

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
THE PFM REFORMS COORDINATION UNIT (RCU)
THE INTERGOVERNMENTAL FISCAL TRANSFERS (UGIFT) PROGRAM
TERMS OF REFERENCE AND SCOPE OF SERVICES FOR**

PLANNING, MONITORING & EVALUATION OFFICER

1. Background

The Government of Uganda is in the process of implementing the Uganda Intergovernmental Fiscal Transfer (UgIFT) Program for Results (PforR) during the period July 2020 to June 2024. The Program is supported by the World Bank.

The Program Development Objective (PDO) is to improve the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments (LGs) for the selected sectors. UgIFT originally supported local government health and education services, and is being broadened to include (i) LG water and environment services and (ii) micro and small-scale irrigation, and (iii) integration of services provided to refugees and host communities into the LG system. The expanded UgIFT supports both recurrent service delivery and the provision of infrastructure and equipment, including schools, health facilities, irrigation equipment, and water supply facilities.

2. Implementation

The UgIFT programme is coordinated by the Ministry of Finance, Planning and Economic Development through the Budget Policy and Evaluation Department, and with the Public Financial Management Reforms Coordination Unit (RCU) responsible for management of the funds contributed by Government. Implementation of the Programme is undertaken by the GoU mainstream structures in the line ministries, departments and agencies (MDAs). The oversight function of MoFPED requires that mechanisms are put in place to ensure that implementation of activities in the implementing MDAs is enhanced so as to strengthen related implementation processes and systems.

The GoU resources are managed using Government systems including the Public Finance Management Act 2015 together with the attendant Regulations and Instructions, and the Public Procurement and Disposal of Public Assets Act 2003. Financial management is handled using the integrated financial management system (IFMS).

The PFM Reforms Coordination Unit requires the services of a Planning, Monitoring and Evaluation Officer for purposes of strengthening Planning, Monitoring and Evaluation of the GoU resources for UgIFT. The Officer will report to the Head of Planning, Monitoring and Evaluation.

3. Scope of Work

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

1. Support consolidation of the calendar of agreed routine oversight, monitoring and technical support activities.
2. Support Consolidation of annual and quarterly plans and budgets.
3. Ensure that the UgIFT monitoring matrix is up to date.
4. Monitor the World Bank disbursement linked indicators (DLIs) to ensure timely achievement of results and update.
5. Ensure that all UgIFT plans are accordingly updated in the GoU budgeting system and submitted to the Accounting Officer.
6. Assist in preparation and implementation of the UgIFT M&E plan including analysis and preparation of field reports.
7. Support Quarterly Joint Monitoring of UgIFT projects.
8. Support quarterly review sessions with MDAs per the calendar and the work plan and consolidation of quarterly forecasts of planned activities for subsequent quarters.
9. Follow up on implementation of the recommended actions in MDAs arising from programme improvement plans.
10. Support consolidation of quarterly reports from MDAs Improvement Plans Action Matrix.
11. Follow-up with the MDAs on a quarterly and annual basis to ensure timely and quality submission of progress reports.
12. Assist in the timely and accurate recording of the minutes, action log and any other necessary documentation for UgIFT Coordination Meetings.
13. Liaise with the finance unit to ensure the timely submission of accurate quarterly financial expenditure reports for capture in the budgeting system and other reports.
14. Participate in the reviewing of the UgIFT Results Framework on annual basis
15. Support data analysis for reporting on key performance indicators (KPIs) in the UgIFT results framework, reporting on actions, and DLIs.
16. Undertake any other duties incidental to the above as may be assigned by management from time to time.

4. Outputs/Deliverables

1. Annual and quarterly UgIFT Program reports.
2. Consolidated quarterly and annual work plans and budgets.
3. Consolidated calendar of routine oversight and monitoring activities from MDAs.
4. Quarterly monitoring reports and activity forecasts for the next quarter.
5. Approved Programme Annual and Quarterly Work Plans consolidated and entered in the PBS.
6. Approved Programme quarterly, semi-annual and annual progress reports consolidated and entered in the budgeting system.
7. Minutes of quarterly coordination review meetings.
8. Progress on the service delivery improvement matrix on cross cutting issues in central government entities.
9. Annual monitoring and evaluation plans.

5. Qualifications and Experience;

1. An honors degree in Economics, Quantitative Economics, Statistics or related discipline.
2. A postgraduate training in statistics, monitoring and evaluation is an added advantage.

3. A minimum of four (4) years working experience in the research, data management, or related field with a recognized organisation.

6. Key Competencies;

1. Excellent communication skills.
2. Excellent interpersonal skills and ability to relate well with a multiplicity of stakeholders.
3. Excellent working knowledge of Microsoft Office Applications.
4. Knowledge and use of any statistical/ data management software package e.g. STATA, SPSS.

7. Contract Arrangements

The assignment is intended for a period of one (1) year, but may be renewed based on need and satisfactory performance.