

## Junior Expert (JE) Job description

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	28/9/2022
<b>Job title</b>	Junior Expert in Monitoring, evaluation and knowledge management <i>(ex: digitalisation, gender, etc.)</i>
<b>Junior Expert</b>	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
<b>Main job domain (sector of activity)</b>	Agriculture and sustainable food systems <i>(ex: justice, agriculture, etc.)</i>
<b>Job holder (name of JE)</b> <i>(to be filled in after the selection of JE)</i>	
<b>Job holder's (JE's) Signature + date</b> <i>(to be filled in after the selection of JE)</i>	

General information			
<b>Enabel or NGA Project/programme</b>	<input type="checkbox"/> Enabel	<b>If Enabel : Navision code</b>	
	<input checked="" type="checkbox"/> NGA	<b>If NGA : NGA name</b>	Iles de Paix
<b>Full denomination of the project/programme</b>	Mpanga Super Farmer Program, Western Region, Uganda (component of the joint program from Iles de Paix and SOS Faim in Uganda 2022-2026)		
<b>Project/programme 's location</b>	Western Region, Uganda		
<b>Duty station of supervisor</b>	Fort Portal	<b>Duty station of JE</b>	Fort Portal
<b>JE will be assigned to</b>	<input checked="" type="checkbox"/> Project/programme <input checked="" type="checkbox"/> Representation (Enabel)/Country Office (NGA)		
<b>Project duration</b> <i>(dd/mm/yy)</i>	<b>Start date:</b>	1/1/2022	<b>Expected starting date for the job</b> <i>(dd/mm/yy):</i> 1/4/2023
	<b>End date :</b>	31/12/2026	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	

<p><b>1. Context of project</b>  <b>2. Objectives of project</b>  <b>3. Beneficiaries of project</b>  <b>4. Main activities of project</b></p>	<p>1. The Mpanga river basin in the Rwenzori region is a predominantly rural zone with a very high population density. In this zone, the farmers are confronted with a rapid degradation of their environment, which is reflected at their level by a deterioration of living conditions, a loss of productivity of their farms, and increased malnutrition among children. Faced with this situation, the integrated management plan of the Mpanga basin (Ministry of the Environment) promotes a transition towards sustainable agriculture which is economically profitable and compatible with the management of natural resources. In this context, identifying and promoting adapted production techniques and the improvement of the position of producers and their organisations in the local economic circuits is a major challenge.</p> <p>2. In Uganda, the NGOs Iles de Paix and SOS Faim combine their efforts to improve farmers and other social economic actors' living conditions, in particular young people and women through strategies that support the food systems' agroecological transition carried out by the same farmers and social economic actors with the support of citizens and the involvement of local and national authorities. The systemic approach adopted in the ToC of the "Feed Good" program allows to take into account the contexts in which the target groups evolve so that they can actively participate in the sustainable construction of their food system.</p> <p>3. The main beneficiaries of the Mpanga Super Farmer program are :</p> <ul style="list-style-type: none"> <li>- 900 Small Scale farmers families (4050</li> <li>- 30 VSLA</li> <li>- 50 district officers</li> <li>- 3 NGO (JESE, KRC, RCA)</li> </ul> <p>4. The Mpanga Super Farmer program is implemented through three local development organisations (JESE, RCA and KRC). On the one hand, the programme supports farming families in their agricultural activities through training, technical support and equipment. On the other hand, the programme supports village savings and credit associations as well as marketing associations that allow farming families to better position themselves on the local market. Finally, the programme informs and mobilises consumers and local authorities to create a favourable context for the marketing of local products from sustainable family farming. All of these actions are implemented within the broader framework of the feed good programme run by Iles de Paix in consortium with SOS Faim. This programme, which supports the emergence of sustainable food systems in Uganda, involves important national advocacy work which is carried out by SOS Faim's partners in Uganda, AFSA, PELUM and WOOGNET. It is noteworthy that the program is being implemented while striving towards synergy between different Belgian actors that form an operational network in the Region. We can mention among others Broederlijk Delen, Join for Water, BOS+ and Enabel (also supported by Belgian Cooperation).</p>
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<b>Position of the JE within the organisation</b>	
<p><i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i></p>	
<b>Supervisor's name, job title &amp; background</b>	<p><b>Lieven Peeters</b>, Country Director            Lieven Peeters has been working in Uganda since 2008 and is active as Country Director for Iles de Paix since September 2020. He has vast experience in environmental, water and agriculture project management and is co-author of the current Iles de Paix programs in Uganda.            Mr Peeters has been Supervisor for several JEs and has a very positive experience with the program and its principles. He is convinced of the potential of the program and is assured that with the proper preparation and investment in the JE the return will be a win-win for the program and the individuals involved.</p>
<b>Resource person(s) for technical support's name, job title &amp; background</b>	<p><b>Francis Twesigye</b>; Program Manager:            Francis has been employed as Program Manager for the Iles de Paix office in Uganda since August 2022. He has experience as program officer and manager with other NGOs in the agri sector.</p>
<b>For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.</b>	
<b>For NGA JE: name &amp; job title of the contact person from NGA headquarters that will assure the follow-up</b>	<p><b>Martine Hansotte</b> (and its replacement from march 2023) Head of the Administration, Finance and Human Resources Management Unit</p>

