



Jumuiko la Maliasili Tanzania
Tanzania Natural Resource Forum

MONITORING, EVALUATION AND LEARNING OFFICER (MEL) **Terms of Reference**

Position: Monitoring, Evaluation and learning Officer (MEL)

Deadline: 28th June, 2018

Duty of Station: Arusha

Reporting to: LBI – Coordinator

Purpose of the position: To support implementation of Ardhi Yetu Program II project in addressing climate change, Tanzania Natural Resource Forum (TNRF) needs MEL officer who will join TNRF project team to undertake monitoring, evaluation and documentation of learning cycle. As such, these Terms of Reference (TOR) describe the background, tasks and deliverables for MEL officer to provide related services.

1. General Overview of the Organization

The Tanzania Natural Resource Forum is a network organization registered in 2006 as a Non-Governmental Organization, with the aim of promoting the improvement of natural resource governance to achieve more sustainable rural livelihoods and better conservation outcomes. TNRF works for improved natural resources governance by helping to bridge the gap between:

- People's local natural resource management needs and practices, and
- National natural resource management priorities, policies, laws and programs

TNRF seeks to support its members by improving communication, sharing information, promoting collaboration and strengthening collective action. TNRF has a growing membership of more than 3,800 people and organizations, supporting professional staff, and a steering committee drawn from the membership.

TNRF facilitates member-driven 'Working Groups' on key policy and practice issues that are of direct interest to members. These working groups are very collaborative and provide an opportunity for TNRF's diverse membership to tackle concerns at a range of different levels. There are currently working groups engaged in TNRF's three main thematic areas of forestry,

wildlife and rangelands. TNRF communications works at a cross cutting level, producing for example a web-site, weekly e-news, policy briefs in collaboration with partners and participatory film or radio targeted at advocacy. TNRF also successfully engages with other stakeholders in establishing round tables for CSOs, donors, international NGOs and government to discuss emerging issues related to the environment.

2. Background of the Project

The Tanzania Natural Resource Forum is implementing a Ardhi Yetu Programm II under Care International funding through Care Tanzania for four years from 2018 to 2021. The project is implemented by other two partners, HAKIARDHI and PAIKODEO. TNRF is implementing climate change part of the project in four areas of Kiteto, Iringa rural, Simanjiro and Chemba districts. The project aims at helping community to be adaptive and resilient in climate change.

3. Core Responsibilities

- To develop and implement a participatory learning, advocacy and monitoring approaches and processes, institutionalizing and making strategic use of outcome monitoring/mapping as a methodology
- In collaboration with TNRF project coordinator to collect, analyse monitoring data and produce reports on a monthly basis for the programme.
- To establish and maintain a learning and advocacy framework for TNRF interaction with partners and members in collaboration with LBI Coordinator and Communications Coordinator.
- To develop and maintain outcome monitoring journals; update and maintain a monitoring database.
- To oversee proper use of the M&E tools by the field staff and other stakeholders.
- To aid in organizing internal training workshops and other interactive sessions to build capacity in relation to the learning and advocacy framework
- To review existing monitoring management information systems of implementing partners, identify and advise the MEL coordinator on the support needed.
- To coordinate collection of data by the partners and TNRF officers from the field.
- To process and analyse the information and generate appropriate reports for management and other stakeholders.
- To assist in preparation of monthly, quarterly and annual reports (in collaboration with the Strategic Area Coordinators and project Officers), for submission to the Executive Director and presentation at regular quarterly staff meetings on outcome monitoring for validation and integration into learning mechanisms.
- To analyse information and document lessons learned from the monitoring reports and suggests areas for improvement.
- To assess institutional performance in achieving strategic objectives in all program areas.

- To assist in identifying the need, drawing up the ToR, and conducting/or supervising all evaluation and Impact studies.

