



JOB ADVERTISEMENT

RESEARCH, MONITORING, EVALUATION AND LEARNING OFFICER

September 2026

Position	Research, Monitoring, Evaluation and Learning Officer
Duty Station	Kampala, Uganda (Frequent travel to the Karamoja, West Nile and Albertine sub-regions, as well as other project locations in Uganda)
Contract Duration	Two (2) years, renewable subject to satisfactory performance
Reports To	Project Managers
Working Arrangement	Full-time
Language	Excellent command of written and spoken English

1. About ACODE

The Advocates Coalition for Development and Environment (ACODE) is an independent public policy research and advocacy think tank based in Uganda, working across Uganda and the East and Southern Africa sub-regions on a wide range of public policy and development issues. ACODE's core areas of work include policy research and analysis, policy outreach and advocacy, capacity building, citizen engagement and evidence generation to inform public policy and decision-making.

Since its establishment, ACODE has grown into one of Africa's leading public policy think tanks, with a strong reputation for generating credible, independent and policy-relevant research and supporting evidence-based policymaking. For several consecutive years, ACODE has been recognised among the Top-100 Think Tanks worldwide in the Global Go To Think Tank Index published by the University of Pennsylvania, reflecting its sustained contribution to public policy research and its influence at national, regional and international levels.

ACODE's work is guided by its commitment "to make public policies work for people" and its vision of "inclusive, sustainable and prosperous societies in Africa." Through its research, policy engagement and partnerships, ACODE seeks to bridge the gap between research, policy and practice by generating evidence that responds to real development challenges and contributes to improved governance, accountability and service delivery. ACODE's work is underpinned by the following core values:

- Academic and Intellectual Freedom – promoting independent thinking, rigorous inquiry and freedom of research and expression.
- Non-Partisanship – maintaining independence and objectivity in research, analysis and policy engagement.
- Integrity – upholding honesty, transparency, accountability and high ethical standards in all our work.
- Non-Discrimination – respecting diversity, equality and the rights and dignity of all people.

- Excellence – pursuing high standards of quality, professionalism, innovation and continuous improvement.

ACODE's programme of work is organised around four key areas:

- Economic Governance – promoting accountable, transparent and effective public financial management, inclusive economic development and improved economic opportunities for women, men and youth.
- Democracy, Peace and Security – strengthening democratic governance, accountability, peacebuilding, conflict resolution and effective democratic institutions.
- Environment and Natural Resource Management – promoting sustainable environmental and natural resource governance and strengthening citizen and civil society participation in environmental decision-making.
- Science, Technology and Innovation – promoting access to, adoption and effective use of appropriate technologies and supporting policies that foster innovation and sustainable development.

ACODE implements a diverse portfolio of donor-funded projects in partnership with government institutions, local governments, civil society organisations, development partners, research institutions, communities and other stakeholders. As ACODE continues to expand its portfolio and strengthen its contribution to evidence-based policymaking, the organisation is seeking to recruit a highly competent, analytical and results-oriented Research, Monitoring, Evaluation and Learning Officer to strengthen its research, monitoring, evaluation, learning, data management and evidence-generation functions. The position will play an important role in ensuring that ACODE's programmes generate credible evidence, demonstrate measurable results, learn from implementation and meet the requirements of its partners and donors.

2. Role Summary

The Research, Monitoring, Evaluation and Learning Officer will provide technical and operational leadership in research, monitoring, evaluation, data management, learning, accountability and evidence generation across assigned ACODE projects. The Officer will work closely with Project Managers and project teams to ensure that projects have strong results frameworks, clear indicators, reliable data collection systems, effective monitoring processes and credible evidence of results. The Officer will design and maintain M&E/MEL frameworks, track project indicators and targets, coordinate data collection, undertake data quality assessments, support evaluations, analyse data and generate evidence for programme learning and donor reporting. The position will also support ACODE to strengthen its institutional M&E systems, promote a culture of data use, document lessons and ensure that evidence generated through projects is used to improve implementation and inform future programming and policy engagement. The successful candidate should have substantial experience working on donor-funded projects with donors such as DANIDA, USAID, European Union (EU) and other donors, with an understanding of donor compliance, results-based management, performance monitoring, evaluation, learning and reporting requirements.

3. Key Responsibilities

3.1 M&E/MEL System Design and Results Frameworks

The Officer will:

- Design, develop, review and update M&E/MEL frameworks for assigned projects.
- Support Project Managers and project teams to develop, review, update and maintain comprehensive results frameworks, logical frameworks/log frames, theories of change, M&E/MEL plans, Performance Monitoring Plans, Indicator Reference Sheets and effective project performance tracking systems.