<b>JE – Job description</b>	
<b>Job objective</b>	
<p><i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i></p>	
<p>The JE will be mainly responsible for extra support in the implementation of the monitoring and evaluation system of the ongoing programs of Iles de Paix in Uganda (and SOS Faim, its consortium partner). The junior expert will support the partners in setting up the mechanisms for collecting relevant information and processing this data. He will also help the teams in charge of the programme to use this data to draw lessons learned. On this basis, the junior expert may be called upon to draft capitalisation documents aimed at sharing the lessons learned from the programme with peers. This will include the coordination of interactions with the local partners (local NGAs) and other relevant stakeholder (local Authorities and groups).</p> <p>Through the support of the JE, the program management will be capable of feeling the true progress of the program and its impact (versus the desired projections). The appointment of the JE will create increased potential for evidence based management decisions.</p> <p>In addition, the junior expert will facilitate all monitoring and evaluation activities of the Feed Good program as well as the development of collaborations and synergies between all program partners.</p>	

<b>Result area n°1</b>		<b>Time in % :</b>	35 %
<b>JE's role</b>	As coordinator and technical expert		
<b>JE's responsibility</b>	<ul style="list-style-type: none"> <li>- Coordinate the proper functioning of the monitoring and evaluation system by supporting partners in its implementation and in the collection and use of information</li> <li>- Assures the guidelines, principles, templates and tool remain well up to date and the way they are being used is correct and assures qualitative output.</li> </ul>		
<b>In order to...</b>	<ul style="list-style-type: none"> <li>- Assures that the results of the MnE plans are coming out in a timely manner, are ready for interpretation and serve for management decisions and donor reporting.</li> <li>- Make sure the results of the MnE campaigns are true, precise, clear, relevant and formulated in such a way they can be used for management decisions</li> <li>- Assure clear and precise overview of the impact of the program can be known and communicated (internally and externally)</li> </ul>		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Keep the monitoring framework up to date and assure the partners involved use the tools in a correct way.</li> <li>- Oversee the use of the available tools and MnE plans.</li> <li>- Reminds the deadlines to the partners</li> <li>- Witness data collection efforts</li> <li>- Propose possible improvements and or capacity support to partners where relevant</li> <li>- Makes overviews of MnE outcomes and brings relevant data to the table during planning meetings, steering committee meetings, ...</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Up to date MnE tools for the partners containing clear schedules and guidelines</li> <li>- MnE framework that brings results that are true and relevant for the management decision making</li> <li>- Documentation on the state of all progress markers and narrative summaries on the observations</li> <li>- MnE results are complementary to those of other consortium members in Uganda and can easily be integrated to show the combined impact.</li> </ul>		

<b>Result area n°2</b>		<b>Time in % :</b>	20%
<b>JE's role</b>	As trainer and coach		
<b>JE's responsibility</b>	To assure that all involved understand and are capable to fulfill their role in the MnE process		
<b>In order to ...</b>	Create high quality output that is true, relevant and precise.		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Interact with partners and their dedicated members of staff on the ongoing activities and the way they are being monitored</li> <li>- Detect need for capacity support and to formulate proposals on how to address these gaps</li> <li>- Conceptualize, prepare and (co)host capacity building events related to the main assignment</li> <li>- Train the program manager to take over the monitoring and evaluation function at the end of his/her mission</li> <li>- Follow up the impact of the capacity building efforts and to propose follow up measures where needed</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- All involved understand and are capable to fulfill their specific tasks as included in the MnE framework</li> <li>- All involved are convinced of the relevance and importance of their individual role within the MnE plans and remain engaged and motivated to contribute as needed.</li> </ul>		

