

Terms of Reference (ToR) for a Monitoring, Evaluation, Adaptation and Learning (MEAL) Officer for the Restore Africa Project, implemented by Uganda Landcare Network (ULN).

Terms of Reference (ToR) - MEAL Officer

Position Title: Monitoring, Evaluation, Adaptation and Learning (MEAL) Officer

Project: Restore Africa Project

Location: Uganda (with field travel as required)

Duration: 1 year, renewable

Reports to: Project Manager – Restore Africa Project

Start Date:

Background

The Restore Africa Project is an ambitious, large-scale land restoration initiative aimed at restoring degraded landscapes, enhancing climate resilience, improving rural livelihoods, and promoting sustainable agriculture across several African countries. The project brings together national governments, civil society, communities, and private sector actors to drive climate action and ecosystem restoration at scale.

Monitoring and Evaluation (M&E) is central to ensuring the success and accountability of the project. The M&E Officer will support data collection, analysis, learning, and reporting to ensure that the project achieves its intended outcomes and contributes to national and global restoration and climate resilience goals.

Purpose of the Position

The MEAL Officer will be responsible to lead and support the design, implementation, and management of robust MEAL systems that ensure effective tracking of results, adaptive learning, and continuous improvement of Restore Africa project interventions within ULN's implementation framework. The officer will ensure accurate, timely, and quality data collection, lead learning processes, and contribute to adaptive management and reporting of project results.

Key Responsibilities

1. Monitoring & Evaluation

- Develop and implement project-specific MEAL plans aligned to Restore Africa Project objectives and ULN standards.
- Design and manage data collection tools and procedures, including digital platforms where applicable.
- Establish baseline, midline, and endline assessments; coordinate routine project monitoring.
- Support quality assurance of field data and conduct regular validation visits.

2. Data Collection, Management, and Analysis

- Coordinate and supervise data collection at field level using digital and manual methods.
- Train field staff and partners on data collection protocols and tools (e.g., KoboToolbox, ODK).
- Clean, store, and analyze data to generate insights and support evidence-based decision-making.

3. Reporting & Communication

- Produce high-quality periodic MEAL reports (monthly, quarterly, annual) for internal and external stakeholders with evidence-based results.
- Develop outcome/impact dashboards and visualization tools to support reporting.
- Communicate findings effectively to technical and non-technical audiences.
- Support ULN and Restore Africa Project in maintaining strategic knowledge partnerships.

4. Capacity Building and Support

- Provide Train ULN staff and community partners on MEAL tools and approaches.
- Provide ongoing technical support on results-based monitoring and evidence use.
- Foster a culture of learning across teams and beneficiaries.
- Conduct regular MEAL review meetings with partners and stakeholders.

5. Monitoring Compliance and Data Quality

- Ensure data quality, integrity, and timeliness.
- Perform regular data verification and validation activities.
- Monitor the implementation of project activities to ensure alignment with expected results.

6. Adaptation & Learning

- Facilitate learning and reflection workshops with project teams and stakeholders.
- Regularly analyze project data and generate insights to inform adaptive management.
- Document lessons learned, case studies, and good practices.
- Maintain a knowledge repository for project evidence and learning products.

Deliverables

- MEAL framework and indicators finalized and operationalized.
- Digital data collection systems established and in use.
- Quarterly and annual MEAL reports submitted.
- Field monitoring visits conducted and documented.
- Capacity-building sessions conducted with training reports.
- Lessons learned and success stories compiled.

Required Qualifications and Experience

- Bachelor's degree in Monitoring and Evaluation, Development Studies, Statistics, Social Sciences, Environmental Science, or related field (Master's preferred).
- At least 3–5 years of experience in MEAL roles, preferably within land restoration, climate resilience, environmental, sustainable agriculture or rural development projects.
- Proficiency in MEAL data analysis software and tools (e.g., Excel, Power BI, KoboToolbox, ODK, SPSS, STATA); GIS or remote sensing tools desirable.
- Strong understanding of results-based management, logical frameworks, and Theory of Change.
- Excellent communication, training, critical thinking, facilitation and teamwork abilities including report-writing skills.
- Experience working with diverse stakeholders, including communities, governments, and donors.
- Knowledge of environmental sustainability, climate adaptation, or land restoration is a strong advantage.
- Language Fluency in English; knowledge of local languages is an advantage.

Core Competencies

- Deep understanding of participatory monitoring and community-based evaluation
- Demonstrated experience in adaptive management and evidence-driven project refinement.
- Commitment to sustainability, equity, and inclusion principles
- Strong interpersonal skills and ability to work collaboratively across diverse contexts.

- Analytical thinking and problem-solving
- Attention to detail and accuracy.
- Stakeholder engagement

- Teamwork and collaboration
- Planning and organizational skills
- Cultural sensitivity and adaptability

Reporting & Supervision

The MEAL Officer will report to the ULN Project Manager & MEAL Coordinator at PMU; work closely with the technical, field implementation, and finance teams, as well as with local partners and stakeholders.