

JOB VACANCY

Monitoring and Evaluation – officer

About PASS Trust:

In 2000 the Private Agriculture Sector Support (PASS) was established by the Government of Tanzania and Government of Denmark as a pilot project facility under the Agriculture Sector Programme Support (ASPS I) funded by Danida. PASS became operational in 2001 and in 2003 continued as a facility under Agriculture Sector Programme Support II (ASPS II). In 2007, PASS was registered as an autonomous legal Trust and became a component of the Business Sector Programme Support III (BSPS III) and since 2013 the Business Sector Programme Support IV (BSPS IV).

PASS is offering a range of Business Development Services (BDSs) and agri-financial services in agriculture development. The range of BDS services provided include feasibility studies and business plans for prospective bank clients, farmer groups formation, farmers and agribusinesses capacity building (training), facilitate contract farming and other market linkages, linking guaranteed beneficiaries with other development partners and commercial enterprises in the provision of specialized BDS services such as good agricultural practices (GAP) and extension services.

Position Details

Job Title : Monitoring and Evaluation (M & E) – officer
Reporting to : Monitoring and Evaluation Manager
Location : Dar es salaam

Responsibilities:

M&E Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, and learning framework of the Trust. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Business Development team. He/she will also provide technical assistance to the Business Development Team, particularly in relation to monitoring, reporting and governance issues.

Specific Responsibilities

- Assist in the revision of the log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the Trust Work Plan and keep it updated in accordance with Trust activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support progress reporting, mid-term reviews and final evaluation.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using

M&E findings.

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide to the Management information required for decision Making
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the M & E Manager and EXCo.

Qualifications and Experience:

1. Education:

First level university degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.

2. Experience:

- Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of international development projects.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.

3. Competencies:

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Familiarity with impact assessment an advantage
- Familiarity with some of the substantive issues handled by the project such as labour inspection, labour law enforcement, social dialogue.
- Good knowledge and experience regarding gender mainstreaming.
- Demonstrated ability to liaise and negotiate with government and social partners.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy

How to Apply

PASS Trust is an equal opportunity employer and the position is open to all qualified candidates should submit a CV and cover letter explaining how the experience detailed CV in the will contribute to the requirements of the position. The CV and cover letter should be sent to on or before 28th January, 2021 through <https://www.pass.or.tz/vacancies> and click **APPLY NOW** button to upload and submit your proposal.

Unfortunately, due to the large volume of applications we receive, we will not be able to respond to each individual candidate. Women are strongly encouraged to apply. only shortlisted will be contacted.