- Develop clear indicators with appropriate definitions, baselines, targets, means of verification and data sources.
- Ensure that indicators are SMART, measurable, realistic and aligned with project objectives and expected results.
- Develop data collection plans and establish clear responsibilities for data collection, verification, analysis and reporting.
- Ensure alignment of project M&E systems with donor requirements
- Develop and periodically update M&E-related Standard Operating Procedures (SOPs), guidelines, tools and templates.
- Support integration of gender equality, equity, disability inclusion, youth and marginalised groups within results frameworks and M&E systems.
- Identify appropriate methodologies for measuring quantitative and qualitative results.

4. Data Collection and Digital M&E Systems

The Officer will:

- Design and programme digital data collection tools using platforms such as: KoboToolbox, ODK, SurveyCTO, DHIS2, where applicable, Other appropriate digital data collection platforms
- Develop questionnaires, interview guides, focus group discussion guides, observation checklists, monitoring forms and other data collection instruments.
- Establish systems for routine data collection from project teams, partners, local governments and communities.
- Oversee data entry, cleaning, coding, validation, storage and retrieval.
- Maintain secure project databases and M&E information management systems.
- Ensure that data is appropriately disaggregated by sex, age, location, disability and other relevant characteristics where required.
- Develop data flow processes showing how information moves from the field to project teams, Project Managers and management.
- Ensure that all project data is appropriately documented and supported by source evidence.
- Maintain an organised electronic and physical M&E evidence filing system.
- Ensure appropriate data protection, confidentiality and responsible handling of sensitive information.

5. Data Quality Assurance

The Officer will have primary responsibility for supporting high standards of data quality across assigned projects.

Key responsibilities will include:

- Conducting routine Data Quality Assessments (DQAs).
- Verifying reported results against source documents and other means of verification.
- Checking data for accuracy, completeness, consistency, integrity, reliability and timeliness.
- Identifying data discrepancies, errors and gaps and working with responsible staff to correct them.
- Maintaining a Data Issues Log and following up on outstanding data quality issues.
- Conducting spot checks and verification exercises during field monitoring visits.
- Developing corrective action plans where data quality weaknesses are identified.
- Supporting prevention and detection of data manipulation, duplication, misreporting and other data integrity risks.

- Building the capacity of project staff and partners in data quality standards and procedures.

6. Monitoring and Field Oversight

The Officer will:

- Develop and implement project monitoring plans.
- Track project implementation against approved work plans, indicators, targets, milestones and budgets where relevant to results measurement.
- Conduct regular monitoring visits to project implementation sites.
- Verify that reported activities and results have actually been achieved.
- Assess the quality, relevance and effectiveness of project activities.
- Collect feedback from beneficiaries, local government officials, implementing partners and other stakeholders.
- Document implementation challenges, emerging risks, unintended results and opportunities.
- Provide early warning to Project Managers where activities or results are falling behind schedule.
- Participate in project review meetings and provide evidence-based analysis of project performance.
- Prepare monitoring visit reports with clear findings, recommendations and follow-up actions.
- Follow up on agreed actions arising from monitoring visits.
- Conduct frequent field monitoring in the Karamoja, West Nile and Albertine sub-regions, as well as other project locations as required.

7. Project Performance Tracking and Reporting

The Officer will:

- Maintain updated project performance tracking tables and dashboards.
- Track monthly, quarterly, semi-annual and annual performance against targets.
- Identify variances between planned and actual performance.
- Analyse reasons for underperformance and provide recommendations for corrective action.
- Provide accurate M&E data for donor and management reports.
- Support preparation of monthly, quarterly, semi-annual and annual project performance reports.
- Review reports to ensure that reported results are supported by credible evidence.
- Ensure consistency between project results frameworks, databases, monitoring reports and donor reports.
- Support preparation of donor reporting matrices and performance summaries.
- Provide data and evidence required for donor reviews, audits, evaluations and assessments.

8. Research and Evidence Generation

The Officer will contribute to ACODE's research and evidence-generation mandate by:

- Supporting quantitative and qualitative research studies.
- Conducting literature reviews and desk research.
- Supporting baseline studies, needs assessments, feasibility studies, outcome assessments and other research assignments.

- Developing research methodologies and data collection instruments.
- Supporting sampling and field research processes.
- Participating in key informant interviews, focus group discussions and stakeholder consultations.
- Supporting analysis of quantitative and qualitative data.
- Contributing to research reports, policy briefs, learning papers, case studies and other knowledge products.
- Identifying evidence emerging from project implementation that can inform policy engagement and advocacy.
- Supporting the translation of research findings into practical recommendations for project teams and stakeholders.

