Application deadline and how to apply | **Opening date:** 6<sup>th</sup> June 2023  
**Closing date:** 13<sup>th</sup> June 2023  
All applications should be sent by email to: Proscovia Nakabiito-[nakabiito@unfpa.org](mailto:nakabiito@unfpa.org) while copying Deborah Nakibira: [nakibira@unfpa.org](mailto:nakibira@unfpa.org) |
| Other relevant information or special conditions, if any: | **Remuneration**  
Daily rate of $246 per working day, excluding weekends and UN holidays, paid as monthly lumpsum based on approved time sheet. |

**Signature of the Requesting Officer in charge of the programme:**

**John Odaga.** Programme Specialist – Monitoring & Evaluation

Signature ……………………………………………………. Date: