



JOB DESCRIPTION

Job Title: Monitoring, Evaluation and Reporting Officer – Global Partnerships	Department: Global Partnership	Job Listing Number: N/A
Line Manager/Supervisor: Head of Global Partnerships	Duty Station: Kampala	Version: V1

Job Purpose/ Position Summary

The M&E and Reporting Officer – Global Partnerships supports the Global Partnerships Department, and SM Global Partnerships and Scaling collaborations projects and programmes in the development and implementation of data collection systems, ensures data quality, and accurate reporting in a timely manner. Under direct supervision of the Head of Global Partnerships, the M&E/Reporting Officer – Global Partnerships will be responsible for the following areas with corresponding activities:

Area of Responsibility	Activities	Expected Outputs
1. Oversee and execute M&E and Reporting activities included in the Global Partnership Annual Milestones and Work Plans, with particular focus on results, impacts, best practices, lessons learned, emerging issues and setbacks in implementation.	<ul style="list-style-type: none"> ▪ Monitor the Global Partnerships client recruitment process. ▪ Develop data flow projections for EPOs. ▪ Maintain Global Partnership database for clients with key data variable (on pre-assessment, pre-group, midline, and post-assessment data). ▪ Ensure all critical M&E related risks are identified. 	<ul style="list-style-type: none"> ▪ Recruitment information for client in place ▪ Data flow projections for EPOs in place. ▪ Global Partnership database for clients with key data variable (on pre-assessment, pre-group, midline, and post-assessment data) available.
2. Undertake collaboration support supervision to EPOs and partners for purposes of troubleshooting M&E and Reporting issues, orientation on good practices, case study capture or data verification/quality assurance.	<ul style="list-style-type: none"> ▪ Conduct capacity building sessions in M&E and reporting needs for EPOs and partner staff. ▪ Coordinate with Embedded Program Officers (EPOs) and partner staff regularly to ensure relevant clients data is uploaded and assigned in the database. ▪ Provide support on transparent feedback sessions with EPOs staff on M&E and Reporting findings and results from post assessments and any program challenges identified during data collection and analysis. 	<ul style="list-style-type: none"> ▪ Capacity building sessions reports in M&E and reporting needs for EPOs and partner staff prepared and in place. ▪ Clients’ data uploaded. ▪ Cycle data analysis report prepared and shared with key stakeholders. ▪ Feedback on reports reviewed is provided to EPOs.

	<ul style="list-style-type: none"> Review EPOs weekly reports to identify gaps or challenges and contribute to recommendations to Global Partnerships management for improvement of processes and systems. 	
3. Support Global Partnerships data collection processes, track, and report on progress in consultation with EPOs and partner program teams to ensure adherence to developed protocols, and accuracy of the data being collected and reported.	<ul style="list-style-type: none"> Conduct periodic virtual file audit activities on sampled groups of former clients and ensure transparent information sharing within the organization. Prepare monthly consolidated progress reports including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations. Conduct regular Monitoring of Safeguarding/CP standards to ensure compliance. Monitor compliance to StrongMinds's Safeguarding Policy, Code of Conduct, Gender Policy and other StrongMinds policies. 	<ul style="list-style-type: none"> Transparent information audit reports filed in dropbox. Global monthly progress report and submitted in time. Safeguarding/CP standards regularly monitored and finding documented and discussed with HoGP.
4. Support the review of partner IPT-G integration Logical Frameworks, existing data collection tools and recommend areas for improvement in consultation with program team, and HoGP.	<ul style="list-style-type: none"> Review partner Logframes Review collaboration MoU and ensure that M&E and Reporting requirements have been provisioned. 	<ul style="list-style-type: none"> Evidence of logical framework reviews Evidence of MOU review and input on M&E.
5. Support continuous capacity building of EPOs and partner staff on process monitoring, electronic data capture, and evaluation via delivering M&E and Reporting trainings, individual coaching, and mentorship sessions, etc.	<ul style="list-style-type: none"> Prepare and share M&E and Reporting plans with EPOs and partner staff. Maintain program progress reports for internal reporting and distribution to donors and partners. 	<ul style="list-style-type: none"> Progress report on the implementation of M&E and Reporting plans in available.
6. Support knowledge building and sharing for purposes of StrongMinds contribution to knowledge networks and building communities of practice.	<ul style="list-style-type: none"> Draft Global Partnerships related assignment ToRs including for Quality Assurance support visits case study documentation, etc for HoGP review and approval. 	<ul style="list-style-type: none"> Evidence of drafting partnerships related assignments
7. Undertake any other duties as assigned by the Head of Global Partnership from time to time in line achieving the global partnerships and scaling agenda.	<ul style="list-style-type: none"> Participate in partner collaboration discussion meetings and offer M&E technical support. Deliver on other key assignments as directed by supervisor. 	<ul style="list-style-type: none"> Timely and compliance to deliver on assignments.

