

MONITORING AND EVALUATION OFFICER SCOPE OF WORK

Job Title:	M&E officer
Staff name:
Department:	Programs
Budget responsibility	Moderate
Immediate Superior:	Programs Manager
Location:	Geita - Tanzania



Introduction:

Health Promotion Tanzania, commonly known as HDT is a local not-for-profit Non-Government Organization (NGO), legally registered in Tanzania bringing over 10 years of experience in managing Reproductive, Maternal, Newborn and Child Health through community-based interventions and strategically tailored advocacy. Over the 10 years, HDT has constantly envisaged to improve the lives of mothers, children, and adolescents through its operation using a result-based human centered approach to plan and implement innovative, community and national level-based interventions that have proven to yield positive outcomes. Health Promotion's experience is informed by community experience through our field based offices, national level through our engagement in national policy, strategy and budget processes and internationally through our partnership in ACTION Global Health Advocacy Partnership (www.action.org). This blend of experience is not always easy to find among local organization peers.

Our core Values

Innovative: Being dynamic and inventive in promoting solutions that address the health needs of our clientele and partners.

Accountable: Being accountable in all our undertakings to our partners and stakeholders in the communities in which we build relationships.

Cost Effective: Being cost conscious and ensuring that our work adds value to the community that we serve at fair price.

Respectful: Being reverent to and acknowledging the diversity of culture and ideas while upholding our philosophy of respect for the equality of human beings and their rights to economic political social and cultural freedom.

Job summary: Monitor and Evaluation officer position is very crucial to the success of AFYA YANU Project. She/he is expected to have a clear understanding of the Project Objectives and approaches and ensure the same is well communicated to other project implementers including Health Facility Supervisor, community Health Workers, village Health Committees and LGA structures. The position requires a high degree of integrity Professionalism, flexibility and perseverance, as well as the ability to anticipate identity and resolve problems in the field. She/he has to ensure implementation process is flowing in the right direction effectively to achieve objectives timely.

The Monitoring and Evaluation (M&E) Officer will play a crucial role in ensuring effective planning, monitoring, and evaluation of the AYG RMNCAH project in accordance with the organization's goals and objectives. The M&E Officer will be responsible for collecting, analysing, and reporting data to support evidence-based decision-making and program improvements

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Key Responsibilities.

1. M& E development and implementation

- Develop and maintain a database for tracking project indicators and results
- Use / Implement the M&E framework, tools, and systems for the project.
- Participate in project activities planning session
- In consultation with SBCC and ASRH officer, set format and timeframe for project deliverables, indicators, collection, storage and reporting.

2. Data collection and analysis

- Ensure the accuracy and reliability of collected data
- On a monthly basis, analyse data to assess project progress, identify trends, and generate insights
- Lead all the data collection activities, including surveys, interviews, and focus group discussions at the field level.
- Conduct monthly internal DQA to ensure quality of data collected and maintain proper data storage.

3. Reporting

- Prepare M&E reports for project stakeholders, including donors and management, and share findings and recommendations with project teams to inform decision-making
- Compile success stories, lessons learned, and best practices to showcase the project's impact.
- Ensure precautionary written alerts to the ASRH and SBCC officer in cases where some or all of the planned performance trends are not going according to plan

4. Evaluation

- Utilize evaluation findings to make recommendations for program improvements
- Plan and conduct periodic evaluations and assessments to measure the project's outcomes and impact

5. Learning and Knowledge management

- Collaborate with other organizations and networks to stay updated on M&E trends and innovations.

6. Other qualifications

- Must have a valid driving license for at least class A, B and D (able to ride motorcycle)
- Familiarity with Geita environment will be an added advantage
- Flexible to travel from time to time depending on field tasks assigned.

Education and Experience qualification;

- Applicants must have at least bachelor degree in monitoring and evaluation, statistics, project management or any other related profession.
- Applicants must have at least two years of experience in monitoring and evaluation.