

# KILORWEMP

KILOMBERO AND LOWER RUFJI WETLANDS ECOSYSTEM MANAGEMENT PROJECT



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES  
AND TOURISM



## TERMS OF REFERENCE FOR Monitoring & Evaluation Officer

EXPECTED STARTING DATE	September 2014
EXPECTED DURATION OF CONTRACT	1 year renewable up to project end (September 2017)
GROSS SALARY RANGE	TZS 2,8M to TZS 4,6 m DEPENDING ON QUALIFICATIONS AND EXPERIENCE

### Main objective of the position

The Monitoring and Evaluation Officer (M&EO) will serve as the main focal person for all monitoring and evaluation related activities for the KILORWEMP project. S/he will assist the Project Implementation Unit (PIU) to ensure that project activities are conducted in accordance with the M&E framework of the Project (logical framework, theory of change and monitoring plan) and that they are documented with high quality reports. S/he will have the responsibility to coordinate and support implementation of all project monitoring functions.

### Functional relationships:

The project is implemented by the three districts with support from all key stakeholders in the decentralized NRM governance chain, under the overall responsibility of the Ministry of Natural Resources and Tourism (MNRT).

The M&EO is hired by BTC and assigned full time to the project. S/he will work under the direct supervision by the BTC International Technical Assistant/Co-Manager. S/he will:

1. Be a member of the PIU and interact closely with the other members of the PIU and participate in regular PIU planning and review meetings.
2. Work closely with and support the District Project Teams.
3. Participate in the meetings of the Project Technical Team.
4. Interact and collaborate with MNRT officials, project stakeholders, RAS officials and specifically support the mainstreaming of project's M&E functions in the MNRT systems. In doing so s/he supports the KILORWEMP National Project Coordinator and works peer to peer with the MNRT appointed staff for M&E.
5. Interact with BTC Country Office and HQ staff responsible for M&E.

S/he will be based in the PIU office in MNRT and will carry out regular advisory and monitoring missions in the regional capitals and three target Districts as required by the PIU.

## **Main duties and responsibilities:**

The M&EO shall perform the following duties:

- 1) Adapt and maintain the project's monitoring and evaluation plan and reporting system, based on the project document log frames and indicators. This will include:
  - a) Identify/adapt sources of data, collection methods, who collects data, how often, cost of collection and who analyzes it.
  - b) Prepare and update detailed M&E budget and calendar of M&E activities
  - c) Review, prepare and adapt data collection tools and templates
  - d) Maintain all project databases and files for quantitative and narrative data
  - e) Maintain the project team's web based knowledge platform
  
- 2) Oversee and execute M&E activities included in the Annual Work Plan, with particular focus on results and impacts. This will include:
  - a) Review monthly, quarterly, semiannual and annual reports and all technical reports from the target Districts and other partners/executing bodies; identify problems and gaps and take initiative to address them.
  - b) Consolidate semiannual and annual result report data based on the project M&E framework;
  - c) Draft well- presented and substantive narrative inputs to the project reports.
  - d) Contribute to preparation and review of project workplans
  
- 3) Deliver M&E tasks and capacity support services:
  - a) Design, conduct, analyze and report on data collection exercises which may be assigned to the PIU according to the M&E Plan. This may involve qualitative, participatory and quantitative field exercises.
  - b) Provide detailed hands-on guidance to District teams and other executing bodies on M&E functions, systems, tasks and tools and reporting and support the development of their capacity on the same;
  - c) Support and monitor the execution of consultancy services procured by the project;
  - d) Support the organization and coordination of the project's capacity building plan targeting partner institutions.
  
- 4) Promote a results-based approach for monitoring and evaluation, emphasizing results and impacts.
  - a) Prepare consolidated reports and briefs for the project team and stakeholders
  - b) Support research efforts by secondary research work, i.e. literature reviews, summaries of experiences, etc.
  - c) Support the documentation of key learning processes and outputs, in order to share, report and reflect on improvements
  - d) Prepare briefing materials in English and Kiswahili for communication and dissemination purposes
  - e) Take the initiative to ensure that monitoring data and evidence are discussed in the appropriate team meetings and fora and in a timely fashion in terms of implications for future action. If necessary, create and facilitate such discussion forums to fill any gaps.

- f) Facilitate, act as resource person, and join if required any external supervision and evaluation missions.
- g) Monitor the follow up of JLPC and evaluation recommendations

The job description, including functional relationships and main duties and responsibilities, will be adapted during the inception phase, when the detailed organizational set up of project will be operationalized. They may be further adapted from time to time depending on the progress of the project and arising requirements.

### **Selection Criteria for recruitment:**

The candidate shall meet the following requirements:

#### **Essential criteria**

1. Advanced (at least MSc level) tertiary qualification from a recognised University in a relevant domain, namely: natural resource management; economics; environmental sciences; environmental management; research or evaluation methods; operational research; agricultural economics or similar.
2. Trained in M&E systems, methodologies and tools, as applied in development interventions, with specific regard to logframe, result based management, theory of change.
3. At least three years' experience in an M&E role in a large national or international development agency including large NGOs. A shorter experience may be accepted for exceptionally promising candidates based on meeting other essential requirements listed herewith.
4. Familiarity with the natural resource management sector in Tanzania (wildlife, forestry, land use, water resources) demonstrated by practical professional experience.
5. Demonstrated hands-on experience with quantitative, qualitative and participatory M&E methodologies and tools relevant to the sector of the project.
6. Excellent report writing skills and experience in producing high quality technical, M&E or progress reports, research or academic papers in English (as evidenced by at least two examples of which the candidate has been the lead author).
7. Strong conceptual and analytical skills.
8. A naturally enquiring mind, committed to finding out why things happened as they did, and using this to making project activities better in the future. Open to change, demonstrating a flexible and adaptable approach.
9. High level professional commitment and capacity to work under pressure, take initiative and proactive problem solving.
10. A strong team player with sharp self-organizational and interpersonal skills.
11. High level skills in operating MSWord, Excel, PowerPoint.
12. Fluency in speaking, reading and writing in English and Kiswahili
13. Tanzanian national only

#### **Desirable criteria**

1. Demonstrated practical experience in leading the formulation of M&E systems and plans for multi-sector projects or projects in the NRM domain. This experience should reflect expertise in developing a fully elaborated design of an M&E system which includes the design approach, articulation of M&E questions, development of sound methods and tools, conduct of data

collection activities, analysis of data (or supervision of such), interpretation and dissemination of results and report preparation.

2. Hands-on experience with the analysis and planning of CBNRM systems
3. Formally trained and experienced in team management and coordination.
4. Demonstrated ability to facilitate learning from M&E findings with implementation teams and other relevant stakeholders.
5. Operationally capable to use geographical information system packages and handle geographical data.
6. Familiar with web based project management platforms

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