4. Outputs

The MEL officer will be responsible for the following output:-

- Promote the TNRF vision and objectives of the project to stakeholders Learning, advocacy and monitoring approaches and processes, developed a learning and advocacy framework for TNRF established and in use by the Working Groups, projects and programmes.
- Assessments of the natural resource sector functioning and strategies developed.
- Thematic synthesis of topical/controversial issues generated.
- Lesson learnt from previous advocacy and learning experiences in Tanzania and the regions generated.
- The lessons from TNRF projects are shared with the relevant stakeholders (i.e. local government, central government and CSOs).
- Effective programme monitoring and evaluation.
- Effective, timely and accurate donor reporting.
- Institutional programme monitoring and learning carried out.

5. Required qualifications and experience

MEL officer will have the following broad skill-set and attributes:-

- Degree in relevant discipline (e.g. natural resource management, rights based development/advocacy, Community/rural Development). Advanced degree will be an added advantage.
- A diploma with exceptional experience and competence will be considered.
- Climate change Monitoring and Evaluation experience is desirable.
- A thorough knowledge of Logical Framework Analysis and knowledge of Organisational Development Issues.
- Knowledge of outcome monitoring.
- Good contextual knowledge of local issues, community priorities and social and cultural constraints and realities. The latest developments in the M&E field, including proven experience in participatory methodologies such as PRA.
- Experience in inter-institutional collaboration, at both government and non-government levels, in a local and national setting.
- At least two years of experience working on climate change resilience and adaptation, Social accountability monitoring, participatory assessment and monitoring, community training, data collections, and monitoring and design experience.
- Excellent facilitation and training skills and experience including participatory and interactive methodologies.

- Excellent interpersonal skills, with the ability to network and to develop and maintain strong relationships at all levels with local communities, government agencies, the business community, the not- for- profit sector and the TNRF network.
- A strong communicator in English and Kiswahili, able to support the advancement of the TNRF Membership as a broad civil-society community in the pursuit of improved natural resource management, sustainable development and better conservation outcomes.
- Keen interest in and commitment to advancing the rights of minority/indigenous communities, particularly in relation to their territories, areas and natural resources.
- Willingness to travel on a regular basis and work with local organisations and communities in remote areas , flexible, able to take initiative and prioritize amongst competing demands.
- Computer literate in word processing, Excel, Power Point, Research packages and data processing or analysis Experience in using web-based tools to enhance communication capacity is an added advantage.

6. Terms of Contract

This is a project funded position for which a full and attractive package commensurate with the nature of the position will be offered per 2 annual basis, renewable on the basis of performance and availability of funds.

7. Behavior competencies

I. Core Competencies

Communication	<i>Communicating orally in a clear manner and adjusting one's use of language to the receiver's level. Showing one absorbs and understands important (non) verbal information and asking further questions when necessary.</i>
Integrity	<i>Maintaining high ethical standards both personally and professionally: being incorruptible.</i>
Working with others	<i>Taking responsibility to build and maintain positive relationships and valuing the opinion of others.</i>
Flexibility	<i>Adaptable and receptive to new idea. Willing and able to adapt/change one's behaviour and/or views to changing circumstances in order to attain a set goal</i>
Self-development	<i>Having insight in one's identity, values, strengths and weaknesses, interests and ambitions and taking action in order to enhance one's competences where and when possible.</i>

II. Job related Competencies

Vision

Distancing oneself from daily routine, exploring ideas for the future, regarding facts from a distance and seeing them in a broader context or in the longer term

Leading groups

Providing team/group with direction and guidance and encourages cooperation between group/team members in order to attain an objective.

Networking

Developing and maintaining relations, alliances and coalitions within and outside the organisation and using them in order to obtain information, support and cooperation.

Planning and organising

Setting goals and priorities, indicating the required actions, time and resources to achieve those goals

Negotiation

Obtaining maximum results in situations of different interests in such a way that all parties accept and agree and relationship is not damaged.

Persuasiveness

Influencing other people's attitudes and opinions and gaining agreement or support for proposals, plans and ideas

How to Apply: Interested Candidates for this job are kindly requested to send their CV accompanied by a cover letter to recruitment@tnrf.org