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JOB DESCRIPTION

Position: Monitoring & Evaluation Officer

Programme: Regional Forest Programme

Reports to: Regional Forest Programme Coordinator

Supervises: None

Location: Dar es Salaam

Grade: A2

I. Background

The Eastern Africa Sustainable Forest Programme builds on foundation laid out by the Terrestrial Programme under the WWF's Coastal East Africa Global Initiative (CEA-GI) that was implemented between 2010 and 2015. Sustainable Forest Programme seek to strengthen regional coordination and collaboration and scale-up regional interventions by working more closely with Regional Economic Commissions (RECs). The programme works in 5 countries Kenya, Uganda, Tanzania, Madagascar and Mozambique with the focus to address illegal trade in timber and embrace regional collaboration among countries to improve forest governance.

II. Major functions:

Under the technical guidance of Monitoring & Evaluation Manager and Regional Forest programme coordinator; The Monitoring & Evaluation Officer will be responsible for coordinating the systematic monitoring of the progress and impact of the WWF East Africa Regional Programme, focused on the design, implementation and reporting of a programme monitoring plan. Responsibilities also include preparation of annual work plans and supporting reporting and evaluation cycles. The over-riding aim is to ensure that indicators required meeting both donor and internal reporting and evaluation commitments are consistently met, measured and reported. In support of this, the officer works closely with the programme staff team, partners and third party researchers to ensure that routine data collection protocols are maintained.

III. Major duties and responsibilities:

- Prepare, or revise as appropriate, a comprehensive programme monitoring plan, based on relevant programme documents, funding proposals, log frames and other relevant planning documents;
- Support the Programme Coordinator by taking the lead in developing and monitoring progress of annual work plans;

- Maintain a master spreadsheet database for monitoring all progress and impact indicators for the programme, ensuring the database is updated semi-annually through collective process involving programme team members, ensuring all are conversant with their roles and responsibilities on the same;
- Ensure that programme colleagues and member countries are trained in, and aware of, routine monitoring information and data requirements, monitor actual performance on collection of that data by the said team, and keep the Programme Coordinator updated on a quarterly basis;
- Oversee the identification and engagement of third party contracted consultants, researchers or partners in meeting data collection needs of the monitoring plan, where needed, including drafting of contracts;
- Co-ordinate timely preparation by other team members and partners of inputs required for technical progress reporting for the WWF network and other donor requirements, and submits in timely fashion to the Programme Coordinator;
- Support the Communications Officer in production of programme status brochures and dashboards, to share progress and impact data with stakeholders and interested third parties; advise on risk-based approaches to managing projects
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; revising it where appropriate, and preparation of best practices and lessons learned;
- Under supervision of the Programme Coordinator, support the process of identifying, contracting and overseeing mid-term and final project evaluations, and ensuring outputs and recommendation from the same are shared with the staff team and other stakeholders as relevant, and incorporated into annual work plans and future project design, as appropriate;
- Routinely collect information and photographs during field visits to enable reporting of individual ‘success stories’ relating to community members that have benefited from WWF Community Forest Enterprises initiatives;
- Participates and provides technical input in preparation of annual programme budgets;
- Ensuring adherence to Network Standards including championing safeguards and social policies
- Any other duties as may be required from time to time by the Programme Coordinator or TCO M&E Manager

IV. Profile:

- Minimum Bachelor’s degree in Forestry/ Forest Economics or Forest Biology. Master’s degree will be an added advantage;
- At least 5 years working experience in monitoring and evaluation relating to natural resources management initiatives and/or project cycle management;
- Experience, training and knowledge in the field of forest conservation monitoring, including both data collection and analysis will be a particular added advantage;
- Experience in ecological and/or socio-economic monitoring or research, including of miombo woodlands, coastal forests habitats and/or household socio-economics, and/ or community knowledge, attitudes and practices etc. will be an added advantage;
- Experience of working with CSOs, CBOs, women and youth in Village Forest reserves, TFS and forest reserves within core protected areas such as national parks.
- Proven ability to work independently and deliver high quality, timely outputs; and with excellent interpersonal skills and good teamwork spirit;
- Experience in writing project technical reports and preparing monitoring plans;
- Willingness to participate in field activities and travel to remote areas within the region;

- A high level of computer literacy and knowledge of standard computer software packages such as Word and Excel. Knowledge of databases (Access); GIS software, particularly the Arc suite; and socio-economic data analysis software such as SPSS would be an added advantage;
- A high level of oral and written fluency in both Kiswahili and English.

VI. Working Relationships

Internal: Working closely with the East Africa Regional Forest programme in 5 countries; Tanzania, Kenya, Uganda, Mozambique and Madagascar and SADC region, Interacts and works closely and on a regular basis with the WWF TCO team.

External: Liaising closely with relevant partners EAC, SADC CSOs and CBOs within EAC member countries (Tanzania, Kenya, Uganda) and SADC region (Madagascar and Mozambique).

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.