



## **JOB DESCRIPTION**

**Position:** Programme Monitoring, Evaluation & Learning Officer

**Programme:** Seascope Programme

**Reports to:** Programme Coordinator with dotted line to the Head of Planning, Monitoring and Evaluation and Learning

**Supervises:** None

**Location:** Dar es Salaam

**Dead Line:** 2<sup>nd</sup> June 2023

### **I. Major functions:**

Under the guidance and in collaboration with Programme Coordinator, the Programme Monitoring, Evaluation and Learning Officer will be responsible to provide a systematic coordination and implementation of Seascope projects in Monitoring, Evaluation and Learning processes, development of programme projects indicators, leading in creating learning products, learning visits, development and adoption of relevant tools for best practices and inputting data and information to the main WWF Tanzania PMEL systems. She/he will provide leadership in measuring progress of projects and programme impacts and linking to WWF global goals, outcomes, targets, indicators and lessons learnt. He must be conversant in understanding key elements of project cycles including project design, implementation, reporting and monitoring. Responsibilities also include preparation of programme technical and programmatic meetings, annual work plans, and supporting reporting and evaluation cycles. The over-riding aim is to ensure all projects indicators and donors and internal reporting and evaluation commitments are consistently met, measured and reported. In support of this, the officer will work closely with the programme staff team, partners and third-party service providers to ensure the routine data collection protocols are maintained.

### **II. Major duties and responsibilities:**

- Key quality assurance for the programme in project implementation undertakings including the quality of concept note, tools applied and methodologies
- Prepare, or revise as appropriate, a comprehensive programme monitoring plan, based on relevant programme documents, funding proposals, log frames and other relevant planning documents;
- Support the Programme Coordinator by taking the lead in developing and monitoring progress of annual work plans;
- Maintain a master spreadsheet database for monitoring all project progress and impact indicators for the programme, ensuring the database is updated semi-annually through collective process involving programme team members, ensuring all are conversant with their roles and responsibilities on the same;
- Ensure that programme colleagues, partners and local district government counterparts are trained in, and aware of, routine monitoring information and data requirements, monitor actual performance on collection of that data for the programme, and keep the Programme Coordinator updated on a quarterly basis;
- Oversee the identification and engagement of third party contracted consultants, researchers or partners in meeting data collection needs of the monitoring plan, where needed, including drafting of contracts;
- Take lead in review of WWF Country Conservation Strategy in collaboration with M & E Manager and Programme Coordinator;

- Put particular emphasis in liaising closely with and Project leads to ensure data collection plans and protocols are adhered to, with primary data collection conducted by local institutions such as Beach Management Units (BMUs), Village Natural Resources Committees (VNRCs), Community Based Trainers (CBTs), Community Based Mentors (CBMs) and Community Microfinance Groups (CMGs); Units ensuring that resulting data is regularly analysed and results disseminated, with third party assistance where required; and that capacity-building for the above is organized where required;
- Co-ordinate timely preparation by other programme members and partners of inputs required for technical progress reporting for the WWF network and other donor requirements, and submit to the Programme Coordinator;
- Support the Communications & Awareness Officer in production of programme status brochures and dashboards, to share progress and impact data and reports with stakeholders and interested third parties;
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; revising it where appropriate, and preparation of best practices and lessons learned;
- Under supervision of the Programme Coordinator, support the process of identifying, contracting and overseeing mid-term and final project evaluations, and ensuring outputs and recommendation from the same are shared with the staff team and other stakeholders, and incorporate into annual work plans and future project design, as appropriate;
- Routinely collect and document information and photographs during field visits to enable reporting of individual 'success stories' relating to community members that have benefited from WWF microfinance & enterprise initiatives;
- Participates and provides technical input in preparation of annual programme budgets;
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration
- Any other duties as may be required from time to time by the TCO leadership

### III. Profile:

- A minimum of Bachelor's Degree in Natural Sciences, Economics, Environmental Science, Natural Resources Management, Programme and Project Management or Monitoring and Evaluation. A Masters degree in any of the above fields is an added advantage.
- At least 5 years working experience in monitoring and evaluation relating to natural resources management initiatives and/or project management cycle;
- Experience in training and knowledge in the field of fisheries and marine habitat monitoring, including both data collection and analysis will be an added advantage;
- Experience in ecological and/or socio-economic monitoring or research, including of marine and coastal habitats and/or household socio-economics, and community Knowledge, Attitudes and Practice (KAP) studies will be an added advantage;
- Proven ability to work independently and deliver high quality, timely outputs; and with excellent interpersonal skills and good teamwork spirit;
- Experience in writing project technical reports, interpretation and preparing monitoring plans;
- Willingness to participate in field activities and travel to rural and remote areas within the region;
- A high level of computer literacy and knowledge of standard computer software packages such as Word and Excel, Knowledge of databases (Access); Geographical Information Systems (GIS) software, particularly the Arc suite; and socio-economic data analysis software such as Statistical Package for Social Scientist (SPSS) would be an added advantage;
- A high level of oral and written fluency in both Kiswahili and English.

### VI. Working Relationships

**Internal:** Working closely with Programme Technical Staff as well as other colleagues within the WWF Tanzania Country Office, ROA, SWIO PMEL technical staff and Africa-wide Results Based Management Community of Practice;

**External:** Liaising closely with relevant counterparts within District/Municipal Councils in programme area relevant national institutions third party researchers and consultants.

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.**

## **MODE OF APPLICATION**

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Friday, 2<sup>nd</sup> June 2023 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*

