



GREENING EARTH FOUNDATION
REGISTRATION NO: I-NGO/R/1994

P.O. BOX 237, PLOT No. 189, BLOCK "F" MWAYUNGE, IGUNGA TABORA, TANZANIA,
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Position title: Monitoring and Evaluation officer:

Report to: Projects Director

Location: Igunga

Position type: Full-time

Position Overview

The Monitoring and Evaluation Officer will plan for the monitoring and evaluation strategy for our landscape restoration and socio-economic development projects. He/she will track project progress, collect information and analyze data and report the project's progress.

The successful candidate will ensure that tracking systems accurately capture both ecosystem recovery (e.g., biodiversity, soil health) and human impacts (e.g., livelihood improvement, community resilience).

Area	Objectives	Measures
Promote ecological restoration	• Increase vegetative cover • Increase water infiltration • Increase bio diversity	• Reduced agent of erosion • Number of vegetation per unit area
Improve living conditions and health	• Improve family health • Reduce aberrant behaviour	• Reduce diseases causing agent • Increased social responsibility
Strengthen the local organization	• Increase social cohesion	• participation in social development
Improve family income	• Increase income per family significantly above poverty level.	• Average income per family per year • Sustaining of basic needs per family
Improve primary and secondary education	• Increased level of education • Awareness creation on environmental conservation	• Enrolment rate and dropout rate • Number of youths involved in environmental conservation

Responsibilities:

The Job holder will provide technical support to all the functions of Greening Earth project so as to ensure that the implementation of the Organizational Strategic Plan (logical framework) meets the highest standards, and in particular;

- a) **Monitoring** – Take lead in the design and implementation of a monitoring framework to track delivery against GE Project goals and objectives.
- b) **Evaluation** – Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement. In addition, facilitate periodic evaluations of GE Project to determine impact levels.
- c) **Reporting** - Provide regularly updated reports to the senior management team (SMT) on the status of implementation against GE Project goals and objectives. The Job holder will also work with the coordinators in preparing performance reports for the Board of Directors. Additionally, the incumbent will work with Project Director to ensure timely and quality Quarterly, semi-annual and annual technical reporting as per Greening Earth standards and donor requirements.
- d) **Knowledge management** - Facilitate ongoing and collaborative learning within GE based on key data from the performance management system for continuous improvement of project delivery.
- e) Collection and analysis of all relevant data on the results and impact of the project
- f) Publish/communicate on a regular basis the progress of the different projects.
- g) Manage the content of the website and other aspects of the visibility of the project.
- h) Organize the communication with other organizations and Institutions.
- i) Donor liaison and proposal writing skills

Key Responsibilities

- **Improve M&E frameworks:**
Design and implement comprehensive monitoring and evaluation plans, including indicators, data collection methods, and reporting procedures.
- **Data collection and management:**
Conduct field visits to collect data through surveys, interviews, focus group discussions, and other appropriate methods.
- **Data analysis and reporting:**
Analyze collected data using statistical tools to assess program effectiveness, identify trends, and generate reports for stakeholders.
- **Capacity building:**
Train project staff on data collection techniques, reporting procedures, and use of M&E tools.
- **Quality assurance:**
Ensure data quality by conducting data cleaning, validation checks, and regular data quality audits.
- **Performance monitoring:**
Regularly track program progress against targets and indicators, identifying areas where adjustments may be needed.
- **Impact evaluation:**
Conduct comprehensive evaluations to assess the long-term impact of programs on beneficiaries and the achievement of desired outcomes.
- **Learning and adaptation:**
Facilitate knowledge sharing and incorporate lessons learned from evaluations to improve program design and implementation.

Specific Duties and Responsibilities

- Leads the development of a comprehensive Monitoring and Evaluation Logical Plan and System for Greening Earth;
- Ensures that all projects adheres to the Programmed Projects Management Standards;
- Establishes effective knowledge management mechanisms including documentation of baselines, outcomes/impacts;
- Make sure Monthly, Quarterly, semi-annually and annual quality report writing and timely submitted.
- Proven hand on field activities and must spend at least 70% of the time in field providing backup to coordinators.
- Take charge of collecting and synthesizing information, updating the monitoring matrix and other monitoring tools in place for the project.
- Assist the SMT in tracking and consolidating of project technical progress reports.
- Working closely with coordinators and provide backstopping and guidance in the performance of the Projects Strategic Plan.
- Assist Project Director in providing support and backup to project evaluations.
- Prepares relevant technical briefing papers and status updates to GE Senior Management Team (SMT).
- Synthesizing strategic reports aligned to the Strategic Plan for presentation to the GE Board.
- Take lead in MEL capacity building activities for GE Project staffs.
- In liaison with the Project director, compile news and produce communication materials to promote the Organization's brand specifically on managing the Website.
- Perform other relevant duties as requested by the Project Director.

Core Qualifications

Education:

- Advance diploma or Degree in Agronomy, Ecology, Environmental science, Development economics, General Agriculture, Natural resource management and or related carriers.

Experience:

- 3+ years of M&E experience in the environmental, conservation or rural development sector.

Technical Skills:

- Ability to design result-based frameworks, establish baselines and analyze both qualitative and quantitative data.

Soft skills:

- English and Swahili fluency, fluency in local language is an added advantage, Participatory facilitation and conflict resolution.
- Strong interpersonal skills with a proven ability to work respectfully across diverse, multicultural, and rural communities.

Care for the ecosystem

- Significant experience with community-led ecosystem regeneration in severely degraded lands.
- Relevant knowledge and experience in rural development (at least 2 years of experience) covering key areas of development: 1. Agricultural development 2. Managing cattle and 3. Improving housing and health related issues.

Curious and open-minded learning

- Open to innovations and finding new ways to get better results.
- Strong ability to share and develop new skills with others.
- University degree is a pre not a requirement.
- Proven hands-on experience and track record is a necessity. Preferably such experience is gained with Greening Africa.

Collaboration

- Able to build strong alliances with the village communities and local government authorities
- Able to build strong alliance with other NGOs, universities and others relevant third parties.
- Able to induce a mind-set shift away from exploitative practices degrading the earth towards practices that create ecological value as the basis for all value.

Resilience

- Able to foster a culture that instils self-determination (agency) and points away from any form of 'monetary compensation-induced' change.

NB: Interested candidate should share their updated profile not more than four pages in PDF form expressing why this position fit for you to before closure of bussiness on 31 August 2026

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