

UGANDA RESEARCH, MONITORING & EVALUATION MANAGER



JOB DESCRIPTION

DATE APPROVED: JUNE 2025

Employer:	Adara Development (Uganda)
Location:	Nakaseke District, Uganda (with travel to Adara's project sites and hospitals across Uganda).
Employment status:	Full Time
Reports to:	Senior Research Monitoring, Evaluation and Learning (RMEL) Manager (technical) and Director of Maternal and Newborn Child Health (administrative)
Direct reports:	Research, Monitoring, Evaluation and Learning Officer/s (RMELOs), Research Officer

OVERALL JOB GOAL

Adara Development is committed to improving Maternal Newborn Child Health (MNCH) services in Uganda, by supporting holistic programmes that ensure women and children have access to services across the continuum of care.

The Research, Monitoring, Evaluation, and Learning Manager (RMELM) will manage research, monitoring, evaluation and learning activities in Uganda. They will be responsible for overseeing the in-country RMEL team on a day-to-day basis, supported by the Director of MNCH and the Global Senior RMEL Manager. They will also support the Senior RMEL Manager and broader Impact Team with the design, implementation, and management of Adara's RMEL strategy in Uganda. They will contribute to knowledge sharing activities, quality improvement processes, building staff capability in RMEL, and using insights to support continuous learning. This role will also involve ad-hoc support to the Sydney-based Partnership and Communication teams, which involves representing Adara at donor and partner meetings and forums in Uganda.

This role involves liaison with Adara staff, partner NGOs and hospitals, government line agencies and government hospitals, Adara research and grant partners, political and community leaders, men, women and children and other health and development partners.

KEY RESPONSIBILITIES

The major responsibilities for the RMELM Uganda are to:

- 1. Contribute to the development and lead the implementation of the RMEL strategy in Uganda**
 - Under the strategic guidance of the Senior RMEL Manager, support the design and lead the operationalization and implementation of effective RMEL strategies and plans for Adara's programmes in Uganda. This includes supporting workplan development and budgeting.
- 2. Manage RMEL activities, including data collection, data management, analysis and reporting**
 - Support the development of specific RMEL processes, approaches, and tools to monitor Adara's MNCH programmes.
 - Manage qualitative and quantitative data collection for RMEL activities, including developing instrumentation (i.e. questionnaires, interview guides) and engaging in and overseeing data

collection using best practices methods for our context (i.e., participatory, community-led approaches)

- Lead data analysis of RMEL activities in Uganda, with support from the Senior RMEL Manager, using software like Excel, SPSS, PowerBi, R or Stata.
- Ensure all RMEL activities are conducted to a high ethical standard, including securing informed consent and that the RMEL team and Adara programme staff follow data privacy process and policies
- Provide assurance and control of the quality, accuracy, timeliness, and cleanliness of Adara's RMEL data, and submit data to the Senior RMEL Manager within agreed timelines.
- Support the RMEL team to develop programme monitoring reports and dashboards, reviewing for accuracy and completeness
- Oversee data and document management practices, follow data security and privacy policy and processes (i.e., keeping backups of RMEL related data, hard copy documentation in a locked, secure location)
- Ensure the timely reporting, communication and utilisation of RMEL results
- Work with the global team to publish academic papers sharing RMEL outcomes.
- Ensure that RMEL results are extensively shared with both internal and external stakeholders.
- Undertake any other duties as relevant for the development and implementation of Adara's RMEL framework in Uganda.

3. Build RMEL capability of Adara staff and Uganda programme partners (NGOs, Hospitals and community)

- Develop and deliver training to Adara staff and Partners' staff around RMEL to enable them to design and undertake RMEL activities for each project.
- Provide ongoing support to staff around RMEL activities they are undertaking, this may include providing training on key topics, reviewing key outputs, or supporting analysis and continuous learning activities

4. Manage RMEL staff and coordinate with the Adara team.

- Manage, coordinate and supervise the daily activities of the RMELO, Research Officer, other volunteers, contractors or consultants.
- Manage and oversee the performance, learning and development of RMEL staff in Uganda.
- Meet regularly with the Senior RMEL Manager, MNCH Director, MNCH Deputy Director and other team members, as required.

5. Participate in external and internal coordination, networking and knowledge sharing

- Represent Adara in relevant internal and external meetings in Uganda, building relationships with key stakeholders. This includes building relationships in the Ugandan evaluation sector to strengthen Adara's RMEL practice continually.
- Share RMEL insights, learnings and information on key activities with Adara staff, Adara partners, external government and non-government stakeholders and the community.
- Build and maintain partnerships with universities to support the recruitment of student interns/volunteers and identify opportunities for collaboration.

MINIMUM REQUIREMENTS

- A bachelor's degree or a higher degree in Public Health, Statistics, Monitoring and Evaluation, Social Science, Research or a related field.
- Demonstrated ability and a minimum of 5 years' experience in Public Health, Research, Evaluation, Social Policy, Maternal, Newborn and Child Health, International Development or a similar field.

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- Demonstrated skills and experience managing research, monitoring and evaluation activities, including developing methodologies, theories of change, M&E frameworks, data collection, analysis, reporting and presenting.
 - Strong project management experience, including managing people to deliver multiple projects and activities to meet agreed timelines
 - Experience managing and developing direct reports or junior staff/volunteers
 - Sound theoretical understanding of research and evaluation methodologies and approaches (experience undertaking outcomes and impact evaluation is desirable)
 - Demonstrated experience undertaking qualitative and quantitative data collection, analysis, synthesis and reporting (strong quantitative skills are desirable)
 - Experience with stakeholder engagement and facilitation, preferably including the ability to design and facilitate training and workshops
 - Excellent oral and written communication skills, with the ability to listen and communicate respectfully and empathetically with people from all walks of life
 - Great team player with strong organisational skills, problem-solving and interpersonal skills
 - Fluency in spoken and written English, and in local languages in Uganda with a knowledge and familiarity of local customs and culture
 - Proficiency in MS Office, including Word, Excel and Outlook, MS Teams and SharePoint and research software e (e.g. SPSS, REDCap, NVivo, PowerBI, Stata, R)
 - Respect for human rights (women's and children's rights in particular) and passion for Maternal, Newborn and Child Health, Public Health and Community Development.
 - Ability and willingness to work with children, women and men from diverse social, ethnic, religious and cultural groups in Uganda.

The Adara Group is an equal opportunity employer and a child-safe organization. All employees are required to undergo criminal background checks and sign our Child Protection Policy.