

MONITORING, EVALUATION, AND LEARNING (MEL) COORDINATOR (TO51) JOB DESCRIPTION

Salary: TZS 50,582,350 gross per annum. Please see our [Global Salary Scales](#) for more information. This role will be paid at the rate for Grade D in these scales.

Location: Shinyanga, Tanzania

Reporting to: Program Manager (TO51)

Contract: Fixed term contract to January 2026. Full-time, (though we are open to considering applications from those who want to work on a part-time or job-share basis)

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to persons with disabilities. We want to see you at your best and so please let us know if there are any reasonable accommodations at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your employment with ADD.

Job Purpose.

To design, coordinate, and manage the implementation of the monitoring and evaluation, research, and learning framework of the TO51 Project. To develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project.

About ADD International.

ADD is a participatory grant-maker for disability justice. Our Vision is for a world in which ableism no longer exists, and in which disabled people can access their full rights and experience justice. Our Mission is to resource disability justice activists and organisations, nurture lived-experience leadership, and influence fairness in funding so that disability justice movements thrive.

ADD works in solidarity with disability justice movements. We use our position and our networks to make sure resources and opportunities flow to disability justice movements in Africa and Asia.

ADD works with organisations led by people with lived experience of disability and we seek to centre that lived experience in everything we do.

We support disability justice organisations and activists with funding and nurture their lived-experience leadership to build powerful movements for change.

About Task Order 51 (TO51) - Inclusive Education Project

Task Order 51 is a two and a half-year Inclusive Education program implemented as a consortium between four Organizations that is ADD International, Sense International, Light for the World and Tanzania Cheshire Foundation, targeting children with disabilities.

Through the developed and proposed PPPIET model previously, this Task Order 51 will demonstrate the effectiveness of the proposed PPPIET model for potential adoption nationally by the Government of Tanzania, The project will be involved in strengthening the identification, and assessment of children with disabilities through multidisciplinary teams; increasing community awareness on disability and inclusive education through OPDs; strengthening Parent Teacher Partnerships, School Management Committees and school clubs; training teachers in screening and identification, inclusive pedagogy, adapting teaching and learning materials; improving infrastructure and safeguarding through SMC training and funding for renovations.

The project aims at ensuring that no child with disability is left behind, regardless of the type of disability, So part of the focus of the program will be on changing the discriminatory attitudes of the community as well as of teachers and school stakeholders towards children with disabilities. More efforts will be put into deepening and improving approaches to working with schools and communities.

Key Responsibilities.

Programme Support

In consultation with and guidance from the Programme Manager, will:

- Prepare and implement the Disability Inclusion (Task Order 51) MEL plans in support of ADD's mission to tackle the root causes of the barriers to education and wellbeing of people with disability. This will be done while overseeing the activity delivery and monitoring of set KPI in line with result framework, theory of change and logframe as detailed in Task Order 51
- Observe Gender sensitivity in MEL design and planning for the implementation of Disability Inclusion activities.
- Facilitate and support the awareness and advocacy meetings in line with result framework and activity planning.
- Writing, publishing, and disseminating Inclusive Education, learning documents, changed stories as per result framework for the project
- Support preparation of evidenced based and quality reports (narrative) that demonstrate accountability.
- Support the identification, initial assessment, treatment/rehabilitation, and enrolment of children with disabilities accordingly.
- Support the establishment of learning groups/team.
- Conduct training, outreach, and educational presentation on programme/ project activities.
- Undertake any other lawful tasks as may be assigned by the Line Manager

Policy, Research, and Influencing

- Participate in the development of research opportunities that inform ADD International Tanzania on its influencing work.
- Lead the influencing work, including supporting Organizations of Persons with Disabilities to engage with both local and national level officials on the Rights of Persons with disabilities inclusion.
- Participate and advocate on matters concerning disability inclusion at the local to national level based on evidence and learning produced by the TO51 project.

