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POSITION	MONITORING AND EVALUATION OFFICER
CATEGORY	PROGRAM
STATUS	FULL TIME
HOURS OF SERVICE	8.00am to 5.00PM Monday to Friday and 9.00am to 1.00am Saturdays
CLASSIFICATION	FIRST LEVEL
OCCUPANT	VACANT
DATE	15.11.2021
ADVERT CODE	HA-AB-EN/ME/QT2-P01-022-010
LOCATION	KAMPALA OFFICE, with field work in MUKONO, BUIKWE AND JINJA

2.0 POSITION CONTEXT & OBJECTIVE(S):

Hatches Ltd in partnership with Agricultural Business Initiative (aBi) and other partners is implementing a project titled “Increasing Market Access and Productivity of the Poultry Value Chain through effective and environmentally efficient Inputs in Central and Eastern Uganda”.

The project objectives are: i. Provision of high-quality Day-old chicks to both model farmers and open market poultry farmers ii. Promote the use of Black Soldier Flies (BSF) as an alternative to traditional protein sources for quality poultry feeds at fair and stable prices iii. Establish sustainable market linkage options for farmers with off takers and to iv. Enhance farmer knowledge on modern poultry farming through training and demonstration.

About Hatches Ltd:

Hatches Ltd is a Poultry breeding, inputs supply company established and registered in 2003 as a private limited company. With a goal of **“Addressing our client needs and nature people’s dreams of living a better and decent life”** and a mission of **“Providing the best quality agro-inputs, products and services that address our clients’ needs and nature people’s dreams of living a better and decent life”**; Hatches Ltd’s vision is **“To be the most reliable, valued and client centric green growth company in Uganda”**.

About aBi

The Agricultural Business Initiative (aBi) is a multi-donor entity devoted to private sector agribusiness development. It follows a long-term commitment by being both a catalyst in support

of the Ugandan agricultural sector and a conduit through which development partners and investors can build the capacity of the agricultural sector. aBi was jointly founded by the Governments of Denmark and Uganda in 2010. Other aBi's Development Partners are; USAID, SIDA, UKAid, and KfW. The Company is supporting agribusiness development in the private sector to achieve the objective of the Government of Uganda's Competitiveness and Investment Climate Strategy (CICS). It provides both financing and technical support in selected agricultural value chains and offers an integrated approach on value chain development, to improved profitability, income and employment of Ugandan farmers and agribusinesses

Hatches Ltd in partnership, as Implementing Partners; is seeking to establish a strong Management system, Administration and Technical Units with emphasis on providing professional support to the company in Project Management and Implementation.

3.0 KEY RESPONSIBILITIES AND DUTIES :

3.1. Background

Under the overall guidance of the CEO and Company Manager, and the direct supervision of the Project Manager; the M&E Officer will be responsible for the monitoring, evaluation, learning and ensuring high quality and timely inputs, ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner for both Hatches Ltd and its partners.

The M&E officer will be responsible for designing and implementing the M&E activities of the Project; Preparing Weekly, Monthly, Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

The Monitoring and Evaluation Officer works in close collaboration with project team, operations clusters, and partners team.

3.2. Duties and Responsibilities

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities of Hatches Ltd and its partners, expenditures and progress towards achieving the project outputs;
- Recommend further improvement of the logical frame work;

- Develop monitoring and impact indicators for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Project Manager on project performance;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics for quarterly, biannual, annual and other reports to Project Management Team;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impacts of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use.
- Perform other duties as required;

3.3. Leadership and Management

- Ensure that the team is aware of the schedule and job expectations on a daily basis
- Involve the team in regular meetings to communicate information intended for them
- Ensure communication to the team on any changes in policies/ procedures by the company through required verbal/ written mechanisms
- Ensure participation of the team in various engagement initiatives organized by the company
- Counsel and address issues among the team for any work-related issues concerning M&E
- Support in deployment of the team as per production schedule and the organizational norms and guidelines
- Ensure periodic training and share knowledge of processes, techniques and products with the team to enhance their skill levels
- Provide feedback to the manager pertaining to performance of the project team
- Assist with data collection and keep detailed and well-organised records

- Assist with literature research and administrative activities
- Plan and participate in community training activities

3.4. Measurable Outputs and Performance Indicators

- Monthly, Quarterly and Annual MIS and GME reports;
- Relevant reports;
- Trainings on M&E/MIS for project and company staff
- Report on lessons learned from project innovations;
- Input and Update information related to project outcomes in the company and GMS;
- Evaluation activities, project closure activities and report compilation
- Prepare Issues Log and Risk Log for the project;
- Develop M&E system for the Project and for stakeholders
- Prepare and maintain data base
- Timely deliverables and deadlines respect

3.5. Competencies

3.5.1. Corporate Competencies

- Demonstrates integrity by modelling Hatches Ltd and partners values and ethical standards
- Promotes the vision, mission, and strategic goals of Hatches Ltd
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

3.5.2. Functional Competencies:

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines
- Establishes, builds and maintains effective working relationships with project staff, partners and clients to facilitate the provision of support

4.0 SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilized:

4.1 In-depth knowledge on MIS, M&E and development issues

4.2 Excellent knowledge of monitoring and the application of methodology: Good understanding of

capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;

- 4.3 Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners,
- 4.4 Respectful and helpful relations with donors, partners and project staff.
- 4.5 Ability to lead implementation of new systems (business side), and affect staff behavioural/attitudinal change

5. QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- 5.1 University Degree preferably in Economics, Business Administration or related field;
- 5.2 Minimum of 2 years of professional experience in the design and implementation of M&E/MIS in development projects preferably with NGOs
- 5.3 Experience in designing tools and strategies for data collection, analysis and reporting;
- 5.4 Proven ICT skills, especially in the development of MIS software using database software;
- 5.5 Expertise in analyzing data using statistical software;
- 5.6 Strong training & facilitation skills.
- 5.7 Fluency in written and spoken English.
- 5.8 A commitment to ongoing personal and professional development.

How to Apply

All applicants should submit the following documents in a single submission (one PDF file): Letter of motivation, CV including three references.

E-mail your application to recruitments@hatchesltd.com, before 24th December 2021.

NB: Please do not attach copies of qualifications/diploma at this stage. Mention the position applied for and the advert code in the email subject. Only complete applications will be reviewed. All materials should be submitted via email. We regret that owing to the volume in applications only shortlisted applicants will be contacted.