



MWAMBAO COASTAL
COMMUNITY NETWORK
TANZANIA

Mwambao Coastal Community
Network Tanzania
P.O.Box 6005/1075
Plot 89, Chumbageni, Mtupia
Street, Block F, Tanga
Tanzania



MCCC Ltd
Marine & Coastal Community
Conservation Zanzibar

P.O.BOX 3810,
Zanzibar.
Physical address:
Plot # 32/155;
Round-About-Fumba Road;
Mombasa,
Zanzibar, Tanzania

Job title:	Monitoring, Evaluation, and Learning Officer
Supervisor:	Head of Monitoring, Evaluation and Learning.
Duty Station:	Tanga, Tanzania with occasional visits to Unguja, Zanzibar.
Start Date:	June 2024

1. INTRODUCTION:

Mwambao Coastal Community Network was established in 2010 to help communities in Tanzania's coastal areas develop strong and effective local resource management systems that support livelihoods and sustain marine ecosystems. Mwambao works to empower local communities and enable them to learn from each other through a community-based network spanning different coastal areas and communities. This network structure fosters learning as well as collective action on shared interests such as influencing policy.

Mwambao has emerged as a leading actor in facilitating community-based marine management in Zanzibar as well as north-eastern Tanzania working with a number of key international partners. Mwambao takes a rights-based approach to implementing measures that improve reef ecosystem health, improve the sustainability of key fisheries, improve local well-being through the inclusion of fishers into their fishing ground management and provide opportunities to engage in other livelihood activities. Mwambao is currently engaged with the East African Crude Oil Pipeline project that aims to build the marine co-management capacity of MCHOMAPUNDA CFMA. The work proposed here is designed to supplement and complement that project and in particular focus on the restoration of coral reef and mangrove habitats as well as focused livelihood restoration activities that are designed around access to eco-credit and value-addition for marine-based products.

Mwambao is seeking a full-time Monitoring, Evaluation and Restoration Officer to join the team in monitoring our efforts in restoration and community sustainable resource management, under the direct supervision of Mwambao's Head of Monitoring, Evaluation and Learning. The work will be carried out in the Chongoleani peninsula which covers all communities based in the MHOMAPUNDA Collaborative Fisheries Management Area (CFMA) which encompasses 5 Beach Management Units (BMU) under the project entitled 'Biodiversity Offsetting and Livelihood Restoration for communities of the MCHOMAPUNDA Community Fisheries Management Area' with majority funding by the East African Crude Oil Pipeline Project.



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2. SUMMARY:

The Monitoring, Evaluation, and Learning (MEL) Officer will be responsible for supporting the Mwambao Coastal Community Network Tanzania (MWAMBAO) in monitoring and evaluating the impact of their coastal management programs. The officer will play a crucial role in developing and implementing the MEL system, tracking project activities, and ensuring that strategic targets are met. The MEL Officer will also provide support in research design, data collection, analysis, interpretation and reporting.

3. ROLES AND RESPONSIBILITIES:

He/she will monitor and evaluate Mwambao coastal management programmes in Tanga Region. He/she will report to the Head of MEL in planning, monitoring and reporting. As a part of the MEL team, the MEL Officer will serve as a leader and mentor to the Mwambao field teams and provide MEL support. Key responsibilities include:

Technical

- Develop and implement the monitoring and evaluation system for MWAMBAO project activities that help the organisations understand the impact of programs and whether strategic targets are being met.
 - a. Understanding Mwambao partners' MEL needs and format required
 - b. Research different methodologies and compile best practice research
 - c. Develop and lead training for the field teams and enumerators
 - d. Chasing and collating ME information for each community and the organisation, for various Mwambao ME needs.
 - e. Creating tables for input and pivot tables/charts, updating.
 - f. Creating forms for entry of information (KOBO forms)
 - g. Cleaning and analysing information that is collected by the field teams
 - h. Interpreting findings and writing reports
- Work closely with the Head of MEL, CEO, Chief Technical Officer, Scientific Restoration Manager and Head of Programmes in the development and oversight and monitoring of all work plans and indicator tracking tables.
- Support the Head of MEL, CEO, Chief Technical Officer, Scientific Restoration Manager, and Head of Programmes in project/narrative reporting to donors, ensuring narrative reports are delivered to donors by contractual deadlines.
- In collaboration with the Head of MEL, CEO and Chief Technical Advisor, Scientific Restoration Manager to help to strengthen partnership relationships of strategic importance to the organisation's growth and success, providing MEL information where necessary
- Contribute to an organisational biannual narrative report. Collaborate with the CEO, Scientific Restoration Manager, and Head of Programme to ensure weekly and monthly reports for each Field Officer and assist with the design of a template for these reports.
- Development of Mwambao Data Collection and Management Protocol and systems, with the support of Head of MEL, Technical Advisor, and Scientific Restoration Manager.



