Terms of Reference (ToR)

Senior Monitoring, Evaluation, & Learning (MEL) Officer

Program: Human Development Innovation Fund (HDIF)
Reports to: Monitoring, Evaluation, & Learning (MEL) Specialist
Location: Dar es Salaam, Tanzania

1. Program Background

The Human Development Innovation Fund (HDIF) is a UKAID challenge fund programme managed by a Palladium Group-led consortium in Tanzania.

HDIF aims to identify and support innovative and market-driven solutions that have the potential to create social impact in Education, Health and Water, Sanitation and Hygiene (WASH) across Tanzania. With a focus on private sector actors and the effective utilization of public-private partnerships, HDIF seeks to catalyse the development, testing, and scaling of innovative models of service delivery, information and communication technologies for development (ICT4D), and product solutions in the 3 key sectors.

HDIF works in close partnership with the Tanzania Commission for Science and Technology (COSTECH) to transform the innovation ecosystem by providing technical assistance and promoting active knowledge management and sharing.

The project is expected to facilitate the uptake of innovative solutions to improving the quality products and services through a value for Money approach to basic services in the public and private sectors. By these, HDIF strives to create social impact through innovation for the less advantaged people in Tanzania.

The following are three main components of the programme:

- Inspiring quad-aligned networking and strategic awards that cultivate the innovation ecosystem in human development.
- Catalyzing the diffusion of innovations in human development.
- Transforming the focus and quantity of evidence available to key stakeholders on the adoption of innovation in human development.

Further details can be obtained from http://www.hdif-tz.org

2. Outline of the Position

The Senior MEL Officer will manage the Program Information Management System (PIMS) and provide support in HDIF knowledge management and the measurement of the program's performance. The Senior MEL Officer will also support HDIF reporting to the donor.

3. Primary Responsibilities

The Senior MEL Officer will have the following responsibilities:

Manage Program's Information Management System/ Positive Impact Measurement System (PIMS)

a) Ensure timely storage of program's data and information in the system;
b) Ensure quality of information uploaded/stored in the system;
c) Provide support to program staff in using the system;
d) Identify system improvement needs;
e) Identify and address staff training needs related to the system; and
f) Generate monthly reports from PIMS and facilitate discussions on the reports with the program team.

HDIF Program Performance Measurement

a) Support HDIF Program Managers in conducting Innovation Adaption Assessments for grantees;
b) Support HDIF Program Managers in extracting information from grantees quarterly reports to feed into HDIF Program performance;
c) Support HDIF's Communication Specialist, Deputy Team Leader, Strategic Partnership Advisor, and Technical Manager in collating data/information for HDIF's Output Indicators and facilitate monthly reflection sessions to assess and improve the quality of collated information;
d) Design and coordinate surveys (online or otherwise) intended to collect data for some of HDIF program indicators; and
e) Support the development and revision of the program's data collection tools and associated instructions

HDIF Program Knowledge Management (KM)

a) Manage the documentation of data sources for the program's performance and
b) Provide support in the implementation of the program's KM strategy

MEL support to grantees

a) Manage accurate project performance measurement by grantees;
b) Ensure quality project performance reporting by grantees;
c) Work with HDIF Program Managers in conducting grantees data quality assessments;
d) Develop and implement grantees data quality improvement plans;
e) Provide support in the preparation and execution of grantees annual reviews; and
f) Provide support in documentation of lessons from the grantees.

4. Key competencies, education and professional expertise required

Qualifications and experience

This position requires experience in project monitoring, project evaluation, managing information systems, reporting & documentation, and good writing and editing skills. The ideal candidate should be detail-oriented; able to work under minimum supervision, prioritize and take on challenging initiatives; organized and feel comfortable working with people from diverse backgrounds. Additional requirements are listed below.

Required:

a) A Bachelor's Degree in at least one of these areas: Monitoring & Evaluation, Information Systems/Computer Science, Economics, Statistics, Project Management, Business Studies;

b) At least 5 years of experience, and a minimum of 3 years working in a Monitoring and Evaluation position within relevant organizations and programs, preferably in the private sector (CSOs, NGOs, financial institutions), development partners, or donor funded programs in Education, Health or Water and Sanitation;

c) Experience in managing electronic information systems or databases;

d) Competence in the usage of computers and Microsoft Office (Word, Excel and PowerPoint);

e) High level fluency in English language writing and verbal communication; and

f) Open mindedness and excellent interpersonal skills.

Preferred

a) Postgraduate Degree

b) Knowledge and understanding of qualitative and quantitative evaluation methodologies and strong analytical skills preferred;

c) Experience in building and maintaining M&E systems; and

d) Experience in media monitoring and social media analytics.

Application procedure

Please apply by submitting a curriculum vitae and covering letter online to info@hdif-tz.org. Deadline for applications is **2 May 2018.**

Note: This position is open to Tanzanians only