

JOB OPPORTUNITY

Monitoring, Evaluation, and Learning Manager

Help protect forests and promote climate adaptation and gender justice with Community Forests International in Zanzibar, Tanzania. **The Monitoring, Evaluation, and Learning (MEL) Manager** will lead performance evaluation and accountability systems under Global Affairs Canada's 'Partnering for Climate' Program by working with colleagues to track key performance indicators, improve MEL processes, and drive organizational learning to enhance project effectiveness and impact. The MEL Manager will collaborate closely with partners at Community Forests Pemba (CFP) to help uphold the teams' high standards and ensure that the project meets and exceeds its intended outcomes in service of gender justice, climate resilience, and community wellbeing in Zanzibar.

Position: Monitoring, Evaluation, and Learning Manager

Hours & Term: Full-time (up to 37.5 hr/week) and 1-year annually renewed contract with an indefinite term.

Compensation: A starting salary range of \$58,000 - \$60,500 negotiable based on experience. 15 days paid vacation increasing to 20 days paid vacation after three years of service. In addition to observing 12 public holidays, Community Forests also provides two (2) additional floating holidays per year to respect a diversity of cultural observances employees may celebrate. An optional \$100 / month health bursary is available and employees are entitled to 12 days of paid sick leave per calendar year, carried forward annually and accruing to a maximum of 24 days available.

Relocation Benefits

Relocation flights are provided at the beginning and end of the assignment. Additional vacation travel of one round-trip flight home and back to the assignment country per year will be provided. Relocating staff are also eligible for temporary living expenses at the beginning and / or end of the assignment when seeking permanent accommodation, and this includes costs for meals, incidentals, and accommodation for up to twenty (20) days before departure from the usual country of residence, twenty (20) days after arrival





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in the City of Assignment, and twenty (20) days after returning to the originating country of residence.

Location

In-person in Zanzibar City, Unguja Island, Tanzania. The position requires periodic inter-island travel to offices in Wete, Pemba Island, Tanzania

Organization

Community Forests International believes that some of the most important climate solutions can be found wherever people live and work closely with forests. We protect and restore the climate by empowering communities and forests to thrive together in diverse regions around the world, and we center climate justice in our vision, mission, and actions—understanding that only by acting with justice can people become the restorative force that the world needs.

Job Description

Community Forests International is seeking an analytical and highly organized Manager to lead the implementation of monitoring, evaluations, and learning (MEL) frameworks aligned with project objectives alongside our longstanding Zanzibari partners, Community Forests Pemba. The MEL Manager will lead the systematic collection, analysis, and interpretation of data to assess program performance and outcomes in a Global Affairs Canada funded project. The MEL Manager is directly responsible for ensuring organizational standards are met by demonstrating a high degree of transparency, accountability, and leadership daily throughout the project implementation.

The MEL Manager will work closely with the Community Forests' Executive Directors, Program Director, International Partnership Manager, Monitoring and Evaluation Officer, Operations Director, Operation Managers, and Field Staff to develop, integrate, maintain, and improve effective MEL processes to achieve results for communities in Zanzibar. The ideal candidate will be an exceptional communicator who has a passion for data and takes pride in the transformative efforts achieved by a well-organized, coordinated, and motivated team.

Core Competencies

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www.forestsinternational.org
Charitable Registration No. 841459423RR0001



- **Integrity & Accountability.** Holds self and others accountable for all decisions and interpersonal relationships while following through on commitments.
- **Communication.** Effectively explain complex concepts in simple, clear language and the ability to accurately interpret the ideas, information, and needs of others.
- **Process driven.** Approaches challenges systematically, iteratively improving each phase to efficiently and effectively deliver the desired outcome.
- **Emotional Intelligence.** Capacity to perceive, assess and respond in positive ways to the emotions of oneself, of others, and of the team as a whole to avoid and diffuse conflicts and facilitate smooth working collaborations.
- **Drive.** Possess a high level of self-motivation and ability to work independently to accomplish critical tasks on deadline.
- **Innovation and creative problem-solving.** Ability to develop new and better ideas or solutions that result in improvement of team performance or outcomes.
- **Cultural competency.** Possesses an understanding of one's own culture, history, and norms and has a genuine curiosity and sensitivity towards the culture, history and norms of others.

Qualifications

- Degree or diploma in Monitoring and Evaluation, Program Evaluation, Statistics, Development Studies, Public Policy, International Relations, Social Sciences, or a related field.
- Proficiency in statistical analysis and data visualization tools such, and proficiency in digital applications including but not limited to Excel, Word, and PowerPoint.
- Excellent written and oral communication skills in English, with additional fluency in Swahili being a strong asset.
- Demonstrates enthusiastic commitment to Community Forests International's full vision and mission including core principles of trust, courage, community, and justice.
- Be comfortable working at a computer for long periods and effective both with self-directed work and as part of a dynamic team of peers from different time zones and cultures.



