



## JOB DESCRIPTION

### Monitoring and Evaluations Officer

**Duty Station:** Kasese District, Western Uganda, with frequent field travel in the Rwenzori Sub-region (min. 60% fieldwork)

**Reports to:** RYP Project Manager

Conservation and Demand Agency (CODEA) is a Ugandan NGO dedicated to empowering communities through conservation and sustainable development. Since 2010, CODEA has focused on nature conservation, socioeconomic empowerment, community health, and capacity building in Western Uganda.

**Project;** The 20-year Livelihoods-Rwenzori Yethu project targets agricultural and forestry enhancement on 5,000 ha in Kasese and Ntoroko, aiming to sequester 1.34 MtCO<sub>2</sub>, build climate resilience, and improve livelihoods for over 11,000 households. This investor-backed project focuses on carbon credit generation, increased cash crop production, and sustainable land restoration.

## II Key Responsibilities:

### 1. Monitoring & Data Management

**M&E Planning:** Develop and coordinate MEAL plans with partners, aligning with project goals.

**Data Collection:** Design and oversee data collection tools for field data; validate and clean data.

**MIS Management:** Oversee the Monitoring Information System (MIS) and mobile applications to track project progress in real-time.

**Quality Assurance:** Conduct data audits and field spot-checks to ensure data accuracy and reliability.

### 2. Evaluation & Learning

**Project Evaluations:** Support mid-term, end-line, and other project assessments.

**Learning & Feedback:** Facilitate feedback loops to document and integrate lessons learned.

**Research Support:** Assist in studies on agricultural resilience, carbon monitoring, and climate adaptation.

### 3. Capacity Building

**Training:** Provide ongoing training to project officers and community facilitators on data collection and MIS usage.

**Skill Transfer:** Facilitate skill transfer to project staff, enhancing in-house capacity for data management.

## 4. Carbon Monitoring & Reporting

**Verification & Audits:** Support tree audits and carbon verifications, maintaining QA/QC standards.

**Data Reporting:** Generate analytical reports for stakeholders, including donors and investors.

## 5. Project Support & Documentation

**Project Planning:** Assist the Project Manager in planning and monitoring M&E activities.

**Reporting:** Prepare monthly, quarterly, and annual M&E reports.

**Documentation:** Maintain organized records of M&E processes, promoting transparency.

## III Person Specifications: Qualification, Skills and Experience

- Bachelor's degree in Data Science, Statistics, Economics, or a related field; a postgraduate diploma or Master's degree in Monitoring and Evaluation (M&E) is strongly preferred.
- Minimum of three (3) years of M&E experience in agriculture, environmental conservation, or rural development projects.
- Proficiency in MIS and mobile data collection applications, advanced Excel skills, and experience with ClickUp; GIS expertise is a plus.
- Demonstrated experience with carbon monitoring, with familiarity in frameworks such as the Gold Standard.
- Strong analytical skills, proactive problem-solving abilities, and excellent communication skills.
- High level of adaptability and willingness to travel extensively to remote field sites
- Proficient in GPS mobile data collection apps, tools with clean riders permit is an added advantage.

### How to Apply:

Interested candidates should submit a copy of his or her updated CV, and a cover letter addressed to: **The Coordinator – CODEA**, summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of national ID, copy of certificates and transcripts and salary expectation for this position and two employment referees. Please send by email as a single PDF document to: [codea.uganda@gmail.com](mailto:codea.uganda@gmail.com) and copy to: [b.solomon@codeauganda.org](mailto:b.solomon@codeauganda.org)

Subject of your Email should be: **Project Monitoring and Evaluation Officer**. Application Deadline: **Sunday, July 20th, 2025**.

### Note;

- Early Applications; Ugandan nationals; and Females are strongly encouraged.
- We desist from any sort of bribe, be aware of corn men. All our processes are cost free and transparent.**