



# 1. JOB TITLE: MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING MANAGER

## 1.0 Introduction

The Tanzania Human Rights Defenders Coalition (THRDC) is a non-governmental, non-partisan human rights organization registered under the Non-Governmental Organizations Act of 2002 in Mainland and as society under the Societies Act of 1995 (Act No. 6) on part of Zanzibar. It is a Human Rights Defenders umbrella organization with a total of 292 member organizations from both Tanzania Mainland and Zanzibar. Its membership and representation in terms of operations and thematic is spread through 11 designated zonal coordinating units and 14 members thematic areas all over the United Republic of Tanzania respectively. The long-term goal of the Coalition is to see a free and secured environment for human rights defenders in Tanzania, and to ensure HRDs in Tanzania carries out their essential work free from harm and repression, in accordance with the UN Declaration on Human rights defenders of 1998.

The ultimate result of all these, as this Coalition visualizes, is a contribution to the creation of safer working environment for the HRDs. HRDs are organizations or individual who work to protect and promote other rights including Journalists, Lawyers, Human Rights Institutions etc. THRDC on its daily programs conducts various interventions aiming to secure HRDs working environment at various levels and capacities. Among others some key interventions include the empowerment programs, advocacy, and engagement work (locally, regionally, and internationally), and protection services provision to HRDs (medical, legal representation, evacuation, and relocation).

## 2.0 About this Position

The main role of the MEAL Manager will be to support the THRDC team on programs management including development of quality, timely, accurate data to inform program planning, result oriented reporting, program performance, donors reporting and statutory compliance. The MEAL Manager is responsible for planning, designing and implementation of a quality, comprehensive and integrated MEAL system that meets

THRDC and donor standards Also, will promotes a culture of learning and accountability in all THRDC offices. The MEAL Manager will ensure that evidence is available for quality improvement, programme learning, donor reporting and to address beneficiary feedback and complaints. Therefore, THRDC is looking for a MEAL Manager who is knowledgeable, energetic, self-motivated, proactive, result oriented to serve the purpose. The MEAL manager will work under the supervision of the Director of Program and Operations (DOP). The incumbent workstation will be at THRDC main offices in Dar es Salaam with minor movements to Zanzibar Sub-office and THRDC zonal coordination units across the country.

## **2.1 Roles and Responsibilities**

- i. Lead, develop and operationalize Monitoring, Evaluation and Learning (MEAL) frameworks including strengthening monitoring plans, systems and processes for systematically collecting, documenting, storing, reviewing and using quantitative and qualitative data and information to enhance programs delivery.
- ii. Supports the project executants on the conception and tracking of the program's lifetimes strategic plans and expected results.
- iii. Coordinate the internal biannual and annual programs implementation reflective and learning sessions
- iv. Contributes to programme management through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning, adaptation and decision-making.
- v. Supports the program executants in annual planning and budgeting of all projects and programs in the portfolio
- vi. In close cooperation with program officers supports the development of good quality reports in line with the agreed timelines and template and where necessary input into individual donor reports.
- vii. Coordinates knowledge management, learning and sharing practices, including the preparation and documentation of best practices and lessons learned.
- viii. Lead MEL capacity building activities, including building technical capacity of partners and program teams by providing/seeking training opportunities and coordinating collaboration and learning around MEL approaches across the programs, and in particular build capacity and assist in rolling out relevant Means of Verification tools and as required,
- ix. Supports the project executants on proposal development as part of fundraising efforts for the implementation of the Coalition's strategies.
- x. Coordinates the mainstreaming of Result Based Management for the different Coalition's portfolio
- xi. Ensures all programs are designed and managed according to the Coalition's operational strategic plan
- xii. Coordinates and supervises the design, implementation and utilization of independent evaluations, impact (outcome/output) assessments and periodic/targeted internal reviews of the projects. This involves management of consultants and development of workplans to ensure agreed evaluation recommendations are implemented.
- xiii. Develop and update the MEAL systems and tools
- xiv. Ensure that comprehensive MEAL practices are incorporated in each phase of the program/project cycle.

- xv. Observe, identify and duly communicate the worrying positions, underperformances, monitoring vulnerabilities and blindspots to the Director of Programs and Operations and suggest performance rectification measures;
- xvi. Work closely with program officers and Resource Mobilization and Investments Manager to design/review of the new grants' opportunities log frame, investment plans and projects' MEAL plans.
- xvii. Contribute to the preparation of data collection methods and methodologies, timelines, and tools.
- xviii. Ensure that MEAL data is collected, used, and stored in adherence to data protection \ protocols and ethical considerations.
- xix. Contribute to MEAL strategy development through active participation in MEAL planning and development.
- xx. Produce analytical reports and summaries using charts, graphs, tables, and narratives to fulfill internal and external reporting requirements.
- xxi. Support on writing the MEAL section updates on weekly, monthly/quarterly basis.
- xxii. Report on selected indicators analysis periodically.
- xxiii. Frequently (and/or upon request) deliver snapshots and data briefs to communication and fundraising teams to facilitate the internal and external communication and information flow processes.
- xxiv. Assist the Program Director and external consultant to ensure that evaluation prerequisites are available and accessible.
- xxv. Establish internal and external "Feedback and results sharing policy"

### 3.0 Required Qualifications

- i. University degree in Social Science, Project Management, Economics, Business Administration or related fields, A master's degree in related field will be added advantage.
- ii. Advanced training and knowledge in the related fields of Planning, Monitoring, Evaluation and Learning.
- iii. At least 5 years working experience in MEAL related human rights, social-economic issues and/or development context.
- iv. Experience with practical field implementation of the result-based management-oriented monitoring system.
- v. Knowledge and experience in working with projects funded by multiples donors is an advantage.
- vi. Knowledge of program design, monitoring, evaluation and learning including designing Log frame and/or or similar frameworks, indicators at various levels, and designing programme baselines, midterm and end term evaluations
- vii. Above 5 years of working experience in senior position with responsibilities on areas of programme development & quality, monitoring and evaluation, assessments or research.
- viii. Excellent understanding of different components of MEAL and skills in managing MEAL systems.
- ix. Excellent experience in analysis of research findings, reporting and presentation of results.
- x. Sound conceptual understanding in advancing gender equality and inclusion in programming and at workplace.
- xi. Experience of, and commitment to, working with human rights defenders, government and donor community.

- xii. Previous experience managing a team, with proven capacity to supervise, train and coach staff.
- xiii. Excellent documentation and report writing skills.
- xiv. Excellent communication skills, in written and spoken English and Swahili.
- xv. Good management and coordination skills, and experience in technical project implementation.
- i. Excellent interpersonal skills and good team spirit.
- ii. Experience in writing project reports and management plans.
- iii. Willingness to participate in field activities/surveys and travel to remote areas within and outside the country.
- iv. Ability to observe deadlines, accuracy and attention to detail.

Application process Interested qualified Tanzanian should submit cover letter and CV through the addresses below not later than **31st of January 2025**.

To:

**The National Coordinator,  
Tanzania Human Rights Defenders Coalition,  
P.O BOX 105926,  
Dar es Salaam.**

Or via

[info@thrdc.or.tz](mailto:info@thrdc.or.tz)

Only shortlisted candidates will be contacted for further procedures

NB: Tanzania Human Rights Defenders Coalition is a free and fair entity and therefore encourages all qualified Tanzanians to apply for this position.