Experience:

- 7+ years of experience designing and conducting quantitative and qualitative research in relevant fields and contexts, and strong analytical skills.
- 5+ years at a senior management level working within complex or government-funded projects, including those with budgets over \$5 million.
- 3+ years of experience living and working abroad.

Are you considering applying but feel uncertain about meeting all of the above criteria? We encourage you to apply! Current employment data highlights that racialized and visible minorities, persons with disabilities, and women are less likely to apply to jobs when they do not feel they meet every qualification of an available position. At Community Forests International, we emphasize equity in the hiring process and therefore encourage all prospective applicants to express their interest.

Alternatively, are you considering applying but feel you might be overqualified? Please reach out if you have a high level of experience in organizational leadership, project management, or business administration, as we would appreciate an opportunity to explore a role suited to your capacity.

Specific Responsibilities

Monitoring, Evaluation, & Learning - 75%

Lead the implementation of MEL frameworks aligned with organizational goals and project objectives to support informed data-driven decision-making throughout the project lifecycle.

- Ensure the project maintains organizational standards by demonstrating a high degree of transparency, accountability, and leadership daily.
- Lead the implementation of the Results-Based Monitoring and Evaluation (RBM&E) Plan by working collaboratively with staff to set up MEL processes for the effective collection and tracking of data regarding project activities, outputs, and outcomes.



- Work closely with Leadership team to provide close close management support to the Community Forests' staff to achieve MEL objectives while supporting their professional development through training, mentorship and guidance.
- Support management in planning and coordinating the most critical action items from week to week including assisting with planning, problem-solving and specific project actions across multiple teams and geographical locations to achieve project milestones and deliverables.
- Conduct regular field visits of project activities to collect information and analyze results to make evidence-based recommendations for program adaptation and improvements
- Harmonize MEL activities across management, operations, and field staff in Zanzibar to effectively track project progress and assess outcomes to ensure the project is achieving its weekly, monthly, quarterly, and yearly targets.
- Provide up-to-date information and analysis to inform operation planning and contribute to evidence-based decision-making and adaptive management that improves project effectiveness.
- As chief author, lead project reporting efforts by providing a detailed account and analysis of monitoring and evaluation findings, key insights, and progress toward project outcomes. Lead the development, integration, and circulation of progress updates, and other internal and external MEL documents.
- Design specific data collection methods and activities required throughout the project implementation in collaboration with staff, partners, and consultants. This includes beneficiary/stakeholder surveys, project-specific data-collection protocols, establishing baselines, etc...



- Lead staff training in data collection methods and technologies used in the project and oversee the deployment and utilization of monitoring tools such as ‘Kobo Toolbox’.

Communication and Cohesion 20%

Work alongside executive leadership in Canada and Zanzibar to continuously improve information sharing that strengthens trust, team cohesion, and project delivery, while helping to accelerate toward our goal of becoming feminist organizations.

- Co-Lead weekly operations meetings with the Canada and Zanzibar teams to effectively communicate monitoring and evaluation findings, program impact, and relevant insights to assist with planning.
- Organize and lead weekly MEL meetings to ensure the effective planning and implementation of MEL activities and processes.
- Facilitate inter-office communication and cohesion on all MEL activities by promptly following up meetings/decisions to share clear updates and information with relevant staff in Canada, Pemba, and Unguja.
- Clearly articulate and regularly champion the high-level objectives and goals of the project to keep the project on track. Assist the executive, management, and field teams to celebrate milestones/efforts big and small that contribute to project impact and organizational mission, vision and values.

Organizational and Team Development - 5%

Support executive leadership to create and implement internal improvement strategies

- Provide human resource support alongside senior-level managers as needed, including the design, planning, and/or facilitation of individual, team, and/or self-performance evaluations.





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- Provide recommendations to executive leadership teams on potential areas for improvements to the organization based on observations, interactions, and related experience across daily operations at various organizational levels – and if requested, assist with implementation of approved recommendations.

Application

Please email your resume and a cover letter with the subject line “**Monitoring, Evaluation, and Learning Manager**” to jobs@forestsinternational.org. If you require any accessibility accommodations for the application process, please reach out.

The deadline for application submission is Sunday, September 1st, 2024 midnight ADT. This position will remain open until a suitable candidate is hired. Only shortlisted candidates will be contacted for an interview.

Community Forests International is committed to diversity in our workplace and encourages applications from traditionally marginalized groups such as, but not limited to: racialized persons, Indigenous persons, persons with disabilities, and persons from the LGBTQIA2S+ community. We encourage applicants to self-identify in their cover letter if they are a member of an underrepresented community (if they are comfortable doing so).