Educational Qualifications	Job-related experience, knowledge, and Behaviors
<p>Bachelor’s degree qualification in Social Sciences, Development studies, Quantitative economics, Statistics, population studies or other related field with postgraduate qualification in M&E. Experience in IPT-G will be an added advantage.</p>	<ul style="list-style-type: none"> ▪ Minimum of three years working experience in monitoring and evaluation working experience ▪ Knowledge and use of various survey methods for monitoring of different programs. ▪ Training and mentorship of staff in data collection management and reporting. ▪ Analytical Ability and critical thinking (Analysis and Synthesis of Data) ▪ Good communication and Interpersonal skills ▪ S/he must have demonstrable skills in planning and implementing M&E and Reporting system. ▪ Report writing ▪ Effective communication ▪ Excellent computer skills in MS Excel/Access, PowerPoint. ▪ Skills in python or R programming languages is an added advantage. ▪ Skills in use of SPSS/STATA are an added advantage. ▪ Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team. ▪ Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures. ▪ Ability to intervene with crisis management or troubleshooting as necessary.

StrongMinds Core Values

Core values	Behaviors Indicators
<p>We are people focused.</p> <p>Our clients are the top priority, and we ensure they receive the best possible care and support. Our employees matter and we enable our team to thrive. We respect all our stakeholders and treat them as equals.</p>	<ul style="list-style-type: none"> ▪ Puts clients’ first (internal and external) ▪ Respect for all stakeholders ▪ Show care and provide support to all our clients – both internal and external ▪ Treat all stakeholders equally. ▪ Foster a spirit of teamwork
<p>We think big and act fast.</p>	<ul style="list-style-type: none"> ▪ Works with urgency ▪ Focus on achieving the Mission. ▪ New and innovative ways of work to solve problems

<p>We are passionate about achieving our bold mission. We move with urgency and focus on achieving scale. We continually find new ways to work and to solve problems.</p>	
<p>We are data driven.</p> <p>Data is at our core. It guides us and drives our decision-making.</p>	<ul style="list-style-type: none"> ▪ Decision-making driven by data. ▪ Putting data at the core of StrongMinds operations
<p>We do what we say and say what we do.</p> <p>We are open and direct in our communications. We are honest in our interactions. No funny business.</p>	<ul style="list-style-type: none"> ▪ Open and direct communication ▪ Honesty in all interactions ▪ High level of integrity
<p>We believe in collaboration, not competition.</p> <p>We do not compete with other mental health implementers. We welcome their contributions to achieving our mission and partner with them whenever possible.</p>	<ul style="list-style-type: none"> ▪ Partnership with other mental health implementers ▪ Collaboration within teams

Please submit a thoughtful **combined** brief cover letter, resume, academic/professional qualifications to infoglobal@strongminds.org mentioning **Monitoring, Evaluation and Reporting Officer** in the subject line by 05.00pm EAT on Friday 13th October 2023.

StrongMinds offers competitive salary/benefits and is an equal opportunity employer.