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- Develop and maintain Mwambao data storage systems including google drive and airtable.
- Support the management and collection of the daily activity reports to ensure that all stakeholder engagements are logged.
- Any other task to assist the team, especially in the formatting and checking of reports, and support with developing Mwambao gender policy and implementation within its programmes.

Development

- As required and in line with approved strategic plans, contribute to and support the development of funding proposals, ensuring the accuracy and appropriateness of work planned in Tanzania

Budgeting and Reporting

- Contribute to the production of annual work plans and budgets, in line with annual project budgets and anticipated outcomes
- Ensure full compliance with Mwambao position statements, protocols, policies and procedures, ensuring work is done to high quality and within fund budgets

Other

- Undertake regular travel to project sites, Tanga region relevant conferences and international meetings as required
- Support a culture of excellent communication, sharing of knowledge, lessons learnt and best practices and collaboration between project staff, wider Mwambao team members, supporting partners and other stakeholders as appropriate
- Undertake any other tasks commensurate with the position that may be requested from time to time by Line Manager.

4. QUALIFICATIONS

- Not less than 3 years experience in Natural Resource Management (marine experience an advantage) in the WIO region
- B.S. or B.A. Degree/diploma level education in marine science, monitoring and evaluation
- Basic knowledge of statistics

5. SKILLS

- Proficiency in Microsoft Word, Excel, PowerPoint, and the production of pivot tables and graphs
- Fluent written and spoken English and Kiswahili is required
- Proficiency in the use of data storage systems such as google drive and cloud-based database management systems



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- Able to work as part of a team but confident to work independently
- Data collection skills including facilitation skills in focus group discussions and mobile data collection experience
- Data analysis skills
 - o Knowledge of R-studio or another statistical package (would be an advantage)
 - o Stata analytical skills
 - o Tableau visualisation skills
- Basic data analysis and interpretation skills, including presentation of results in bar charts and graphs
- Scientific report writing skills, including introduction, methodology, results, and conclusions, and the ability to read and interpret scientific papers
- Thoroughness and attention to detail
- Ability to design new methodologies for ecological monitoring based on best practice
- Familiarity with the interpretation of maps showing marine resource distribution

6. EXPERIENCE

- Prior experience in managing the design and collection of ecological and social data from field activities
- Prior experience in mentoring/training staff
- Prior experience in quality control of data collection and organisation of spot checks in the field, ideally in a marine or fisheries context
- Experience working for an NGO or research institution would be desirable
- Prior experience in basic data analysis and interpretation, and presentation of results in bar charts and graphs
- Prior experience in designing new methodologies for ecological monitoring based on best practices.

7. KEY RELATIONSHIPS:

Reporting to: Head of Monitoring, Evaluation and Learning

Key relationships within Mwambao- Head of MEL, CTA, Data manager, Scientific Restoration Manager, Head of Programmes, Programme Coordinator.

In addition to the above qualifications, skills, and experience, the ideal candidate should also be committed and a quick learner.

To apply for this position, please submit a CV and Cover Letter (max 2 pages) and [complete this form](#) by 2nd May 2024.

The cover letter should include why you are interested in this position with MWAMBABO and emphasise how your skills and experience match those required for the job. Only candidates who meet the requirements for this position will be contacted for an interview.

More information about MWAMBABO can be found at: <http://www.mwambao.or.tz>



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8. Our Mwambao Values

Employees of Mwambao are expected to subscribe to Mwambao values:

- Being a Change pioneer:
 - Provide new and constructive outlooks and solutions
 - Mwambao leads in pioneering creative new approaches and interventions.
- Promoting Community stewardship of the environment
 - Bottom-up approach
 - Community-based planning and implementation
 - Responsible caretaker of the environment.
- Upholding the values of Accountability and Responsibility:
 - Responsible for carrying out what you commit to, to the best of your ability
 - Demonstrate accountability and integrity in funds management while encouraging accountability in others.
- Promoting Fairness and Equity in all our work:
 - Declare any conflict of interest
 - Transparency and shared decision making
 - Observe the rule of law
 - Observe ethics
 - Promote Equality and respect
 - Equal treatment at all levels, all gender, all ages. Fair decision-making - Fair recognition and respect of commitments at all levels.