

## **TERMS OF REFERENCE**

**Position:** Senior Programs Manager

**Location:** Kampala, Uganda. Occasional travel within Uganda may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders, based on the evolving needs of the organization.

### **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The Senior Programs Manager will provide strategic oversight across all program portfolios, mentor and supervise program managers, ensure the quality delivery of programs within budget and timelines, drive fundraising efforts, and represent Finding XY at high-level forums and partnerships.

### **KEY RESPONSIBILITIES**

- Provide strategic leadership across all program areas, aligning activities with Finding XY's mission and donor priorities.
- Oversee planning, budgeting, and execution of multi-year, multi-donor projects to ensure milestones and KPIs are achieved.
- Mentor and supervise program managers, fostering a culture of accountability, learning, and innovation.
- Engage donors, government agencies, the private sector, and other stakeholders to strengthen partnerships and identify new opportunities.
- Identify program challenges early, propose adaptive solutions, and ensure compliance with donor and organizational standards.
- Integrate gender, inclusion, and climate-smart practices into all programs.
- Contribute to knowledge sharing, including high-quality reports, presentations, and lessons-learned briefs.
- Lead or support proposal development and fundraising initiatives to expand program funding.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Master's degree in Business Administration, Economics, Development Studies, or a related field.
- At least 7 years of progressive experience in program or portfolio management, with 3+ years in a senior leadership role.
- Proven success managing multi-donor, multi-year development or enterprise support programs.
- Strong experience in budgeting, strategic planning, and donor engagement.
- Demonstrated ability to lead and mentor diverse teams.
- Excellent communication and stakeholder management skills.
- Familiarity with Uganda's MSME and entrepreneurial ecosystems

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – Senior Programs Manager*:

1. **Updated CV (max 3 pages)** highlighting assignments or roles demonstrating experience with MSMEs, capacity-building, and delivery of similar projects.
2. **Three professional references** who can attest to your relevant experience.

## **TERMS OF REFERENCE**

**Position:** Programs Manager

**Location:** Kampala, Uganda. Occasional travel within Uganda may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders, based on the evolving needs of the organization.

## **BACKGROUND**

[Finding XY](#) is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The Programs Manager will oversee the planning, implementation, and monitoring of assigned programs, ensuring high-quality delivery within budget and timelines. The role involves supervising program officers or coordinators, contributing to reporting and knowledge sharing, and supporting partnerships and donor engagement.

## **KEY RESPONSIBILITIES**

- Plan, implement, and monitor program activities, ensuring they meet objectives, timelines, and quality standards.
- Support budget management, track program expenditures, and ensure efficient use of resources.
- Supervise and mentor program officers or coordinators, fostering accountability, learning, and innovation.
- Collaborate with stakeholders including donors, government agencies, and private sector partners to support program objectives.
- Identify program challenges, propose practical solutions, and ensure compliance with donor and organizational standards.
- Integrate gender, inclusion, and climate-smart practices into all programs.
- Contribute to reporting, including progress reports, case studies, and lessons-learned documentation.
- Support proposal development and fundraising initiatives as needed

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in Business Administration, Economics, Development Studies, or a related field. A Master's degree is a plus.
- At least 4–6 years of experience in program management or implementation, preferably with MSMEs, enterprise development, or donor-funded projects.
- Experience managing program teams and coordinating multiple activities.
- Familiarity with budgeting, strategic planning, and reporting in a donor-funded environment.
- Strong communication and stakeholder management skills.
- Knowledge of Uganda's MSME and entrepreneurial ecosystems.

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – Programs Manager*:

1. **Updated CV (max 3 pages)** highlighting relevant program management experience.
2. **Three professional references** who can attest to your relevant experience.

## **TERMS OF REFERENCE**

**Position:** Monitoring, Evaluation, and Learning (MEL) Specialist

**Location:** Kampala, Uganda. Occasional travel within Uganda may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders, based on the evolving needs of the organization.

## **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The MEL Specialist will provide technical expertise to strengthen monitoring, evaluation, and learning across programs and MSME support. In addition, the specialist will work with Finding XY to build institutional capacity for evidence-based decision-making, reporting, and continuous improvement.

