

Consultancy opportunity: Monitoring, Evaluation and Learning (MEL) Specialist

Location: Head Offices of STEP, Wilolesi, Iringa, Tanzania

Introduction and Background:

Southern Tanzania Elephant Program (STEP) is an NGO that works collaboratively to conserve the incredible Udzungwa and Ruaha-Rungwa ecosystems of south-central Tanzania, through targeted support to key protected areas and the communities living around them. STEP is a 10-year-old organisation with a dynamic and young team that has expanded rapidly to manage a range of programmes, activities, and partnerships. Seeking to consolidate and build on the impact of our work, supported by the Hempel Foundation, STEP is seeking an experienced MEL professional for a 3-month consultancy, starting in early March 2025.

STEP is a member of a coalition implementing a major new initiative, the Udzungwa Landscape Strategy (ULS). Together with our partners at local NGO, Associazione Mazingira, a new MEL dashboard in Tableau has been developed for the ULS. Building on this initiative, the consultant will work with selected staff from all departments of STEP to develop a MEL dashboard that covers and incorporates the existing long-term MEL data from all of STEP's programs and collaborative projects across all of our Udzungwa and Ruaha-Rungwa working areas. The consultant will also work with key staff to review and improve all of STEP's MEL practices and protocols across the whole organization; support development of new data collection tools and surveys; and train staff in the updated and improved MEL protocols to ensure that they are fully incorporated into all activities, and that all relevant data are regularly and efficiently fed into the organizational dashboard.

The fee for this consultancy will be competitive and based on experience. All travel expenses will be covered, and accommodation in Iringa will be provided for the duration of the task, which will be for three months.

Duties and responsibilities:

- Development of a world-class MEL programme covering all departments and activities of STEP, including but not limited to:
- Working with STEP Departmental Managers to review, enhance and expand on existing MEL dashboard and indicators, and integrate into a central, state-of-the-art, organization-wide MEL system and dashboard
- Develop efficient M&E protocols and processes and produce a reference guide for all staff
- Conduct training of relevant staff in best MEL practice and use of the STEP MEL dashboard
- Conduct training of relevant staff in MEL data collection tools
- Design, in collaboration with relevant staff, baseline/endline surveys and ongoing monitoring programmes for any new projects that come online during the consultation period
- Provide MEL inputs on reports to donors and partners, utilizing and contextualizing all relevant MEL data on impact of activities

Required qualifications, experience, and qualities:

- Minimum 5 years of experience in managing MEL in the fields of conservation and/or development, utilizing ecological and/or social science data
- Relevant Master's degree or equivalent qualification
- Experience of developing and maintaining a complex MEL database and dashboard; processing and analyzing data, and effective presentation of results in reports and public-facing documents
- Experience designing and implementing baseline and endline surveys
- Demonstrated passion for MEL, improving effectiveness and impact, and commitment to honesty, transparency and organizational integrity
- Demonstrated commitment to training and capacity building
- Effective team worker
- Passion for wildlife and community conservation
- Strong computer literacy and report-writing experience
- Highly organized, excellent attention to detail and able to deliver work to a high standard and meet deadlines
- Fluency in English and Swahili (spoken and written)

Additional qualifications and experience:

- Prior experience with Tableau, KoboToolbox Suite, EarthRanger, ESRI's Protected Area Management Solutions, GIS, and/or R

How to Apply

If you possess the skills and qualifications outlined above, please email your CV (with three referees), academic certificates, and cover letter to applications@stzelephants.or.tz. Please write 'MEL Specialist' in the email subject.

The cover letter should include the following:

- Highlight relevant experience and skills, and any initial ideas on how you may help to take STEP to the next level in terms of measuring its impact.
- Explain why you are interested in this consultancy

The application deadline is **19th February 2025**. Interviews will be conducted shortly after the closing date. Only shortlisted candidates will be contacted.