



Position:	MEAL Volunteers (2)
Department:	MEAL
Technical Reporting	Head of MEAL, Research & Innovation
Location:	Nakivale and Kyangwali

About Us

Action Against Hunger is a global humanitarian organization that takes decisive action against the causes and effects of hunger. Globally, we operate in more than 50 Countries, and we partner with communities to address the root causes of hunger, including climate change, conflict, inequity, Nutrition & Health, WASH, Advocacy, and emergencies. We innovate solutions, advocate for change, and reach 28M people every year with proven hunger prevention and treatment programs. We strive to create a world free from hunger, for everyone, for good.

In Uganda, Action Against Hunger began its work in 1980 in response to a dire humanitarian crisis caused by famine, which ravaged the Karamoja region. Currently operating in 16 districts across Western, West Nile, Southwestern and Karamoja Region. Action Against Hunger Pursues a blended strategy, which combines humanitarian interventions with long-term development approaches to save lives and build the resilience of poor and vulnerable populations (especially refugees and host communities).

About the Role:

The MEAL department at Action Against Hunger functions like an in-house research and evaluation firm and conducts rigorous evaluations and analyses that inform internal decision-making. The goal of the MEAL department is to both prove and improve program impact, and Action Against Hunger has a culture of respecting data analysis and pivoting program activities in response to new evidence. This is a unique environment in which to lead MEAL activities, with a true influence on program strategy.

The MEAL Volunteer will ensure smooth functioning of the MEAL system at field office level; Conduct frequent monitoring spot-checks against Quality Benchmarks; Build capacity of program team in the use of MEAL tools, impact reporting and use of data management systems; Champion research initiatives (I.e. baseline, Midterm, End-term, needs assessments, KAP Surveys and Post Distribution assessments) and ensure that findings are applied to inform program implementation; Make sure the complaint & feedback mechanisms are well functional at field office level; Maintain regular report preparation and share with proper channels.

KEY DUTIES AND RESPONSIBILITIES

The list of responsibilities below is not exhaustive; other tasks may be required to adapt to operational needs. To achieve the overall and specific objectives, the MEAL Volunteer will perform the following tasks:

Objective 1: Improve data quality (by strengthening monitoring systems and data quality assurance mechanisms).

- Conduct Routine Data Quality Assurance and ensure that quality data is collected, validated, and entered timely in DHIS2 system.
- Analyze monitoring data, produce statistics and charts, and ensure the results feed meaningfully into program design and implementation plans to facilitate evidence-based programming.
- Champion monthly data learning sessions/deep dives with the program team and ensure that learnings are documented and applied to shape program implementation and design of concept notes and proposals.
- Ensure that all projects at the base have robust MEAL Plans, Indicator Tracking Tables,

- Indicator Reference Sheets, and ensure that they are regularly reviewed and updated.
- Strengthen program team capacity in the use of data management and analysis platforms (e.g. DHIS2, REDROSE, Google Forms and MS Office products).
- Ensure maintaining of program files and documentation in No Hunger Forum as per program management minimum standards, including maintaining the confidentiality of beneficiaries' data.
- Support in writing beneficiary stories, testimonies, and case studies from the field.

Objective 2: Strengthen feedback and accountability Mechanism.

- Facilitate CRM meetings, routinely capture feedback and ensure that the OPINION ADS system is populated/Register is fully up to date.
- Ensure the Complaint Response Framework Mechanism (CRFM) are functional and accessible to beneficiaries.
- Develop regular trend analysis of complaints at organizational level and share it with the program team as per protocols.
- Make sure that the agreed action plans and CRFM action plans are followed in a timely manner by the program team.
- Share MEAL findings & CRFM issues in each monthly meeting as defined in the protocol.
- Ensure that the CRM guidelines are followed by all staff.
- Archive all reports on No Hunger Forum in the respective project folders for easy access by everyone

Objective 3: Scale up Learning and Knowledge Management at field level.

- Promote learning and assist program team on documenting and implementing lessons learned and good practices.
- Ensure the key learning's are incorporated in upcoming plan and interventions.
- Generate periodic reports and share along with documented key learnings from the MEAL system.
- Support the elaboration of success stories through the Most Significant Change technique in liaison with Program team.
- Conduct Quarterly review meetings with the project team to assess project progress and develop relevant catch-up plans for implementation by staff.

Objective 4: Set up and implement a robust MEAL Framework at the Base Level.

- Ensure that all projects at the base have robust MEAL plans, Indicator trackers, indicator reference sheets and that they are reviewed and updated routinely.
- Conduct field monitoring spot checks and generate monitoring reports with clear action points and share with FC and Head of MEAL.
- Work as part of a broader programme team to design, facilitate and support data collection and analysis systems including baseline, annual, and end line surveys, regular monitoring, data collection and analysis, feedback, and reporting.
- Collect data from program teams and update the DHIS2 system on a monthly basis.
- Generate data reports (tables/graphs/reports) from the database at regular intervals, ensuring reports/information are available for program teams to review and dissemination.
- Conduct regular field visits to verify data and provide clarification and improvements.
- Produce and share MEAL monthly, quarterly, half yearly and cumulative yearly reports to the Field Coordinator, Head of MEAL and program team.
- Ensure that all the data related to MEAL action Plan tracker & CRFM database are recorded and updated in a timely manner.

Required Qualifications and Competency

- **MUST** have a relevant Bachelor's degree in a quantitative field. Possession of Postgraduate training in Monitoring and Evaluation is added advantage.
- Experience monitoring and evaluating donor funded projects.
- Minimum of 2-years practical experience in M&E system development implementation in a large international/national non-governmental organization.
- Good understanding of Food security and livelihood, nutrition and health, WASH standard indicators plus experience implementing nutrition focused projects.
- Strong quantitative skills and experience with Data Analysis and Database Management with

good command of Advanced Excel technics, ENA, SPSS and STATA.

- Excellent mobile data collection skills with good command of Kobo Collect, Red rose, ODK and DHIS2 system.
- Proven ability of designing MEAL plans, result frameworks and theory of change.
- Excellent knowledge of digital data collection and accountability systems.
- Ability to analyse and disseminate complex information to a range of stakeholder audiences;
- Strong familiarity with project frameworks [design/implementation/M&E] cycle
- Experience of solving complex issues through analysis, adapting and innovating where necessary, and defining a clear way forward and ensuring buy in.
- Strong results orientation, with the ability to challenge existing mind-sets
- Highly developed cultural and political awareness and ability to work well in an international and matrix management environment with people from diverse backgrounds and cultures
- Strong communication and interpersonal skills in English, with experience \working in multicultural, multi -location, values driven teams;
- Commitment to Action Against Hunger values