

TERMS OF REFERENCE AND SCOPE OF SERVICES

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

PLANNING, MONITORING & EVALUATION SPECIALIST

A. BACKGROUND

The Government of Uganda (GoU) has, since the early 1990s, been pursuing strategic reforms in Public Financial Management (PFM) systems aimed at supporting Government's goal of poverty eradication through the achievement of good governance, sustainable growth targets and a stable macroeconomic environment as reflected in the National Development Plan and Vision 2040.

Government is implementing the Resource Enhancement and Accountability Programme (REAP) as the prime framework for implementation of Public Financial Management (PFM) Reform Strategy (2018-2023). The overall objective of the REAP is to enhance resource mobilization, improve planning and public investment management, and strengthen accountability for quality, efficient and effective service delivery.

The programme is jointly funded by the Government of Uganda and multi-donor basket funding arrangement agreed under a Memorandum of Understanding (MOU). A Public Expenditure Management Committee (PEMCOM) provides policy guidance to the reform efforts coordinated around the Clusters.

Implementation of REAP involves a significant coordination and programme management effort at all levels. This requirement continues to be met through services of contract staff supporting the Government Task Manager.

Government wishes to engage the services of a Planning, Monitoring and Evaluation Specialist to be responsible for providing overall technical support to the functions of planning and budgeting, and monitoring and evaluation under REAP. He/she will report to the Reform Coordinator.

The role will include tracking the implementation of the PFM Reform Strategy as a whole. This will be done in addition to the REAP programme M&E.

Objective;

The objective of the role of Planning, Monitoring and Evaluation Specialist (PMES) is to ensure development and implementation of timely and quality programme annual work plans and budgets; monitoring implementation and ensuring timely and quality reporting on programme performance. In addition, the PMES will coordinate reviews and evaluations of the programme, including the implementation of PFM-related studies.

The Specialist will also be responsible for the M&E function of the Funds Coordination Unit (FCU) which is in place to facilitate the Principal Recipient Role of MoFPED in

implementation of health programs funded by the Global Fund to fight AIDS, Tuberculosis and Malaria.

Scope of Work;

The specific tasks include:

1. Planning and budgeting: Providing technical support to the annual and quarterly programme work plan development, review and alignment of medium term and annual plans with the PFM Reform Strategy (2018 – 2023) and the Global Fund. The specialist will be expected to assist clusters in improving the quality of multi-annual workplans with realistic timeframes and budgets, leading to more accurate annual budgets. In addition the role will require support to Clusters to coordinate work plans and activities with other Development Partner programmes and TA.
2. Programme Monitoring and Evaluation Function: Coordinate and provide technical support to clusters in programme monitoring and evaluation.. Working with programme clusters to compile regular, timely and quality monitoring and evaluation reports on progress towards achieving the programme performance outcome and output indicators. Work with the relevant stakeholders to continually improve the quality of monitoring indicators, definitions and data sources to better monitor programme outcomes. The specialist will be expected to support the development of improved IT systems for PFM monitoring.
3. Programme Reporting: Support Strategic programme reporting. The responsibility will include efforts to improve the quality of programme reporting to better capture progress and challenges. The specialist should work to reach agreement to improve the content and presentation of quarterly and annual reports with key stakeholders.
4. Risk management and Sustainability planning and implementation.
5. Manage the Programme Monitoring and Evaluation System to ensure timely availability of information by key programme stakeholders.
6. Programme coordination and liaison: oversee the Cluster Coordinators Forum to critically monitor the implementation of work plans, risk management and sustainability plans, so as to identify and raise critical issues for action by programme management. In addition support the cluster coordination framework and promote regular meetings at this level with appropriate representation.
7. Coordinate and facilitate PFM reviews and assessments including the Public Expenditure and Financial Accountability (PEFA) assessment; End of Term Evaluation, Donor reviews, the Programme Mid-Term review; other related PFM studies and facilitate annual reviews.
8. Undertake any other duties incidental to the above as may be assigned by management from time to time.

Outputs;

1. Annual REAP work plans and budgets in line with the PID.
2. Complete and file Cluster Coordinators Forum Reports, action logs and follow up reports.
3. An approved and operational programme monitoring and evaluation framework for tracking programme outcomes, outputs and resources.
4. Updated monitoring and evaluation framework and performance indicators.
5. Programme monitoring and reporting tools well aligned to approved work plans and M&E framework.

6. Programme wide Risk Management and Sustainability Plans.
7. Project Development (Including coordinating pre-donor assessments, missions and evaluations).
8. Revised Quarterly Cluster Work Plans.
9. Quarterly, and Annual Progress Reports.
10. Functional and up to date Programme Monitoring and Evaluation System.
11. Mid Term Review, End of Term Evaluation and PEFA studies Reports.
12. Annual review reports.

Qualifications and Experience;

1. An honours first degree in Accounting, Commerce, Economics, Statistics, Business Administration or a related field.
2. A Masters degree in economics, statistics, business administration, or any other relevant discipline.
3. Post-graduate training and qualification in monitoring and evaluation or project planning and management is an added advantage.
4. A minimum of Ten (10) years working experience in monitoring and evaluation of Development Programmes/Projects.
5. Familiarity with the management, coordination and implementation of donor funded programmes or projects.
6. Broad knowledge and understanding of Public Financial Management (PFM) issues, particularly in Uganda and/or other developing countries.

Key Competences

1. Computer literacy and ability to effectively use personal computers and office information technology, as well as Microsoft Office Applications.
2. Excellent drafting, report writing and communication skills.
3. Strong cognitive skills for evaluating and solving problems.
4. Good communication, team work and good interpersonal skills.
5. Self-motivation and a demonstrable and unquestionable level of integrity.

Contract Arrangements;

The assignment is for one (1) year and may be renewed based on need and satisfactory performance.