



A private, nonprofit organization providing development and emergency assistance to Africa since 1970.

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## Operations Research and Monitoring & Evaluation Specialist

Africare is an independent, non-profit organization working to improve the quality of life of the people in Africa. Since 1970, Africare has worked in partnership with 35 African nations to build sustainable, healthy and productive lives and communities. Headquartered in Washington, DC with 1,400 international staff working across 21 country offices, Africare is the largest non-governmental organization working exclusively in Africa. Since 1970 Africare has provided more than \$1 billion in direct aid to Africa for agriculture and food security, health and water and sanitation programs and projects.

Africare is the lead implementing partner to USAID/Tanzania on a \$30 million 5-year nutrition program under Feed the Future. The goal of the program is to improve the nutritional status of children and pregnant and lactating women in Tanzania through interventions in Dodoma, Manyara, and Morogoro regions. In addition to standard performance monitoring and evaluation, the project will include a rigorous operations research component, carried out by the preeminent organization running randomized control trials in development project settings. We are searching for an Operations Research and Monitoring & Evaluation Specialist. *The position is based in Dar es Salaam, Tanzania with regular travel to the three implementation regions.*

### Key Responsibilities and Tasks

The Operations Research and M&E (OR/ M&E) Specialist will report to the Project Director for the program. The OR/ M&E Specialist will provide overall strategic leadership and accountability for performance monitoring and evaluation and will function in a coordination role to ensure the successful implementation of the operations research strategy. The OR/M&E Specialist will work in collaboration with staff and other stakeholders throughout Africare HQ, the Tanzania country office, the project's field offices, and the project's implementing partners. The OR/ M&E specialist also will be responsible for Africare's input to a Feed the Future Unified Baseline Survey covering multiple FTF projects in Tanzania and the oversight and management of project-specific baseline and follow-up survey. The Specialist will manage M&E field staff and short-term survey and operations research hires (such as enumerators, data analysts, etc).

### Duties

- The responsibilities of the OR/M&E Specialist include, but are not limited to:
- Finalizing and implementing the project's results-based M&E plan.
  - Ensuring timely and accurate reporting on indicator-based performance, including performance reports for both USAID and Africare.
  - Managing the mid-term evaluation.
- Facilitating the refinement of the operations research strategy.
- Managing M&E and operations research data.
  - Ensuring data quality, including data provided by partners.
  - Ensuring sufficient management information systems and data quality among partners to facilitate timely and accurate reporting.
- Supporting research partner to conduct operations research as required, for example through the following illustrative tasks:
  - Design of survey questionnaires and other survey tools.
  - Development of data collection protocols.
  - Assistance in management and oversight of survey work.

- Data analysis.
- Literature reviews.
- Management of operational research budget.
- Review of reports.
- Developing and managing the implementation of an information dissemination strategy to ensure lessons learned are proactively integrated into the program.
  - Generating knowledge products and learning materials as required by the strategy and/or as requested by project leadership.
- Producing required reporting content and documents, as stipulated by project's contract.
- Management and oversight of M&E fields staff and short-term survey and operations research hires, for example through the following illustrative tasks:
  - Ensuring that M&E field staff conduct monitoring data collection and reporting in a timely and accurate manner.
  - Providing capacity-building as necessary for M&E field staff to complete their tasks effectively.
  - Ensuring the short-term survey and operations research hires complete their assigned tasks and follow appropriate protocols.

## **Qualifications**

Degree in a related field, such as development (with strong coursework in M&E and related quantitative fields), economics, or statistics, preferably at least at the Master's level.

- At least five years of proven experience in:
  - The planning and implementation of M&E systems.
  - Quantitative monitoring and evaluation methodologies, including experience with experimental and quasi-experimental evaluations.
  - Data management, data quality review, processing, and analysis.
  - Conducting training on M&E topics.
  - Report writing.
  - Understanding of operations research and rigorous evaluation methodologies.
  - Familiarity with nutrition programming in development contexts.
  - Strong management, organizational, and communications skills.
  - Willingness to undertake regular field visits.
  - Fluency in English; proficiency in Kiswahili desirable.
  - Proficiency in data analysis software and other computer processing.

## **How to Apply**

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience. Please send application materials to [tanzaniajobs@aficare.org](mailto:tanzaniajobs@aficare.org) including "OR/M&E Specialist" in the subject line.

This position is opened until filled. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.