



JOB DESCRIPTION

Position: Project Officer – Monitoring, Evaluation and Learning (MEL)
Reports to: Programme Executant – WASH and IWRM
Supervises: None
Location: Bunda, Mara.
Date: Immediate

I. Major functions:

The MEL cum Communication Officer will be responsible for development and implementation of project monitoring, evaluation and learning plan; coordination of the overall MEL system and processes, in particular collation and analysis of M&E data (including through surveys, web statistics, interviews, feedback, case studies and reports) and analyzed against outcomes to draw out learning and implications. The MEL cum Communication Officer will highlight compelling content that will make sense to stakeholders, and thus help them to understand the rationale and value of engagement in the project.

II. Major duties and responsibilities:

- a) Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- b) Prepare, or revise as appropriate, a comprehensive project monitoring plan, based on relevant project documents, funding proposals, log frames and other relevant planning documents;
- c) Maintain a master spreadsheet database for monitoring all progress and impact indicators for the project, ensuring the database is updated semi-annually through collective process involving project team members, ensuring all are conversant with their roles and responsibilities on the same;
- d) Ensure that project colleagues are trained in, and aware of, routine monitoring information and data requirements, monitor actual performance on collection of that data by the said team, and keep the team updated on a quarterly basis;
- e) Collect data and analyse different data on a regular basis to measure achievement against the performance indicators.
- f) Produce reports on M&E findings and prepare presentations based on M&E data as required.
- g) Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- h) Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings
- i) 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;
- j) Under supervision of the Freshwater Executant – WASH and IWRM, 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 as relevant, and incorporated into annual work plans and future project design, as appropriate

- k) Support the Communications Officer in production of programme status brochures and dashboards, to share progress and impact data with stakeholders and interested third parties; advise on risk-based approaches to managing projects
- l) Routinely collect information and photographs during field visits to enable reporting of individual 'success stories' relating to community members that have benefited from WWF freshwater initiatives.
- m) Participates and provides technical input in preparation of annual programme budgets;
- n) Ensuring adherence to Network Standards including championing safeguards and social policies
- o) Any other duties as may be required from time to time by the supervisor or TCO M&E Manager

III. Qualification and Experience

- Bachelor's degree in communications, journalism, or related field and/or degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.
 - Minimum of 5 - 8 years' relevant experience in a communications role and/or MEL responsible for implementing M&E activities.
 - Experience, training and knowledge in the field of freshwater conservation monitoring, including both data collection and analysis will be a particular 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 and preparing monitoring plans;
 - Willingness to participate in field activities and travel to 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); GIS software, particularly the Arc suite; and socio-economic data analysis software such as SPSS would be an added advantage;
 - Excellent verbal, written, and interpersonal skills.
 - Good time management and organizational skills.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

IV. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Fresh Water team, project and finance staff in Tanzania Country Office. Coordinates and interacts as appropriate with WWF Eastern and Southern Africa Project Office and other WWF offices.

External: Interacts as required with governmental institutions and other stakeholders, in collaboration with the Project Executant as appropriate.

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/ 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 by **Monday, 15th August 2022 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