Ongoing Monitoring, Evaluation, and Learning Work

- Lead the design and implementation of M&E/MEL, setting up and periodically reviewing the system and ensuring it is implemented effectively.
- Undertake joint development discussion on MEL framework and systems including baseline, mid-evaluation, and program end evaluation.
- Provide leadership and MEL management support to ADD International in Tanzania.
- Facilitate the development and implementation of the MEL system in Tanzania by ensuring that each member is fully aware of ADD's MEL system and how each staff contributes to program work.
- Work with the Program Manager to complete Data Management Sheet and program indicators.
- Ensure the biannual program review includes all projects and is submitted on time.
- Manage the MEL budget and provide an appropriate explanation on the variance and suggest ways to meet the plan by submitting activity budgets for implementation in the area of MEL.
- Providing activity (financial) reports to the finance department within the authorised time frame and donor requirements.
- Working closely with Program Manager, TCF and Sense International MEL Officer to develop a baseline, final project review and undertake the ongoing project data collection and analysis.
- Coordinate and conduct quarterly data audit exercises across consortium partners to ensure data accuracy, consistency, and compliance with established standards and practices.
- Develop and sustain inclusive, safe, and accessible feedback mechanisms to ensure effective communication and responsiveness to stakeholder concerns.

Safeguarding.

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This post is a **Level 3** post. See outline of all levels below:

- **Level 1** - HQ based, no real direct access to children/vulnerable adults
- **Level 2** - a travelling role, possible access to children/vulnerable adults but unlikely to be alone
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location

In addition to the responsibilities listed above, this role like all at ADD, will also have specific responsibilities relating to safeguarding:

- Ensure familiarity, and compliance with, ADD's child and vulnerable adult safeguarding policy and undertake training as required
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of ADD's policy
- Report any concerns or suspicions regarding safeguarding violations by an ADD staff member or associated personnel to the child and vulnerable adult focal person or appropriate Government reporting channels.

Skills, Knowledge and Experience.

- Bachelor's degree in education, or in project planning, management and monitoring, statistics or an equivalent level of work experience
- Knowledge and experience in working with people with disabilities and related networks
- Experience of programme support within education programs/ projects targeting stakeholders at different levels (including teachers and learners with disability)
- Minimum of three (3) years of professional experience in an M&E position responsible for implementing MEL activities, ideally within the INGO sector and/or in a consortium.
- Experience in designing, implementing, and operating project MEL systems from project initiation to closeout stages.
- Experience in designing and managing database systems.
- Experience in planning and performance measurement, including indicator tracking, reporting, database management, and developing MEL and performance monitoring plans.
- Experience in planning and managing activities like trainings, awareness and sensitization campaign meetings and community dialogues for target project beneficiaries.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Languages: Excellent written and spoken command of English and Swahili
- Good knowledge and experience regarding inclusive education, gender mainstreaming and disability rights inclusion and a commitment to equality and diversity.
- Good moderation, coordination, communication, teamwork facilitation and training skills.
- Ability to build on relevant knowledge within and outside T051 as well as actively share her/his experience and expertise with colleagues and partners.
- Experience of safeguarding policy and practice related to children and/or vulnerable adults

How to apply.

Interested applicants should send the following attachments by email:

- Their **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- Describe your experience in designing and implementing Monitoring, Evaluation, and Learning (MEL) frameworks for projects that target marginalized or vulnerable groups. How have you ensured that both qualitative and quantitative data were effectively collected and used to inform program decisions? Please provide specific examples related to your previous roles.

- Based on your knowledge and experience, what are the key challenges in implementing inclusive education programs for children with disabilities in Tanzania? How would you address these challenges through the MEL framework to ensure that no child is left behind?
- Safeguarding is a crucial aspect of working with vulnerable populations. Can you describe a situation in your previous work where you had to implement or oversee safeguarding measures? How did you ensure that these measures were inclusive, accessible, and effective for all stakeholders, including children and adults with disabilities?

Please send your application to: recruitment@add.org.uk by the closing date specified below.

If you need an accessible format, please contact recruitment@add.org.uk and specify which format you require.

Application deadline: 19 September 2024 9am EAT
Interviews will be held: 1 & 2 October 2024

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

Data Protection.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.