



**NATIONAL INFORMATION TECHNOLOGY AUTHORITY OF UGANDA
(NITA-U)**

**UGANDA DIGITAL ACCELERATION PROJECT – GOVERNMENT
NETWORK (UDAP - GOVNET)**

**TERMS OF REFERENCE FOR THE MONITORING AND EVALUATION
SPECIALIST**

MARCH 2023

1.0 BACKGROUND.

The Government of Uganda received Credit/Grant from the World Bank/International Development Association towards the implementation of the Uganda Digital Acceleration Project (UDAP). The Project Development Objectives (PDO) are to (a) expand access to high-speed internet in selected areas, (b) improve the efficiency of digital service delivery in selected public sectors, and (c) strengthen the digital inclusion of selected host communities and refugees. The National Information Technology Authority of Uganda (NITA-U) is the Project Implementing Entity Agency (PIE) for all components with the Ministry of Information, Communications Technology and National Guidance (MoICT&NG) and Office of the Prime Minister (OPM) as the major Implementing Partners (IP). The procurement processing will be conducted in accordance with the World Bank Procurement Regulations July 2016; revised November 2017, July 2018 and November 2020.

The NITA-U now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of Monitoring and Evaluation Specialist (M&E) under the Project Implementation Unit (PIU). The preparations for the effectiveness of the UDAP - GovNet is already underway and the successful candidate will be required to assume office as soon as possible.

2.0 OBJECTIVE OF THE ASSIGNMENT.

The M&E Specialist has overall responsibility for providing coordination and leadership for monitoring and evaluation of the project. S/he is responsible for ensuring accurate and comprehensive data collection and analysis of results to report on progress towards project objectives. He/she will design an M&E system and a reporting methodology, coordinate periodic evaluations of the Results Framework proposed in the PAD, regularly monitor progress towards achievement of targets in the Results Framework and suggest appropriate changes to effect project restructuring, if applicable, and undertake consolidation and analysis of M&E reports for the UDAP - GovNet project. He/she will work with the technical team to utilize the Results Framework outlined in the PAD and revise or develop, if required, appropriate indicators, targets and methods for collecting information/data on project activities and assist with analysis for evidence-based decision-making for project improvements.

3.0 REPORTING

The Monitoring and Evaluation Specialist will administratively report to UDAP – GovNet Project Coordinator and functionally to Manager Planning, Strategy and Performance, NITA-U.

4.0 RESPONSIBILITIES AND TASKS

- a) Lead the development of and oversee the review of project-level Monitoring & Evaluation (M&E) plan and associated work plans for each component/activity (as reflected in the results framework);
- b) Review the baseline indicators and provide guidance to the component owners on how to ensure that indicators are achieved;
- c) Develop the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;
- d) Responsible for sourcing data and information for specific M&E needs directly from other agencies and stakeholders, particularly for indicators not requiring a survey;
- e) Review M&E methods, carry out training needs assessment, and provide M&E technical assistance, training and knowledge transfer;
- f) Oversee and participate in project performance evaluations and assessments, including reviewing monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities under its various components;
- g) Ensure quality control of M&E outputs (e.g., surveys etc.), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervising design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted;
- h) Develop and operate an M&E electronic tool and database for the project;
- i) Monitor UDAP – GovNet project progress through field visits as may be required, offer feedback and keep regular communication with related field and centre-level staff;
- j) Serve as the focal point for providing M&E inputs on implementation Progress Reports;
- k) Prepare and submit M&E inputs as per the Results Framework to be consolidated into quarterly/annual project implementation progress reports;
- l) Regularly monitor progress towards achievement of targets in the Results Framework and suggest appropriate changes to effect project restructuring, if applicable.

- m) Review monitoring reports, analyse them for outcome and impact evaluation and to identify the causes of potential bottlenecks in the UDAP Uganda project implementation and make recommendations; and
- n) Track progress made on the UDAP – GovNet Project’s Results Framework during project implementation.

5.0 DELIVERABLES

The expected deliverables from the Monitoring and Evaluation Specialist will include but not limited to the following:

- i) Inception Report after two (2) weeks on contract signing;
- ii) Detailed Monitoring and Evaluation Work Plan for every three (3) months;
- iii) M&E electronic tool and database for the project four (4) months after commencement of the assignment;
- iv) M&E manuals, procedures, guidelines and processes for the entire project and for the different project components/activities;
- v) M&E periodic reports as per the M&E plan;
- vi) Periodic survey designs and reports;
- vii) M&E inputs as per the Results Framework to Monthly/Quarterly/Yearly Project Implementation Report;
- viii) Inputs to the project, component and activity level indicators (output, outcome and impact);
- ix) Reports and proceedings of seminars, workshops and training.

6.0 EDUCATION QUALIFICATIONS AND EXPERIENCE

The applicant should:

- a) Hold a minimum of a Bachelor’s degree in Statistics, Social Sciences, Economics or a related field.
- b) Possession of professional or postgraduate qualifications in Monitoring and Evaluation from a recognized University/Institution will be mandatory.
- c) Working experience in qualitative and quantitative analysis and research methodologies.

Relevant Experience

- a) Applicant must have a minimum of five (5) years' experience in M&E preferably with a development partner-funded project or in areas directly related to the public sector.
- b) Experience in developing and operating electronic M&E Tools.
- c) Knowledge of World Bank projects M&E requirements, Results Frameworks, and systems' especially designing midterm and final impact evaluations is an added advantage.
- d) Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (collecting, managing, analysing and interpreting data).
- e) High level computer skills in statistical programmes such as SPSS, STATA, R Studio and SAS.

7.0 DURATION OF THE ASSIGNMENT

The assignment shall be for a period of **three (3) years** and may be renewed subject to satisfactory performance.

8.0 OTHER REQUIRED SKILLS AND COMPETENCES

- i) **Communications:** Excellent communication skills (spoken and written), including the ability to communicate effectively with diverse audiences on environmental-related matters, good negotiation skills and to prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.
- ii) **Teamwork:** Excellent interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- iii) **Integrity:** Must be a person of proven honesty and does not tolerate corruption and unethical behaviors in all its forms and manifestations.
- iv) **Innovation:** Must be a person with ability to seek new ways of doing things efficiently to deliver value to our customers.
- v) **Customer Centricity:** Must be a person who strives to satisfy customers and clients. Should be able to understand what the customer wants and delivering it flawlessly.
- vi) **Quality:** Must be a person who thinks of quality and continuous improvement in his/her work.