



KIGEZI WOMEN IN DEVELOPMENT (KWID)

P.O.BOX 894 Kabale

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www.kwidug.org

1st January 2021

Mr. LIBERTY CHRISTOPHER

P.O.BOX 894

KABALE

Dear Mr. Liberty Christopher,

RE: RENEWAL OF CONTRACT WITH KWID

On behalf of Kigezi women in Development (KWID) I would like to thank you for your continued commitment and hard work in monitoring and evaluating KWID activities.

Following the appraisal by management, I am glad to inform you that the Executive Board has renewed your contract for a period of one year with effect from 1st January to 31st December 2021.

Furthermore the board requested you to continue executing both the roles of the program officer and Monitoring and Evaluation officer following the close of the project that was employing more staff in November 2018. Your gross monthly pay will be 500,000= equivalent to 23% of your salary until we access funding to top up to 100%. This however is subject to Organization's funding. The salary of all employees is subject to taxation by law through Pay As you Earn (PAYE), National Social Security Fund (NSSF) and Local service tax (LST)

I would like to urge you to continue to work hard and to make effort to improve in the areas discussed with your supervisor during appraisal.

I wish you a continued happy stay at KWID

Yours Sincerely

Florence Tumuheirwe

EXECUTIVE Director

JOB DESCRIPTION OF PROJECT OFFICER/ MONITORING AND EVALUATION OFFICER	
RESPONDING TO	Executive Director
PRIMARY PURPOSE OF THE POSITION	To implement, monitor and evaluate KWID programs and activities
GENERIC COMPETENCES	<ul style="list-style-type: none"> • Commitment to the Vision and Mission of KWID • Effective time management • Integrity • Self-drive and initiative • Pro-active and result –oriented • Ability to multi task with minimum supervision • Exceptional command of English
DUTIES AND RESPONSIBILITIES	<p>Project implementation/ Monitoring and evaluation</p> <ul style="list-style-type: none"> • Coordinate all program activities • Prepare project and periodic specific work plans to guide implementation of activities • Continuity identify key development needs of communities in the area of operation to strengthen KWID ‘s programming work • Identify capacity development needs of partners and stakeholders • Organize and conduct planning meetings with partners and beneficiaries • Ensure effective use of donor funds allocated for KWID activities • Mobilize and organize beneficiaries, partners and other stakeholders for training and participation in project activities • Ensure that local government, partners and beneficiaries have a clear understanding of KWID’s Vision, Mission , Goals and policy/strategy focus and strategies for their realization • Maintain effective program reporting, monitoring and evaluation systems • Ensuring proper programme implementation • Participate in project baseline surveys, mid and end of project evaluations • Keep truck of good practices of KWID’s work, capturing beneficiary voices • Participate in the preparation of project proposals for funding • Develop and strengthen monitoring, inspecting and evaluation procedures • Monitor all project activities, expenditures and progress towards achieving the project output • Recommend further improvement of the logical framework • Develop monitoring and impact indicators for the project success • Monitor and evaluate overall progress on achievement of results • Monitor the sustainability of the project results • Provide feedback to the Executive Director on project strategies and activities • Suggests strategies to the Executive Director for improving the efficiency and

- effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate bottlenecks
- Report monthly, quarterly, bi-annually, and annual progress on all project activities to the funders
 - Assist in coordinating across the available components of the programs to ensure effective implementation of M&E/MIS;
 - Ensure an appropriate monitoring and evaluation (M&E) system is in place and is functioning satisfactorily. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
 - Ensure relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including beneficiary communities, KWID Management and Donors
 - 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, annual and other reports to project Management Team
 - Participate in annual project reviews and planning workshops and assist the Executive Director in preparing reports
 - Promote documenting results and sharing results among key stakeholders
 - Support monitoring and evaluation of the effects and impact of the project
 - To conduct regular and quality data collection, verifications and validations
 - To record, manage and preserve monitoring and evaluation data in a safe and accessible way.
 - Assist the project personnel with M&E tools and in supporting them in their use
 - Participate actively in organizations planning process, budgeting and fundraising unit
 - In charge of developing KWID performance reports
 - Act as a focal point to organize and manage monitoring reviews, evaluations and /or After Action Reviews (AARs)
 - Provide training and mentoring for KWID staff
 - Perform other duties as required
 - Keep track of good practices of KWID's work, capture beneficiary voices
 - Participate in project baseline surveys, mid and end of project evaluations

Measurable Outputs and Performance Indicators

- Prepare and provide project reports in a timely and accurate manner including activity reports, monthly reports, quarterly reports, donor reports and annual reports
- Ensure timely submission of donor reports to your supervisor according to provided timelines
- Promote the organization's visibility in the print and electronic media including social media
- Ensure cost effective use of all KWID's resources in line with organizational policies and values
- Submit monthly time sheet and timely accountability for funds advanced to you for implementing project activities

	<ul style="list-style-type: none"> • Preparing other relevant reports • Preparation of monthly MIS reports • Preparation of reports on the findings and lessons learned from project innovations • Organize and conduct training on M&E/MIS for programme staff. • Provide input and update information related to project outcome for the website • Assist Executive Director in preparing monthly, and quarterly reports on project progress based on project activities • Prepare issues Log and Risk Log for the project • Prepare and maintain data base <p>General Responsibilities</p> <ul style="list-style-type: none"> • Perform any other duties as may be requested by the Executive Director
SCOPE OF IMPACT	The Project /M&E officer is in charge of KWID's work aimed at ensuring that the organization's Vision and Mission are fulfilled through planned activities. The officer need to maintain and uphold KWID's image as s/he relates with Government officials, partners and other stakeholders in the catchment area
QUALIFICATIONS	Bachelor's degree in Business Administration, monitoring and evaluation, Education, Social work and social Administration, Project planning and Management and knowledge in gender studies is an added advantage
EXPERIENCE, SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Minimum of two years working as a Project officer/ M&E in a civil society organization • Good communication skills • Monitoring and evaluation skills • Good report writing skills • Public relations skills • Computer skills with knowledge in internet usage

I.....Liberty Christopher.....agree to the above job description which is an integral part of my employment contract

Signed.....Liberty Christopher..... Date.....04/01/2021.....