



CHRISTIAN COUNCIL OF TANZANIA

USAID Tuwajibike Project

Job Advertisement

Monitoring, Evaluation and Learning (MEL) Specialist

Location: CCT Dodoma

Reports to: Chief of Party

Position Type: Full-time

Employment Type: Contract for One-year, renewable based on performance

Job Overview

The Christian Council of Tanzania, with support from USAID, is implementing a three-year project titled USAID Tuwajibike, running from 2024 to 2026. The overall goal is to envision improved public service delivery through increased citizen and civil society agency, demanding government transparency and accountability. The Monitoring, Evaluation, and Learning (MEL) Specialist will be responsible for designing, implementing, and managing the MEL framework for the USAID Tuwajibike project. This role involves ensuring that the project achieves its goals and objectives through effective monitoring, evaluation, and learning practices. The MEL Specialist will collect and analyze data, generate insights, and support evidence-based decision-making to enhance project performance and impact.

Key Responsibilities

- 1. MEL Framework Development:**
 - Design and implement a comprehensive MEL framework for the project.
 - Develop and refine MEL tools, methodologies, and data collection systems.
 - Ensure alignment of MEL activities with project goals and objectives.
- 2. Data Collection and Analysis:**
 - Oversee the collection, management, and analysis of quantitative and qualitative data.
 - Ensure data quality and integrity through regular reviews and validation processes.
 - Analyze data to assess project performance and identify trends, patterns, and insights.

3. **Reporting and Documentation:**
 - Work with the Program Specialist to prepare and submit timely and accurate MEL reports to project management, donors, and other stakeholders.
 - Document lessons learned, best practices, and success stories.
 - Ensure all MEL documentation is well-organized and accessible.
4. **Learning and Knowledge Management:**
 - Promote a culture of continuous learning and improvement within the project team.
 - Facilitate effective use of data and information through learning sessions, workshops, and trainings to share MEL findings and insights.
 - Develop and implement knowledge management strategies to capture and disseminate project knowledge.
5. **Monitoring and Evaluation:**
 - Coordinate regular project supportive supervision, monitoring activities as well as mid-term and end-term evaluations.
 - Conduct the monitoring and evaluation activities of the project, including designing and implementing tools for monitoring and evaluation of specific project components
 - Design and manage external evaluations and impact assessments as needed.
 - Ensure evaluation findings are used to inform project planning and implementation.
6. **Capacity Building:**
 - Provide training and support to project staff and partners on MEL practices and methodologies.
 - Enhance the capacity of the project team to effectively use MEL tools and processes.
7. **Stakeholder Engagement:**
 - Engage with project stakeholders, including beneficiaries, partners, and donors, to ensure their input is considered in MEL activities.
 - Share MEL findings and insights with stakeholders to foster transparency and accountability.
8. **Compliance and Quality Assurance:**
 - Ensure all MEL activities comply with USAID Tuwajibike project and CCT policies and standards.
 - Implement quality assurance processes to maintain high standards in MEL practices.
 - Participate in the development and implementation of the Quality Improvement work plan and monitor the activities under this work plan to ensure they are executed as planned
 - Identify areas for improvement in the implementation process, and work collaboratively with the COP and the team to ensure adaptation measurements and course correction are put into place

Qualifications

- Bachelor's degree in Monitoring and Evaluation, Social Sciences, Development Studies, or a related field. A Master's degree is mostly preferred.
- Minimum of 5 years of experience in MEL, preferably within the non-profit or development sector.
- Strong knowledge of MEL methodologies, tools, and best practices.
- Previously worked on USAID projects is an added advantage.
- Proficiency in data analysis software and MS Office, particularly Excel.
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Commitment to the goals and values of the project and the organization.
- Fluency in English and Swahili is required.

Working Conditions

- Flexibility in working hours may be required to meet project deadlines.
- This position may require frequent travel to project sites.

Mode of Application

- Send to address:
General Secretary,
Christian Council of Tanzania,
P.O. Box 1454,
Dodoma.
- What to be attach? Application letter, comprehensive Curriculum Vitae and Academic certificates.
- Its an online application, use email address: ahr@cct.or.tz
- Deadline: **4th July 2024.**