<b>Result area n°3</b>		<b>Time in % :</b>	20%
<b>JE's role</b>	As facilitator		
<b>JE's responsibility</b>	Facilitates collaboration between all Feed Good partners (including SOS Faim partners) for monitoring and evaluation and for joint action for sustainable food systems.		
<b>In order to ...</b>	<ul style="list-style-type: none"> <li>- Ensure the pooling of program monitoring and evaluation data</li> <li>- Encourage links between partners and coordinated actions likely to contribute to the emergence of sustainable food systems</li> </ul>		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Strengthen all the partners on the M&amp;E system and reporting documents</li> <li>- Facilitate the annual reporting based on the M&amp;E system</li> <li>- Consolidate monitoring and evaluation information from all the program partners (outcome monitoring)</li> <li>- Facilitates the exchange of information between program partners</li> <li>- Identifies potential collaborations and on this basis suggests useful linkages</li> <li>- Supports the realization of collaborations between program partners</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Consolidated monitoring and evaluation data for the Feed Good program.</li> <li>- Effective collaboration between program partners</li> </ul>		

<b>Result area n°4</b>		<b>Time in % :</b>	20%
<b>JE's role</b>	As communicator		
<b>JE's responsibility</b>	Valorises the results and learnings from the Mpanga Super Farmer program and the wider Feed Good program (IDP & SOS Faim's joint program)		
<b>In order to ...</b>	<ul style="list-style-type: none"> <li>- Be accountable to the people and organisations that fund the programme.</li> <li>- Share lessons learned with peers</li> </ul>		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Prepares narrative summaries of the program results and impact</li> <li>- Collect and share success stories of the partners with IDP and SOS Faim's headquarters</li> <li>- Contributes to the drafting of capitalization documents valorizing the expertise acquired in the framework of the program</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Monitoring and evaluation reports</li> <li>- Capitalization documents</li> </ul>		

<b>Result area n°5</b>		<b>Time in % :</b>	5%
<b>JE's role</b>	As a Junior Expert		
<b>JE's responsibility</b>	In consultation with the Junior Program, take initiatives and/or respond to requests for global citizenship actions.		
<b>In order to ...</b>	Raise awareness of global citizenship among the Belgian population		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...)</li> <li>- Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO, ....)</li> <li>- Any other global citizenship activity requested or approved by the Junior Program.</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- 1 global citizenship initiative finalised and/or supported per year</li> <li>- Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...)</li> </ul>		

*Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.*

<b>JE's contribution to the Junior Programme priorities</b>	
<b>Innovation</b>	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g.: action research, testing &amp; roll-out of new technologies, etc.</i>	
<b>JE's role</b>	<p>Within the framework of the FG programme, Iles de Paix and SOS Faim have developed a monitoring and evaluation system based on outcome mapping. This original approach to monitoring and evaluation makes it possible to involve the target actors in assessing the progress they are making in the framework of the programme.</p> <p>The implementation of monitoring and evaluation using this approach is an alternative to the use of more traditional indicators. The technique, already tested during the 2017-2021 programme, will be consolidated so as to be able to assess the contributions of various target actors to the emergence of sustainable food systems.</p>
<b>JE's responsibility</b>	<ul style="list-style-type: none"> <li>- Master the principles of monitoring and evaluation following the progress marker approach.</li> <li>- Supports the implementation of the tool with the programme's target actors</li> </ul>
<b>In order to ...</b>	<ul style="list-style-type: none"> <li>- Ensures that usable data is obtained and that the progress markers tool is consolidated</li> </ul>
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Documents itself about the Outcome Mapping methodology</li> <li>- Appropriates the monitoring and evaluation tools developed for the program</li> <li>- Exchange continuously informations with the Feed Good monitoring and evaluation officer based at the associations' headquarters in Belgium</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- MnE framework that brings results that are true and relevant for the management decision making</li> <li>- Contributions to the development of monitoring tools for a programme focused on the emergence of sustainable food systems</li> <li>- Valorisation of the technical expertise acquired from peers</li> </ul>

