



## TERMS OF REFERENCE

**Position: Monitoring and Learning Coordinator**

**Deadline: 27<sup>th</sup> October, 2015**

**Duty Station: Arusha**

**Reporting To: Executive Director**

### 1. Overview

The Tanzania Natural Resource Forum (TNRF) is a network organization registered in 2006 as a Non-Governmental Organization. It aims to achieve improved natural resource governance for sustainable rural livelihoods and better conservation outcomes. TNRF bridges the gap between people's local natural resource management needs and practices, and national natural resource management priorities, policies, laws and programs. As a network organization, it brings together members to change policy and practice in the natural resource sector for the better by:

- Building and sharing a knowledge base of practice; and
- Strengthening citizen voice and skills for improved natural resource governance.

TNRF supports its members by improving communication, sharing information, promoting collaboration and strengthening collective action. It remains flexible so it can effectively respond to emerging natural resource issues in Tanzania, while at the same time TNRF has identified key strategic areas of engagement where it seeks to bring about positive change. TNRF facilitates platforms to strengthen dialogue and information sharing and to enable advocacy and strengthen citizens' voices. In facilitating platforms, TNRF focuses its attention on three key strategic areas: Community Based Natural Resource Management (CBNRM), Land Based Investment (LBI) and Communicating Climate Change (CCC).

Through the ArdhiYetu Programme (AYP) and Pastoralist Programme (PP) TNRF seeks to recruit a Monitoring and Learning Coordinator for the Organization. The Monitoring and Learning Coordinator will be responsible for developing, maintaining and implementing TNRF's monitoring system at the institutional level and providing direct support to the ArdhiYetu and Pastoralist Programmes. This monitoring system will play an essential role at TNRF as it will serve as the tool to ensure accurate monitoring and analysis of all TNRF programs and projects, which will allow TNRF to continuously improve learning for advocacy work and improve TNRF services for members and partners. The Pastoral Programme (PP) is one of the rangeland programs being jointly managed by TNRF and CARE, which runs for four years and is funded by Irish Aid. TNRF is essentially responsible for providing policy, communications and technical support to the program. The program was designed to be

implemented through partnership with registered Tanzanian civil society organizations (CSOs) and national level advocacy NGOs that work to improve the capacity of communities to overcome poverty, reduce vulnerability and strengthen the rights of men and women for sustainable livelihoods as well as clear focus on advocacy and policy work.

### ***Purpose of the position***

To develop, maintain and implement TNRF's monitoring system to ensure accurate monitoring and analysis of all programmes and projects of TNRF, including the core programme in order to continuously improve learning for advocacy work and TRNF services to members and partners.

The MLC should have a sound understanding of the natural resource sector in Tanzania, and have the skills to generate thematic syntheses of topical or controversial issues. Additionally, the MLC must be able to identify lessons learned through a systematic monitoring system and coordinate the use of those lessons for future advocacy and field work.

## **2. Core responsibilities**

- To develop and coordinate the implementation of participatory learning, advocacy and monitoring approaches and processes, institutionalising and making strategic use of outcome monitoring as a methodology
- In collaboration with TNRF Pastoralist Programme Manager, the Monitoring and Learning Coordinator will collect, analyse monitoring data and produce reports on a quarterly basis for the programme.
- To establish and maintain a learning and advocacy framework for TNRF interaction with partners and members in collaboration with the Communications and Advocacy Coordinator with the support of the Strategic Area Coordinators(LBI & CBNRM) and Executive Director
- 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 organise 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 and identify where support is 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 prepare 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 identify the need, drawing up the ToR, and conducting/or supervising all evaluation and Impact studies.