## **KEY RESPONSIBILITIES**

- Design, implement, and maintain MEL frameworks for programs, ensuring alignment with organizational goals and donor requirements.
- Develop indicators, data collection tools, and processes to measure outputs, outcomes, and impact of MSME support initiatives.
- Collect, analyze, and interpret quantitative and qualitative data to inform program improvements and decision-making.
- Produce timely, accurate, and actionable reports, dashboards, and learning briefs for internal teams, partners, and donors.
- Document lessons learned, best practices, and case studies to support knowledge sharing and institutional learning.
- Collaborate with program teams, technical experts, and stakeholders to ensure MEL activities are integrated into all program activities.
- Support Finding XY in strengthening its institutional capacity for MEL, including improving systems, processes, and data-driven decision-making.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Advanced degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, or a related field.
- Minimum 5 years of experience designing and implementing MEL systems for programs, preferably with MSMEs or social enterprises.
- Strong skills in quantitative and qualitative research methods, data analysis, and reporting.
- Experience with MEL frameworks, indicator development, and data management systems.
- Strong analytical, problem-solving, communication, and stakeholder engagement skills. Ability to translate complex data into actionable insights for program improvement and strategic decision-making.

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – MEL Specialist*:

1. **Updated CV (maximum 3 pages)** highlighting relevant MEL experience and advisory support.
2. **Two professional references** who can attest to your experience in MEL, program evaluation, or related advisory services.

## **TERMS OF REFERENCE**

**Position:** Gender & Social Inclusion (GSI) Specialist

**Location:** Kampala, Uganda. Occasional travel to project sites may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders, based on the evolving needs of the organization.

## **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The GSI Specialist will provide technical expertise to integrate gender and social inclusion considerations into program design and MSME support. In addition, the specialist will support Finding XY in strengthening its institutional capacity and visibility in gender and social inclusion, helping identify opportunities and best practices in this area.

## **KEY RESPONSIBILITIES**

- Provide technical guidance on gender and social inclusion (GSI) for MSMEs, including inclusive business practices, workforce diversity, and equitable access to resources and markets.
- Support the integration of GSI principles into program design, implementation, and monitoring frameworks.
- Develop and deliver training modules, advisory services, and capacity-building activities on gender equality, social inclusion, and inclusive business practices.
- Assess MSMEs' current practices and identify opportunities to improve inclusion and equity across operations, products, and services.
- Monitor and report on adoption of GSI practices by MSMEs, documenting lessons learned, case studies, and knowledge products.
- Collaborate with program teams, technical experts, and stakeholders to ensure inclusion is embedded across activities.

- Support Finding XY in building institutional expertise, visibility, and opportunities in GSI-focused initiatives, including partnerships, projects, and advisory services

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Degree in Gender Studies, Social Sciences, Development Studies, Business, or a related field (Advanced degree is an added advantage).
- Minimum 5 years of experience providing technical support or advisory services on gender equality, social inclusion, or inclusive business practices.
- Experience delivering training or advisory support to MSMEs or organizations on GSI topics.
- Strong analytical, problem-solving, communication, and stakeholder engagement skills.
- Knowledge of gender equality frameworks, social inclusion standards, and relevant policy or legal frameworks.
- Familiarity with monitoring and evaluation approaches for GSI interventions is an advantage.

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – GSI Specialist*:

1. **Updated CV (maximum 3 pages)** highlighting relevant technical expertise and advisory experience.
2. **Two professional references** who can attest to your experience in GSI, inclusive business practices, or advisory services.

## **TERMS OF REFERENCE**

**Position:** Finance Officer

**Location:** Kampala, Uganda.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders based on the evolving needs of the organization.

### **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The Finance Officer will play a key role in managing financial operations, ensuring compliance with organizational policies and donor requirements, and supporting program teams with budgeting, reporting, and financial planning.

### **KEY RESPONSIBILITIES**

- Maintain accurate financial records for all program and organizational activities.
- Prepare and monitor budgets, ensuring expenditures are within approved limits.
- Process payments, manage cash flows, and reconcile accounts.
- Ensure compliance with internal financial policies, donor regulations, and statutory requirements.
- Support program teams in preparing financial reports for donors and management.
- Assist in audits and provide necessary documentation and explanations.
- Identify and recommend improvements to financial processes, systems, and controls.
- Support financial aspects of proposal development, forecasting, and resource mobilization.