<b>Capacity building</b>	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
<b>JE's role</b>	<p>See result area n°2.</p> <p>The function is clearly geared towards building the capacity of partners, notably through the training of programme officers and the day-to-day monitoring of their tasks during the collection and processing of monitoring and evaluation information</p>
<b>JE's responsibility</b>	To assure that all involved understand and are capable to fulfill their role in the MNE process
<b>In order to ...</b>	Create high quality output that is true, relevant and precise.
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Interact with partners and their dedicated members of staff on the ongoing activities and the way they are being monitored</li> <li>- Detect need for capacity support and to formulate proposals on how to address these gaps</li> <li>- Conceptualize, prepare and (co)host capacity building events related to the main assignment</li> <li>- Train the program manager to take over the monitoring and evaluation function at the end of his/her mission</li> <li>- Follow up the impact of the capacity building efforts and to propose follow up measures where needed</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- All involved understand and are capable to fulfill their specific tasks as included in the MnE framework</li> <li>- All involved are convinced of the relevance and importance of their individual role within the MnE plans and remain engaged and motivated to contribute as needed.</li> </ul>

Requested profile			
<b>Required training/degree for the job</b> > <b>Remark</b> : will be eliminatory on CV for the candidates. Be complete & specific, please.	<input checked="" type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input checked="" type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources <input type="checkbox"/> Organizational development	<input checked="" type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input checked="" type="checkbox"/> Development studies <input type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed) : ...
<b>Necessary specific knowledge for the job</b> > <b>Remark</b> : will be eliminatory on CV for the candidates.	- Experience in collection and analysis of quantitative and qualitative data (min 3 months) - Experience in database management (3 months)		
<b>Language skills</b> > Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.	<b>Languages</b>	<b>Knowledge</b>	<b>Comments</b>
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Official working language in Uganda
	French	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	Official language between Iles de Paix HQ and country office
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic knowledge (level A2)
<b>Preferred assets for the job</b> > <b>Remark</b> : will <u>not</u> be eliminatory on CV for the candidates.	- Knowledge of results-based management principles - Knowledge of the basics of statistical calculation - Extensive use of spreadsheets (excel) - Proficiency in the use of computer tools for the collection and processing of field data - Excellent writing skills (in French and English) - Experience in organizing tailor-made training courses - Experience in coaching - Strong interest in issues related to sustainable food systems (e.g. agriculture, agroecology, food security, food safety,...)		
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	<b>Car</b>
			<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable

Country context information		
<b>Living conditions</b>		
<b>Capital / rural area</b>	Fort Portal has recently obtained city status but still has a rather rural context.	
<b>Security context</b>	Favorable, incidents are rare and with the adoption of some basic rules can highly be avoided.	
<b>Access to services</b>	Good. Fort Portal is also a tourism hub meaning that different services up to European standards can be found (like restaurants and entertainment). For high end medical care, service providers in Kampala are preferred	
<b>Isolation / social life</b>	Favorable, lots of activities and groups engaged in sport and culture.	
<b>Location suited for families (with children)</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Other useful observations?</b>	Fort Portal is also home to a regional office of Enabel.	
<b>Work context &amp; conditions</b>		
<b>Work location</b>	Iles de Paix office in fort portal (currently shared with join for Water and Rikolto)	
<b>Field exposure?</b> (Direct contact with beneficiaries & local reality, frequency field missions,...)	Regular field exposure. The MnE framework has to find its solid base in the correct data collection; The JE will have to spend time with field workers to witness how feedback can be generated and to co create and modify tools that can capture this data. Typically, there will be 2 days per week field visit in the intervention zone near Fort Portal.	

<b>Accessibility of the supervisor</b>	The Supervisor will be working from the same office as the JE so will be available on a day to day basis.
<b>Teamwork / isolated work</b>	Teamwork, despite Iles de Paix has a rather small operational team, the JE will work with direct interaction of the field teams of the partners;
<b>What transport arrangements will the <u>project</u> consider in order to insure the JE's <u>professional</u> travels/journeys?</b>	<input checked="" type="checkbox"/> Motorcycle from the project at disposal of the JE
	<input checked="" type="checkbox"/> Borrow a car belonging to the project/programme when required
	<input checked="" type="checkbox"/> Local transport? What? : occasional, when own options would not be available and in line with internal policies (eg no night travel on local transport)
	<input type="checkbox"/> Other, please specify :
<b>What transport arrangements will the <u>JE</u> consider in order to ensure his/her <u>private</u> travels/journeys?</b>	<input checked="" type="checkbox"/> Motorcycle
	<input checked="" type="checkbox"/> Car
	<input checked="" type="checkbox"/> Local transport? What? :
	<input checked="" type="checkbox"/> Other, please specify : several JE have been working in Fort Portal before. Their preferred choice for transport depends on their own preference and family situation etc (eg car when having kids, some JE use bicycle for leisure).
<b>Other useful observations?</b>	