
Terms of Reference

Junior Professional Officer (JPO) Programme

Title:	Monitoring & Reporting Analyst
Category:	Junior Professional Officer (JPO)
Type of Contract:	Fixed Term, International
Duration:	Two (02) Years
Duty Station:	Kampala, Uganda

ABOUT IDLO

The International Development Law Organization (IDLO) is the only global intergovernmental organization exclusively devoted to promoting the rule of law to advance peace and sustainable development. IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity.

With its Headquarters in Rome, Italy, a Branch Office in The Hague, and United Nations Liaison Offices in New York and Geneva, IDLO carries out policy advocacy, research and learning, as well as rule of law and justice programmes in countries through some 17 Country Offices operating in every region of the world.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

ABOUT THE JPO PROGRAMME

IDLO, in cooperation with the Government of Italy and with active support from the United Nations Department of Economic and Social Affairs (UN/DESA), is inviting eligible Italian citizens to gain valuable work experience within IDLO's Country Office in Uganda for a period of two years.

The Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire valuable professional knowledge in areas of rule of law and legal institutional capacity building etc. that they can capitalize on building their career path within the international development field.

THE POSITION

The Programmes Department is the central management and coordination function for programme development, programme delivery, programme monitoring, reporting, quality assurance, and capacity development at IDLO. Within the Programmes Department, the monitoring and reporting function is responsible for quality assurance of and support to institutional and project-level monitoring and reporting undertaken by country, regional, and thematic teams.

To ensure ongoing and regular technical support for country teams in Uganda, Kenya, and Somalia, the JPO Monitoring and Reporting Analyst will be based in the Kampala, Uganda Office. Under the supervision of the Regional Programme Manager Africa, the JPO Monitoring and Reporting Analyst is responsible for the following duties:

- Support regional, thematic, and country teams to develop and implement Monitoring, Evaluation, and Learning (MEL) plans, risk registers, annual work plans, data collection protocols, and other monitoring tools, in alignment with the SRRF, the Monitoring Guidelines, and donor requirements.
- In close collaboration with the HQ Programme Monitoring Team and the Strategic Policy and Planning Unit, support the operationalization of the SRRF, ensuring inclusion of SRRF-related indicators in programme design and inception, and correct use of standardised organizational MEL templates and tools, and assuring quality of data collected by country offices (COs), and by supporting internal flow of communication with COs.
- Assist in strengthening the programme monitoring and learning capacity of country office staff, implementing partners, and other local partners through the design and delivery of dedicated activities (trainings, webinars, etc.), with a focus on the Monitoring Guidelines and other relevant tools.
- Prepare analytical reports of data collected, highlighting trends, lessons learned, good practices, and other relevant insights at project, country, and regional levels, and disseminate them to relevant stakeholders.
- Provide advice, technical guidance, and support in the development of Theories of Change, results frameworks, and MEL tools to team members, and regional, thematic, and country teams for the development of high-quality programmatic concept notes and proposals.
- Support quality and compliance reviews to ensure that project proposals and concept notes comply with organizational guidance on Monitoring, Evaluation, and Learning.
- Perform other, similar duties as required by the supervisor.

IDEAL CANDIDATE PROFILE

Education

- Master's degree in law, Development Studies, Business Development / Business Management, Social Science or a related field is required.

Experience

- Minimum 2 (two) years of relevant professional experience or more within international development assistance with focus on rule of law or economic development.
- Experience in programme/project planning, monitoring and reporting is desirable.
- Previous experience working in international contexts is an asset.

Language

- Excellent written and verbal communication skills in English are required.
- Knowledge of French and/or other official UN languages will be a distinct advantage.

Specific knowledge, skills and competencies

- Demonstrated ability to write clearly and concisely and experience in producing high quality written documents in English and an additional official UN language.
- Knowledge of programme monitoring and reporting, as well as proposal design and process is desirable.
- Demonstrated ability to effectively use computer and Microsoft office programmes.

- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Organization.
- Good team player, positive attitude, flexible mind, comfortable in multi-cultural settings.
- Self-motivated, hands-on and solution-oriented professional; able to function effectively in a rapidly changing and dynamic work environment.
- Strong client service ethics.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Available to travel and conduct missions including to challenging work environments.

LEARNING EXPECTATIONS

Upon selection, the JPO Monitoring and Reporting Analyst will go through orientation / briefing sessions guided by the relevant programme and technical teams of IDLO. The incumbent shall also receive necessary project briefing materials and will take on the IDLO mandatory security, ethics and other training.

In addition, the JPO will benefit from the use of yearly JPO duty-related travel and/or training allocation (DTTA).

Upon completion of the assignment, the candidate will have the following knowledge and competencies:

- Understanding of monitoring and evaluation methodologies and professional standards of programme reporting and methodologies.
- Understanding of the programme management cycle and results-based management;
- Familiarity with rule of law approaches to international development programming.