

**UGANDA PRIVATE MIDWIVES ASSOCIATION (UPMA)**  
**Plot 545, off Buttkiro road, Mengo, Kisingiri Zone**  
Email: [admin@upmauganda.org](mailto:admin@upmauganda.org)

**MONITORING & EVALUATION OFFICER (VOLUNTEER)**

**ABOUT UPMA**

Uganda Private Midwives Association (UPMA) is a non-governmental/non-profit making organization that started in 1948. UPMA gained legal status in 1988 as a national NGO, and today has a network of 709 member private midwives that own birth centres (maternities) and distributed countrywide. These members provide a range of reproductive health services that include among others, diagnosis and treatment of sexually transmitted infections, Voluntary Counselling and Testing (VCT) for HIV & AIDS, family planning, and prevention of mother-to-child transmission (PMTCT) of HIV, which involves a successful promotional component of infant feeding options among HIV- positive mothers. Private midwives also provide additional primary care services, including care for children under five years old, management of acute and simple illnesses. These midwives account for approximately 48000 deliveries annually on the Uganda population.

**ROLE OVERVIEW**

UPMA is currently seeking to expand and advance a series of projects in Uganda which intend to improve healthcare services to the various communities where UPMA members' facilities operate. This placement is a unique opportunity to make a critical contribution to an organisation that is scaling its efforts within various communities in rural and urban Uganda. UPMA offers placements for 4 to 52 weeks supporting work in our country office well as in the field where we collaborate with local partner organisations. The Monitoring and Evaluation (M&E) Officer will report to and work under the supervision of the Executive Director. The M&E Officer will coordinate and work with a project team consisting of one (1) Project Coordinator and one (1) Secretary.

**RESPONSIBILITIES**

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Organization. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by UPMA. He/she will also provide technical assistance to UPMA member facilities, particularly in relation to monitoring and reporting.

Working alongside the UPMA team, your key responsibilities will include but are not limited to:

Setting up the system:

- Assist in the revision of the UPMA Results frame work, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the annual Work Plan and keep it updated in accordance with activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each component and for all indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for capacity-building on M&E that may be required.
- Organize and undertake training with collaborating partners on M&E as required.

Implementation of M&E and coordination:

- Collect data on a regular basis to measure achievement against the performance indicators.

- Check data quality with partners.
- Maintain and administer the M&E database; analyze and aggregate findings.
- Support progress reporting, mid-term review and final evaluation.
- Identify areas where technical support to partners/members is required. Organize refresher training on M&E for partners/members as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the organization. Provide advice to the supervisor on improving performance using M&E findings.

Communication:

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the ED with management information she/he may require.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the ED.

Qualifications requirements:

*Education:*

First level university degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.

*Experience:*

- Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of international development projects.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to partners and target beneficiaries.
- Ability to facilitate and serve as project liaison for externally-managed evaluations.

*Competencies:*

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Good knowledge and experience regarding gender mainstreaming.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with government and other partners.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Overseeing the Monitoring, Evaluation and Learning processes of various UPMA activities to ensure they are on target to reach the outlined timeframes and intended impact including travel to the field sites where necessary.

- Liaising and working in collaboration with local partners and stakeholders
- Identifying potential local and international funders and writing in depth funding proposals to these organisations as required
- Creating research papers based on data collected from the field which provide recommendations for UPMA and relevant stakeholders; these papers will form the basis for future research and initiatives
- Support members in data collection, reporting and analysing.

#### **BENEFITS**

- This is a wonderful opportunity for you to learn about the development sector through an immersive experience, and to make a lasting contribution to the organisation and its aim to contribute to the reduction of maternal and infant deaths in Uganda.

#### **HOW TO APPLY:**

Please send your cover letter and CV to [admin@upmauganda.org](mailto:admin@upmauganda.org) outlining your experience, interest in the placement and availability.