

TERMS OF REFERENCE AND SCOPE OF SERVICES

THE THIRD FINANCIAL MANAGEMENT AND ACCOUNTABILITY PROGRAMME (FINMAP III)

SENIOR MONITORING & EVALUATION OFFICER

BACKGROUND

The Government of Uganda is implementing Public Financial Management (PFM) reforms through the Third Financial Management and Accountability Programme (FINMAP III) with the primary purpose to strengthen Public Financial Management (PFM) at all levels of government and ensure efficient, effective and accountable use of public resources as a basis for improved service delivery. The programme is supported by Development Partners including DFID, Norway, EU, KFW, and DANIDA. The overall objective of FINMAP is derived from the GoU PFM reform strategy for the period from July 2014 to June 2019.

In line with the strategy, FINMAP aims to encourage effective service delivery through reinforcing mechanisms for budget credibility, compliance and control; and to improve financial management practices through implementation of automated financial management systems.

A large component of FINMAP is focused on deepening and expansion of the Integrated Financial Management Systems (IFMS) to Central Government Agencies, the Integrated Personnel, Payroll and Pension System (IPPS) to all entities and implementation of e-procurement.

The Ministry of Finance, Planning and Economic Development (MoFPED) has the overall responsibility for implementation of the Programme; and the Deputy Secretary to the Treasury will act as the 'Task Manager'. FINMAP will consist of Components (together with their respective sub-components where applicable), each "Component" led by a manager ('Component Manager') as detailed in the PID to address the following schematic areas:

- (i) Macro Economic Management.
- (ii) Budget Preparation and monitoring (resource allocation- sustainable budget).
- (iii) Fiduciary Management in Central Government (financial discipline and control, asset management, procurement, payroll and pension management and accounting and reporting).
- (iv) Oversight and Scrutiny (Procurement regulation, external audit, internal audit, Parliamentary scrutiny)
- (v) PFM in Local Governments.
- (vi) Governance and external environment (Programme Coordination and Sustainability).

The programme is funded by the Government of Uganda as well as a number of development partners including the Department for International Development of the United Kingdom, European Union, Norway, Denmark, Germany (KFW), Sweden. There is also cooperation at various levels with the World Bank, International Monetary Fund (IMF) and Irish Aid.

The Senior Monitoring and Evaluation Officer (SMEO) will support the implementation of the monitoring and evaluation strategy of the programme and to participate in the timely and quality reporting on programme performance.

He/She will report to the Head of Planning, Monitoring and Evaluation.

Scope of Work

The Senior Monitoring and Evaluation Officer will carry out the following duties:

1. Assist in the development, dissemination to the components and operationalization of the Monitoring and Evaluation framework in line with the approved format.
2. Carry out quarterly monitoring of progress on implementation of component work plans and prepare Quarterly, Semi-Annual and Annual Progress Reports to the Head Monitoring and Evaluation.
3. Provide technical support to PFM systems implementing components in the development of programme output and outcome indicators and setting realistic targets.
4. Participate in periodic review of the programme performance indicators to ensure that they meet all indicator quality requirements.
5. Analyse the data collected through the quarterly and annual progress reports to track progress on attainment of programme performance indicators and adherence to the approved work plans.
6. Provide technical support to the design and management of a management information system including the analysis of results data collected during implementation.
7. Provide necessary support in carrying out regular programme reviews.
8. Support components in preparation of the annual and Quarterly programme work plans to ensure that all component plans are aligned with the approved five-year FINMAP III action plan and the PFM reform strategy (2014 – 2019) and within the available resources.
9. Support the development and implementation of a programme wide risk and sustainability strategy.
10. Any other duty assigned from time to time.

Outputs/Deliverables

1. A programme Monitoring and Evaluation plan matrix.
2. A functional and up to date Programme Performance Management Information System.
3. Quarterly briefs on budget absorption and adherence to the approved work Plans.
4. Quarterly, Semi- Annual and Annual Progress Reports.
5. Updated programme wide risk matrix.
6. An M & E plan matrix for the designated components.

Qualifications and Experience

1. An Honors Bachelors Degree in economics, statistics, Commerce or Business Administration and related discipline. A post-graduate qualification (Diploma or Masters) in monitoring & evaluation, Economics, Policy and Planning, project planning and management or related discipline is a must.

2. Be familiar with the management and reporting of donor funded operations.
3. At least 4 years work experience in planning processes, performance management, monitoring and evaluation of public sector programmes and/or projects, with a strong understanding of results-based management concepts.
4. Report writing, communication and presentation skills.
5. Experience/ qualification in risk management is an added advantage.
6. Experience in statistical analysis using SPSS, STATA or any relevant statistical package.

Contract Duration

The Senior Monitoring and Evaluation Officer shall be appointed on a one (01) year contract renewable based on need and satisfactory performance.