

**JOB DESCRIPTION**

**POSITION: MONITORING, EVALUATION & LEARNING SPECIALIST**

**Job Reference: NBI /BWP/001/2026**

<b>Division/ Department:</b>	Basin Program	<b>Wide</b>	<b>Location:</b>	NBI Secretariat Entebbe, Uganda
<b>Reports To:</b> Monitoring, Evaluation & Learning Manager				
<b>Job Group:</b>	Regional		<b>Career Family:</b>	Water Resources Management
<b>Date Reviewed:</b> May 2026				
<b>Direct Reports:</b> None				
<b>JOB DESCRIPTION</b>				
<b>Job Purpose</b>				
<p>To provide technical and analytical support in the design, implementation, and reporting of NBI's Monitoring, Evaluation and Strategy (MEL) system and to strengthen the capture, organisation, and dissemination of basin knowledge. The position supports evidence-based decision-making, learning, and accountability across NBI Centres and ensures that data, results, and knowledge products are effectively documented and shared within the Nile Basin community.</p>				
<b>Key Responsibilities</b>				
<b>1. Monitoring, Evaluation and Strategy</b>				
<ul style="list-style-type: none"> <li>• Support implementation of the NBI MEL Framework, including indicator tracking, data collection, verification, and analysis.</li> <li>• Assist in preparing annual and semi-annual performance reports aligned with the NBI Ten-Year Strategy (2017–2027) and donor requirements.</li> <li>• Maintain databases of results and performance indicators for programmes and projects implemented by Nile-SEC and the other Centres.</li> <li>• Support the design of MEL tools, templates, and dashboards for standardised reporting across Centres.</li> <li>• Contribute to the development of logical frameworks, theory-of-change models, and baseline studies for new programmes.</li> <li>• Facilitate learning and reflection sessions to draw lessons from implementation, evaluations, and reviews.</li> </ul>				
<b>2. Evaluation and Results Reporting</b>				
<ul style="list-style-type: none"> <li>• Support planning and management of internal and external evaluations.</li> <li>• Compile evaluation findings and lessons into summaries for management and</li> </ul>				

governance use.

- Assist in responding to donor and stakeholder requests for progress and performance information.
- Ensure that MEL evidence informs planning, budgeting, and management decisions.

### 3. Communication and Capacity Development

- Assist in organising learning and knowledge-sharing events, such as the Nile Basin Development Forum, technical workshops, and staff seminars.
- Support staff and partners in applying MEL and KM tools through on-the-job training and coaching.
- Contribute to internal and external communication materials summarising project results and lessons learned.

### 4. Data Quality and Integrity

- Maintain data-quality assurance processes to ensure accuracy, timeliness, and consistency of reported information.
- Work with ICT and data teams to ensure MEL databases are secure, user-friendly, and interoperable.

5. Flexibility to perform assigned tasks from time to time.

## JOB CONTEXT

**Job Complexity:** The role requires coordination across technical units, Centres, and multiple data sources while ensuring consistency and quality of information in a multi-country, multi-donor environment.

**Creativity, Innovation & Problem Solving:** Calls for analytical thinking and innovation to translate technical data into actionable insights and to promote knowledge sharing and learning within a complex regional organisation.

**Consequences of Error:** Errors or data gaps can misrepresent performance, undermine accountability, and affect funding or policy decisions.

**Leadership & Human Capital Development:** The jobholder supports in technical and strategic guidance, and feedback when planning, and overseeing projects, and must undertake this function in adherence to NBI core values.

**Service Delivery & Customer Focus:** The job role is service oriented and requires prior planning, and implementation based on planned activities for both internal and external stakeholders.

**Information Resources:** The jobholder is the custodian of program, projects and forum information on soft and hard copies, and ensures they are stored for future reference.

**Financial & Physical Resources:** The jobholder is a signatory to the institution. S/he is responsible for various company assets given to him to facilitate him/ her in the performance of the duties as required by the office e.g. computer, laptop, and telephone in both office and field-based assignments.

**Dexterity:** The jobholder requires to multi-task between planning and implementation of events and forums and coordination among various stakeholders. Jobholder uses a computer

keyboard requiring typing skills.

**Mental/Sensory Demand:** The jobholder expends mental and sensory efforts in report writing, ensuring work quality, reading, monitoring, writing concept notes and proposals, preparing presentations, translating and planning for projects.

**Physical Exertion:** The jobholder will normally work in an office sitting continuously for long hours, working on a computer, carrying out his/her duties and has periods of travel for long hours.

**Working Environment & Occupational Hazards:** Project management relies a lot on interaction, work plans and feedback from various stakeholders. Unresponsive stakeholders can make the work environment unpleasant to work.

## JOB SPECIFICATION

### Qualification

#### Minimum

- Bachelor's degree in Monitoring & Evaluation, Statistics, Economics, Information/Knowledge Management, Environmental Management, or related field.

#### Desirable

- A master's degree in a relevant field is an added advantage.
- A project management certification or additional qualification in project management
- Master's degree in M& E, Program/Project Management, Environmental Management Public Administration or equivalent will be an added advantage.

### Experience

#### Minimum

- Minimum of 6 years' experience in MEL, results-based management, or knowledge management within regional or development programmes.
- Experience in database management, data analytics, and preparation of performance reports.
- Familiarity with donor-funded projects and logical framework approaches.
- Experience in working with River Basin Organizations or Water Resources Management Sector will be an added Advantage.

### Skills Required

- Integrity
- Professionalism
- Respect
- Teamwork
- Transparency
- Proficiency in data collection, analysis, and visualisation tools (Excel, Power BI, or similar).
- Knowledge of results-based management and evaluation methodologies.
- Skills in managing digital knowledge platforms and document repositories.
- Strong writing, editing, and presentation abilities.
- Ability to work collaboratively across technical disciplines and Centres.
- Fluency in English; working knowledge of French is an advantage.

## **Working Relationships**

### **Internal Contacts**

- MEL Manager
- DED/Head Basin Program
- Water Resources Program Manager
- Communication and Stakeholder Manager
- ICT and Data Management Teams
- Programme and Project Coordinators

### **External Contacts**

- ENTRO and NELSAP-CU Monitoring, Evaluation & Strategy counterparts
- National Focal Points and Ministries responsible for Water and Environment
- Development Partners and Donor MEL focal persons
- Consultants, evaluators, and data providers
- Regional networks and research institutions