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in Accounting, Finance, or a related field. A professional accounting qualification (CPA, ACCA, or equivalent) is an advantage.
- At least 3–5 years of experience in financial management, preferably in NGOs, development programs, or MSME-focused organizations.
- Strong knowledge of accounting principles, budgeting, and financial reporting.
- Experience with donor-funded projects, compliance, and reporting requirements is highly desirable.
- Proficiency in accounting software and Microsoft Excel.
- Strong analytical, organizational, and communication skills.
- Attention to detail and ability to work under minimal supervision

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – Finance Officer*:

- **Updated CV (max 3 pages)** highlighting relevant finance experience.
- **Two professional references** who can attest to your experience in financial management.

## **TERMS OF REFERENCE**

**Position:** Credit Officer

**Location:** Kampala, Uganda. Occasional travel to program and client sites may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders based on the evolving needs of the organization.

## **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The Credit Officer is responsible not only for assessing and monitoring financing but also for providing financial advisory support to both MSMEs and the organization itself. This includes developing financial models, guiding partners on sound financial management practices, and supporting the design of financing products and mechanisms.

## **KEY RESPONSIBILITIES**

- Conduct financial assessments for MSMEs and program partners applying for any form of financing (loans, grants, revolving funds, or other instruments).
- Analyze financial statements, business plans, and cash flow projections to evaluate repayment capacity or effective utilization of funds.
- Prepare financing appraisal reports with clear recommendations for approval or adjustments.
- Monitor financial performance and compliance of financed partners, ensuring timely reporting and accountability.
- Provide advisory support to MSMEs and Finding XY on financial planning, cash flow management, budgeting, and other finance-related matters.
- Support the development of financial models, funding proposals, and other analytical tools to strengthen the organization's financing decisions.
- Collaborate with program and finance teams to ensure smooth disbursement, tracking, and reporting of all financing instruments.

- Identify financial risks, propose mitigation measures, and contribute to improving assessment tools, procedures, and reporting frameworks.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in Finance, Accounting, Economics, or a related field.
- At least 3 years of experience in credit assessment, financial analysis, or managing diverse financing instruments (loans, grants, revolving funds).
- Strong experience in providing advisory services to MSMEs or organizations on financial management, modeling, or planning.
- Knowledge of Uganda's MSME ecosystem and financial landscape.
- Excellent analytical, problem-solving, and communication skills.
- Proficiency in financial analysis software, Microsoft Excel, and other relevant financial tools.
- Attention to detail, with the ability to work independently and manage multiple assignments concurrently

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – Credit Officer*:

- Updated CV (max 3 pages) highlighting relevant experience in credit, financing, or financial advisory services.
- Two professional references who can attest to your experience in financial assessment, MSME advisory, or financing management

## **TERMS OF REFERENCE**

**Position:** Communications Officer

**Location:** Kampala, Uganda. Occasional travel to program and client sites may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders based on the evolving needs of the organization.

## **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The Communications Officer will manage organizational communications, enhance visibility, and support stakeholder engagement, ensuring that the organization's work and impact are effectively communicated.

## **KEY RESPONSIBILITIES**

- Develop and implement organizational communication strategies to increase visibility and stakeholder engagement.
- Produce high-quality content, including press releases, newsletters, reports, case studies, and social media posts.
- Manage the organization's website and social media channels, ensuring timely and engaging content.
- Coordinate media engagements, public events, and visibility initiatives.
- Support internal communications, keeping staff and management informed and aligned.
- Monitor media coverage, track engagement metrics, and report on communication outcomes.
- Ensure all communications reflect the organization's branding, messaging, and values.
- Provide communications support for proposal development, donor reporting, and knowledge-sharing initiatives.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or a related field.
- At least 3 years of experience in communications, public relations, or related roles.
- Strong writing, editing, and storytelling skills with attention to detail.
- Experience managing social media platforms and digital communication tools.
- Ability to translate technical or programmatic information into clear, engaging messages.
- Experience in development organizations or MSME-focused contexts is an advantage.
- Strong organizational, interpersonal, and stakeholder management skills.
- Ability to work independently and manage multiple tasks under deadlines

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – Communications Officer*:

- Updated CV (max 3 pages) highlighting relevant communications experience.
- Two professional references who can attest to your experience in communications or public relations.

## **TERMS OF REFERENCE**

**Position:** Circular Economy Specialist

**Location:** Kampala, Uganda. Occasional travel to project sites may be required

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders, based on the evolving needs of the organization.

