



Plot 1479 Naalya Road, Kiwatule • P.O. Box 25312, Kampala • Tel: 256 312 263 263 • www.mangotreeuganda.org

Job Title

M&E Manager

Reports to

Program Manager and Program Technical Adviser

Start Date

January 2011

Duration of Contract

One year. At that time a performance evaluation will be completed and if the individual meets his/her performance targets a contract for a second year will be offered.

The employment contract will begin with a three-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 Lajo Sub-region and regular work in Kampala. May be required to travel elsewhere in Uganda as needed.

Job Overview

The M&E Manager will work directly under the Program Manager and Technical Adviser and is responsible for developing monitoring and evaluation strategies, frameworks and 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 aligning both NULP projects – the Primary Literacy Project and the Strengthening a Literate Society Project – under a single, robust monitoring framework and theory of change matrix. He/she is also responsible for developing and implementing specific M&E mechanisms and tools for the NULP's individual projects. The M&E Manager is responsible for all field-based implementation of NULP monitoring and evaluation activities as well as maintaining project and program M&E frameworks and other relevant documents.

The M&E Manager will also play a key role in academic research projects around the Mango Tree early primary literacy and language board strengthening models, as well as support formal external evaluation activities in partnership with donors. He/she will support various NULP documentation activities as we record and detail exactly how our model works and what inputs are required to replicate it in other schools and language communities around the country.

The M&E Manager will also work with Mango Tree in Kampala on the development of M&E tools.

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 unified monitoring and evaluation strategies and frameworks for the NULP.
- Develop unified NULP and project-specific theory of change documents.
- Create, with Project staff and stakeholders (where relevant), specific monitoring and evaluation strategies and frameworks for the Primary Literacy Project (PLP) and the Strengthening a Literate Society Project (SLS).
- Work with the Technical Adviser to develop an Assessment Strategy for the PLP.
- With the Technical Adviser to create an M&E database to track progress toward NULP outcomes, targets and indicators.
- With Project staff and stakeholders (where relevant), design all monitoring and evaluation tools for the Primary Literacy Project and the Strengthening a Literate Society Project.
- Responsible for developing, translating and editing assessment tools for the Early Grade Reading Assessment (EGRA) and Early Grade Writing Assessment (EGWA).
- 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 PLP, 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 NULP 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 PLP teachers on the PLP's continuous and termly assessment tools and model, and other relevant classroom assessment topics as required.
- Select and train EGRA Enumerators for Mango Tree's end-of-year EGRA and Early Grade Writing Assessment (EGWA) literacy evaluations.
- 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), pilot schools and Local Government Officials and involve them (where relevant) in NULP M&E activities and results-sharing events.
- Analyze data using computer software (Excel, SPSS, Stata) and produce all NULP M&E reports and data summaries and submit them in a timely, professional manner.
- Disseminate NULP results and outcomes to stakeholders and donors and present at workshops and forums (where required) on the Mango Tree Assessment Model.



- Attend workshops, meetings and trainings as required for the NULP.
- Participate in weekly meetings with the project team and deliver reports on field findings as requested.
- Create weekly, monthly quarterly and annual 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 language boards to fulfill their mandate.
- Plan and coordinate NULP outreach and advocacy activities in partnership with project staff as required.
- Participate in NULP research activities and external evaluations 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.
- Work with Mango Tree Kampala to develop M&E tools for other Mango Tree projects.

7. Support Other Departments

- Support the project's strategic rollout planning and implementation process, working in particular with local stakeholders.
- Work with the Content and Strategy Director and Technical Adviser to develop documentation and toolkits on Mango Tree's Scale-Up Model for sharing with stakeholders and education administrators.
- Be involved and assist the CD and other members of the NULP and Mango Tree team and consultants in the content development and design of any tools needed for the program.
- Be involved in networking and carry out tasks where need be to promote the NULP project and Mango Tree.
- Support the activities of Mango Tree Kampala and NULP as needed.

What Mango Tree Expects of You

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.
- Proven experience in field work, 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 both English and Lango. Comprehensive knowledge of the Lango language, orthography and culture.



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- Excellent organizational skills, including reporting and record-keeping.
- Ability to conduct project evaluation and research studies, including operational research using both qualitative and quantitative methods.
- Knowledge and skills in education best practices, especially in the area of reading and writing methods for early primary school children.
- 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.
- Proficiency 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:

- An introduction to Mango Tree’s NULP 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 the Technical Adviser 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:



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- 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.

Cautions:

- The M&E Manager *cannot* do outside consultancy work without the expressed permission in writing from the Program Manager. The M&E Manager should inform his supervisor of any possible outside consultancy work at least one month in advance.
- The M&E Manager should not use Mango Tree equipment for outside consultancy work without written permission.

*For more details about Mango Tree employment policies please see the **HR Policy Handbook**.*