9. Evaluation

The Officer will support the planning and management of project evaluations, including:

- Baseline, mid-term, end-line and final evaluations.
- Process and outcome evaluations.
- The development of evaluation Terms of Reference.
- Development and review of evaluation methodologies and tools.
- Recruitment and coordination of external evaluation consultants where applicable.
- Supporting evaluators during fieldwork and data collection.
- Reviewing evaluation methodologies, tools and draft reports.
- Supporting analysis and interpretation of evaluation findings.
- Facilitating validation and dissemination of evaluation findings.
- Supporting development of management responses to evaluation recommendations.
- Tracking implementation of agreed evaluation recommendations.
- Applying appropriate evaluation approaches, including the OECD DAC evaluation criteria where relevant.

10. Accountability, Community Feedback and Complaints

The Officer will support ACODE and project teams to establish and maintain effective accountability mechanisms.

Responsibilities will include:

- Supporting the establishment and maintenance of functional Community Feedback and Complaints Mechanisms.
- Ensuring that beneficiaries and stakeholders have safe and accessible channels through which to provide feedback, complaints and suggestions.
- Monitoring whether feedback mechanisms are accessible to women, youth, persons with disabilities and other marginalised groups.
- Maintaining appropriate feedback records and databases.
- Analysing feedback and complaints to identify recurring issues and trends.
- Ensuring that feedback requiring management action is referred to the appropriate persons.
- Supporting timely follow-up and resolution of issues.
- Providing feedback trends and analysis to Project Managers and senior management.
- Supporting communication of project results to communities and stakeholders in accessible formats.

11. Learning and Adaptive Management

The Officer will help ensure that M&E is not limited to reporting but is actively used for learning and improved decision-making.

Responsibilities will include:

- Organising project learning and reflection sessions.
- Supporting pause-and-reflect meetings and after-action reviews.
- Documenting lessons learned, good practices and promising approaches.
- Maintaining a Lessons Learned Register.
- Maintaining a Research Recommendations Tracker and following up on recommendations.
- Documenting success stories and stories of change.
- Supporting outcome harvesting and other qualitative learning approaches.
- Identifying what is working, what is not working and why.
- Providing evidence-based recommendations for programme adaptation.
- Ensuring lessons from monitoring and evaluation inform future project design and proposal development.
- Sharing learning across ACODE programmes and projects.

12. Capacity Building and Mentorship

The Officer will:

- Train project staff and partners on M&E concepts, tools and processes.
- Build staff capacity in results-based management and indicator tracking.
- Train field teams in data collection and data quality standards.
- Train staff in digital data collection platforms such as KoboToolbox and ODK.
- Mentor junior M&E and project staff.
- Support project teams to understand and use M&E information.
- Promote a culture of data use and evidence-based decision-making across the organisation.
- Develop simple guidance materials and job aids to strengthen staff capacity.

13. Fundraising/ Resource Mobilisation

- Support fundraising and resource mobilisation efforts by providing relevant evidence, data, research findings and lessons from programme implementation.
- Contribute to the development of concept notes, proposals and funding applications, particularly results frameworks, theories of change, log frames, indicators, targets and M&E/MEL plans.
- Provide programme performance data, evidence of results, success stories and impact to strengthen proposals and demonstrate ACODE's track record to potential donors.
- Support Project Managers and Programme Teams to develop realistic and measurable results, indicators, targets and means of verification for new projects.
- Review proposed projects to ensure that their results chains, indicators and M&E approaches are clear, practical and aligned with donor requirements.
- Maintain and provide relevant institutional and project evidence, statistics, lessons learned and performance information required for fundraising and proposal development.
- Support the development of budgets and M&E-related costs for proposals to ensure adequate resources are allocated for monitoring, evaluation, learning and accountability.
- Track emerging lessons, evidence and programme achievements that can inform the development of new project ideas and fundraising opportunities.

14. Donor Compliance and Experience

The successful candidate should have demonstrated experience working with international development donors, particularly USAID and the European Union (EU), with a strong understanding of donor requirements for results frameworks, performance monitoring, M&E/MEL plans, indicators, data quality, evaluation, learning, accountability and results-based reporting. Experience with other donors such as FCDO, DANIDA, Sida, NORAD, Irish Aid, GIZ, the World Bank, UN agencies, international foundations, embassy-funded programmes and international NGOs will be an added advantage. Candidates with experience working across multiple donor systems and the ability to translate different donor requirements into practical and effective M&E systems will have a distinct advantage.