## **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The Circular Economy Specialist will provide technical expertise to support MSMEs in adopting sustainable practices, improving resource efficiency, and integrating circular economy principles into their operations. In addition, the specialist will work with Finding XY to strengthen the organization's positioning and expertise in circular economy initiatives, helping identify and leverage opportunities in this space.

## **KEY RESPONSIBILITIES**

- Provide technical guidance to MSMEs on circular economy practices, including sustainable design, production, consumption, and end-of-life management.
- Develop and deliver training modules and advisory support on resource efficiency, recycling, life-cycle assessment, and renewable energy integration.
- Assess MSMEs' current practices, identify opportunities for circularity, and support development of sustainable business and financial models.
- Monitor and report on MSME adoption of circular economy practices, documenting lessons learned, case studies, and other knowledge products.
- Collaborate with program teams, technical experts, and stakeholders to integrate circular economy principles across activities.
- Support Finding XY in building its expertise, visibility, and opportunities in circular economy initiatives, including partnerships, projects, and advisory services

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- Advanced degree in Environmental Science, Sustainable Business, Circular Economy, Industrial Ecology, or a related field.
- Minimum 5 years of experience providing technical support on circular economy, sustainability, or green business practices.
- Strong analytical, problem-solving, communication, and stakeholder engagement skills.
- Familiarity with sustainability standards, life-cycle assessment, and environmental compliance frameworks.

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – Circular Economy Specialist*:

1. **Updated CV (maximum 3 pages)** highlighting relevant technical expertise and advisory experience.
2. **Two professional references** who can attest to your experience in circular economy, sustainability, or MSME advisory services.

## **TERMS OF REFERENCE**

**Position:** Business Development Service (BDS) Coordinator (2 per district: Gulu, Mbarara, Mbale, Soroti, Kampala)

**Location:** Respective districts. Travel within the district/region may be required.

**Duration & Level of Effort:** Two years. Specific assignments and responsibilities will be issued through individual Scope of Work orders, based on the evolving needs of the organization.

## **BACKGROUND**

Finding XY is an innovation and enterprise support organization driving growth for MSMEs across Uganda. We implement programs that strengthen entrepreneurial ecosystems, unlock finance, and provide tailored support to small and growing businesses.

The BDS Coordinator will be responsible for organizing, delivering, overseeing, and reporting on MSME capacity-building activities, working closely with local partners, enterprises, and the central Finding XY team.

## **ELIGIBILITY**

Applications are open to:

1. Enterprise Support Organizations (ESOs) that have MSME capacity-building as a core service and maintain a physical office or presence in the district for which they are applying.
2. Individual BDS providers with demonstrated experience in delivering MSME training, coaching, or advisory services, who are also residents of the district for which they are applying.

## **KEY RESPONSIBILITIES**

- Plan, coordinate, and oversee MSME capacity-building activities in the assigned district(s).
- Identify, mobilize, and engage MSMEs for participation in programs & trainings.
- Implement training, mentorship, and business advisory activities.
- Track participant progress, collect feedback, and contribute to monitoring and reporting.

- Liaise with local stakeholders, including government, private sector actors, and partners to strengthen MSME support networks.
- Ensure delivery aligns with Finding XY standards, program objectives, and donor requirements.
- Support knowledge-sharing activities, including reporting success stories and lessons learned.
- Contribute to improving training materials, methodologies, and delivery approaches based on field experience.

## **REQUIRED QUALIFICATIONS & EXPERIENCE**

- For ESOs: Demonstrated capacity in MSME training, advisory services, or enterprise support for at least 4 years.
- For individuals: At least 3 years' experience in delivering MSME training, mentorship, or advisory services.
- Familiarity with Uganda's MSME ecosystem, challenges, and opportunities. Strong organizational, communication, and reporting skills.
- Ability to work independently, manage multiple activities, and coordinate with a central team.
- Gender-sensitive and inclusion-focused approach to MSME support

## **APPLICATION PROCEDURE**

Submit the following by **21 September 2025** to **hr@findingxy.com** with the subject line: *Application – BDS Coordinator (District Name)*:

### **1. For ESOs:**

- Profile of the organization (max 3 pages) highlighting MSME capacity-building experience and relevant programs.
- Statements of satisfactory performance from 2 clients (donors/development partners)

### **2. For individuals:**

- CV (max 3 pages) highlighting MSME training or advisory experience.
- Two professional references demonstrating MSME capacity-building work.