

Monitoring & Evaluation Coordinator

Location: Mwanza, Tanzania

DESCRIPTION

The Touch Foundation is a not-for-profit organization dedicated to improving access to quality, basic healthcare in sub-Saharan Africa. Touch emphasizes the development of educational infrastructures, expansion of the health workforce, and consideration of health systems solutions. For more information about Touch Foundation, please visit our website www.touchfoundation.org.

We are seeking a Monitoring & Evaluation Coordinator to develop and implement a robust monitoring and evaluation system to track, monitor and provide feedback on an expanding set of programs in Tanzania.

ESSENTIAL JOB FUNCTIONS:

The Monitoring & Evaluation Coordinator is responsible for guiding the overall M&E strategy and systems implementation to provide robust information to program stakeholders, partners and organizational leadership. Timely and relevant data will inform decisions on program management, policy and strategy development, satisfy donor reporting requirements and enable future funding decisions.

The M&E Coordinator will collaborate with organizational leadership, program team members, funding and program implementation partners and key stakeholders to design, implement and coordinate a robust set of M&E systems.

RESPONSIBILITIES AND TASKS

Establishing the System

- In collaboration with program leadership and staff, develop and M&E plan and toolkit, particularly in the areas of the objectives, indicators and monitoring mechanisms.
- Develop the overall framework for M&E per project area, including the overall plan, objectives, processes and procedures, data collection and reporting systems.
- Travel to regional and district hospitals to develop and implement system
- Guide the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets, workplan and budgets. Design performance reports.
- Confirm the information needs of program leadership, donor and partner institutions.
- In collaboration with variety of stakeholders, set out the framework and procedures for the evaluation of each project activities.
- Inform the development of the Annual Workplan and Budget
- Review the M&E plans, approaches and information systems management of implementation partners and agree on any required changes, support and resources.

- Ensure that all vendor and partner contracts include specifications for the internal monitoring requirements and reporting systems.
- Develop a plan for project-related capacity-building on M&E and identify any support that may be required.
- Organize and undertake training with program staff and stakeholders in M&E skills, including participatory aspects.

Implementation of M&E

- Gather data; create and analyze monitoring reports, evaluate for impact and to identify the causes of potential problems and actions needed.
- Undertake regular site-visits to support the implementation of M&E and to adapt plans and processes as needed.
- Collaborate with staff and implementing partners on qualitative and quantitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities.
- Plan for regular opportunities to identify lessons learned and implications for the project's next steps.

Communication

- Prepare reports on M&E findings, working closely with program and finance teams and stakeholders.
- Review reports with team and leadership to inform fundraising efforts and external communications.
- Guide the regular sharing of M&E findings with project staff, implementing partners and primary stakeholders.
- Make regular reports to leadership, highlighting areas of concern and preparing the documentation for review, including recommendations on corrective measures to implement.
- Ensure that monitoring data is reviewed and discussed in the appropriate forum and in a timely fashion in terms of implications for future action.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Senior Vice President, Managing Director

In consultation with: CFO; Head of External Affairs, Tanzania

Partners / Primary Stakeholders: USAID; Implementation Partners; Host Institutions

QUALIFICATIONS OF SUCCESSFUL CANDIDATE

Knowledge, Education and Experience

Candidates should have a minimum of 5-7 years of relevant experience including:

- Advanced degree in a field related to international development and/or management in field research

- International development, program management, performance management, preferably in a USAID-funded context
- Demonstrated experience in designing and implementing M&E systems, including performance tracking, impact evaluations, statistical sampling, indicator development, survey/questionnaire design, interviewing techniques, and quantitative and qualitative data analysis
- Training in M&E development and implementation
- Capacity-building of M&E methods and systems with multiple stakeholders
- Information analysis and report writing.

Skills

- Strong analytical, leadership, organizational and problem solving skills
- Excellent attention to detail
- Results oriented
- Ability to proactively take initiative and drive assignments to completion independently
- Strong written and oral communication skills
- Ability to proactively work independently and as an effective team member
- Comfort with managing multiple assignments in a dynamic, developing nation context
- Capacity to contact and interact openly, honestly, and professionally with individuals in a culturally appropriate manner

LIVING CONDITIONS/ENVIRONMENTAL CONDITIONS:

The position is based in Mwanza, Tanzania.

Touch Foundation team members represent the organization both during and outside of work hours when deployed in a field posting. Staff are expected to conduct themselves in a professional manner and respect local laws, customs and Touch Foundation's policies, procedures, and values at all times and in all in-country venues.

Touch Foundation, Inc. is an equal opportunity employer (M/F/D/V).

TO APPLY

Qualified candidates should send a cover letter and resume to Touch_Foundation_Jobs@McKinsey.com