15. Required Qualifications

Academic Qualifications

The candidate must possess:

- A Bachelor's degree in Statistics, Economics, Information Technology (IT), Computer Science, Social Sciences, or another relevant discipline.
- A Master's degree in Monitoring and Evaluation, Statistics, Economics, Computer Science, IT, Social Sciences, or a related field will be an added advantage.
- Postgraduate Diploma in M&E is required.
- professional training or certification in M&E, data analysis, project management, research methods or related fields will be an added advantage.

16. Required Professional Experience

The ideal candidate should have:

- At least 6 years of progressive professional experience in monitoring and evaluation, research, learning or a related function within the NGO/development sector.
- Demonstrated experience managing or coordinating M&E functions for donor-funded development programmes.
- Demonstrated practical experience working on donor-funded projects and international institutions.
- Strong experience in results-based management and donor reporting.
- Experience designing and implementing baseline, mid-term and end-line assessments.
- Experience conducting data quality assessments and field-based verification.
- Experience developing and managing digital data collection systems.
- Experience working with local governments, civil society organisations, communities and development partners.

17. Technical Skills

The candidate should have demonstrated competence in:

- **M&E and Results Management:** Strong knowledge of Results-Based Management, Theory of Change, logical and results frameworks, MEL/AMELP plans, indicator development, monitoring, evaluation, data quality assessment, and learning and adaptive management.
- **Research Skills:** Proficiency in quantitative, qualitative and mixed-methods research, including survey design, sampling, interviews, focus group discussions, case studies, outcome harvesting and literature reviews.
- **Data Analysis and Management:** Practical experience using Excel, SPSS, Stata, R, Power BI, KoboToolbox, ODK, SurveyCTO, DHIS2 or similar tools, with the ability to turn data into clear findings, dashboards, reports and actionable recommendations.

18. Core Competencies

The successful candidate should demonstrate:

- **Analytical Thinking:** Ability to analyse complex quantitative and qualitative information and draw clear conclusions.
- **Attention to Detail:** Ability to identify inconsistencies, errors and gaps in data and reporting.
- **Communication:** Excellent written and oral communication skills, including the ability to present technical findings to non-technical audiences.
- **Report Writing:** Excellent report-writing skills and ability to produce concise, evidence-based reports.
- **Leadership and Teamwork:** Ability to coordinate M&E processes while working effectively with multidisciplinary teams.
- **Problem Solving:** Ability to identify problems early and propose practical solutions.
- **Planning and Organisation:** Ability to manage multiple projects, deadlines and competing priorities.
- **Integrity:** Strong commitment to data integrity, confidentiality, research ethics and professional independence.
- **Adaptability:** Ability to work effectively in changing environments and adapt M&E systems to different project and donor requirements.
- **Field Readiness:** Willingness and ability to undertake frequent travel and work in remote project locations.

19. Reporting and Working Relationships

The Research, Monitoring, Evaluation and Learning Officer will report to the Project Managers and work closely with Programme Managers, project teams, researchers, Finance and Administration, Communications and Knowledge Management teams, partner organisations, local government authorities, community structures, consultants, evaluators, development partners and other relevant stakeholders. Where the Officer supports multiple projects, the Project Managers will provide project-specific guidance and priorities, while the Officer will ensure that M&E processes remain aligned with ACODE's institutional M&E systems, standards and procedures.

20. Application Requirements

Interested and qualified candidates should submit:

- A cover letter clearly demonstrating how their qualifications and experience meet the requirements of the position;
- An updated and detailed Curriculum Vitae (CV);
- Copies of relevant academic and professional qualifications; and
- Contact details of three professional referees, preferably including previous supervisors or managers.

21. Application Procedure

Applications should be submitted to:

acode@acode-u.org and copied to miriam.kanyesigye@acode-u.org

Subject: Application – Research, Monitoring, Evaluation and Learning Officer

Application Deadline: 31st October 2026

Only shortlisted candidates will be contacted.

ACODE is an equal opportunity employer and encourages qualified candidates with the required skills and experience to apply.

22. Indicative Selection Criteria

Assessment Area	Weight
Academic and professional qualifications	10%
Research, M&E and MEL experience	20%
Donor experience	20%
Results frameworks, indicators and donor reporting	15%
Data management, digital tools and data analysis	15%
Field monitoring and regional experience	10%
Communication, report writing and teamwork	5%
Integrity, professionalism and problem-solving	5%
Total	100%