

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Monitoring, Evaluation and Learning (MEL) Expert

**REPORTS TO:** Programme Manager

**REPORTING TO POSTHOLDER:** MEL Associate

**LOCATION:** Dar es Salaam with frequent travel to other regions including Manyara, Arusha, Mbeya, Iringa and Morogoro

**DURATION & HOURS:** Two years, full time with probation period of 6 months

### PURPOSE OF THE ROLE

The Monitoring, Evaluation and Learning (MEL) Expert is a technical post responsible for ensuring consistent and high quality data collection, and for use and reporting of results across our programmes. The post holder will ensure that all projects develop and implement appropriate MEL plans, based on robust logical frameworks, and adhering to Farm Africa's core standards and approaches.

The MEL Expert will work with the Programme Manager (PM) and Project Coordinator (PC), to ensure management decision making is evidence based. The MEL Expert will work with the Project Officers to ensure a clear understanding of the programme's MEL framework at the field level, with all methods and tools clearly understood and communicated. The post holder will develop appropriate tools, systems and training to support field teams to understand and use robust evidence of project results as a vital input to management decision making. The MEL Expert will provide technical as well as capacity building support to partner organisations; ensure use of relevant FA's standard data collection tools; provide critical analysis and technical input to project evaluation processes, ensuring Farm Africa can maximise the learning potential of all studies and evaluations undertaken within the project.

### KEY TASKS AND RESPONSIBILITIES

#### Planning

- Coordinate and facilitate the development and use of appropriate MEL systems and plans for projects, and provide technical guidance and leadership to the programme PM and POs in implementing them.
- Take responsibility for ensuring the programme's MEL systems are fully compliant with the donor and Farm Africa's requirements for reporting results. Ensure project teams are familiar with these.
- At start-up, work with field teams, PM and PCs to ensure that the indicators and targets are SMART, and the methods for collection and analysis are clearly understood and will fulfil reporting requirements at all levels.
- Support to PM/PC that MEL activities are scheduled into the work plan at times that is appropriate to achieving the highest quality data.
- Liaise with the PC/PM to adequately budget for and utilise resources to undertake MEL activities.

- Identify learning questions and plan for data collection to inform them. During implementation and reporting: document and disseminate learnings.

### **Implementation**

- Coordinate and implement baseline surveys and evaluation exercises.
- Build capacity of field staff and local partner staff on data collection, management, analysis and results-based monitoring principles and ensure understanding of Farm Africa's core standards and approaches.
- Work to ensure project team are able to disaggregate data by gender and age, where appropriate, by devising and disseminating simple data collection methods.
- Provide a 'quality assurance' function to ensure that data reported by all projects is relevant, accurate and verifiable.
- Undertake regular monitoring and assist the PM and team of consortia partners at field level that program MEL activities are achieved as planned.
- Ensure the project's log-frame and data collection plans are regularly reviewed and refreshed, and the project is collecting the breadth of indicators required at a frequency and timing in line with reporting purposes.
- Support the PC that the project is keeping to its MEL plan. This involves organising and conducting MEL activities regularly and on time. Activities will include a mix of qualitative and quantitative approaches, including, but not limited to: Household surveys, KIIs, FGDs, community feedback sessions, SME records' reviews, etc.
- Lead on appropriate cleaning, storage, analysis and reporting of all data, including developing case studies and collating photos.
- Support to the PM for adaptive management. I.e. support PM to ensure data reported by all projects is used for programme management and decision making.
- Support to the PM/PCs and work closely with relevant staff and other project partners to ensure regular data collection, analysis and reporting.
- Participate in project quarterly review meetings. Participate and help facilitate biannual Project Performance Review (PPR) workshops.

### **Reporting**

- Ensure regular and sufficient communication with other organisational SMT including the Programme Manager on overall MEL development and coordinate and cascade any learning that will enhance MEL activities at the Country Office and programme level.
- Work with the MEL officers (UK and TZ) to develop tools and methods for capturing and documenting lessons learned from the programme's implementation, and ensure that they are shared with the communities, partners and across the organisation.
- Ensure that the quarterly reports produced by the projects have case studies, success stories and lessons learnt so that there is continuous information that will feed into the overall learning process.
- Collate and consolidate data from all partners and field staff - ensuring required quality, and report to the PM with specified deadlines.
- Together with the PM participate in quarterly project progress review sessions including: in-depth review of financial spend/burn rate; achievement against activity and output plan, and a forward look on whether the project is achieving against its objectives.
- Support the PM in ensuring that reports are informed by the relevant data.

### **Line Management**

- The MEL expert will manage one MEL associate and support them in their professional abilities and development.

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
MSc./MA in numerical/ analytical subject (e.g. statistics, economics, econometrics, research design, applied social science)	Academic qualification relevant to Farm Africa's areas of operation (i.e. agricultural, rural business management, value chain development)
Demonstrable knowledge of rural development issues in Tanzania	Awareness of broader trends in international donor landscape, relating to MEL and results-monitoring
	Knowledge of value chain development and agricultural practices in East Africa; Knowledge of agricultural policy and the enabling environment in East Africa
<b>Experience</b>	
Demonstrable understanding of monitoring, evaluation and learning principles and practices, including the application of the log frame approach	Previous NGO work experience in rural development
A minimum of 5 years proven experience of conducting quantitative and qualitative field research and analysis for large, multi-purpose projects	Experience conducting field research in a rural context
Experience in working with data including analysis, and drafting clear written reports/briefings	Communicating technical information to non-technical, 'lay', audiences
Proven experience in training and capacity building in MEL practices	Experience working with rural businesses including interpretation of SME records
Experience managing individuals and supporting others in their professional abilities and development	
<b>Skills &amp; abilities</b>	
Strong communication skills (verbal and written)	Strong partner relationship management
Good interpersonal skills and ability to work effectively as part of a team; responsive and informative in communication to both Tanzanian and UK staff (mainly MEL staff in UK)	Using evidence for impact communication
Ability to ensure quality standards are adhered to and understood	
Ability to critique others in a constructive and open manner	
Fluency in written and spoken English and Swahili	
Methodological, thorough approach with attention to detail	

## Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDED.** Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details:

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