

**TANZANIA AGRICULTURAL DEVELOPMENT BANK**  
**[Tanzania Inclusive Processor- Producer Partnership in Dairy – TI3P]**

**JOB DESCRIPTION**

<b>Job Title:</b>	TI3P Monitoring, Learning and Evaluation (MEL) Manager
<b>Directorate:</b>	Directorate of Policy and Research
<b>Reports to:</b>	TI3P Project Coordinator (PC)
<b>Location:</b>	Dar Es Salaam, Tanzania
<b>Travel Required:</b>	50% of Minimum Annual Travel

The Tanzania Agricultural Development Bank Limited (TADB) is a government-owned financial institution established under the Companies Act of 2002 and licensed under the provisions of the Banking and Financial Institutions Act No 5 of 2006. It also falls under relevant banking and financial institutions regulations from 2012, including those for development. Currently, TADB offers a wide range of financing products along all aspects of the agricultural value chains in support of smallholder farmers and agribusiness across the country.

Tanzania Agriculture Development Bank (TADB), in partnership with Bill and Melinda Gates Foundation (BMGF) have jointly developed a Tanzania Inclusive Processor-Producer Partnership (TI3P) Project, this is a USD 7 Million project which will be implemented for a period of three years in Tanzania main land and Zanzibar. This project aims at transforming dairy processors and approximately 100,000 Small Holder Dairy Farmers through addressing challenges impeding development of dairy value chain. This will pave way for increased investment in the dairy sector through a better access to finance and demand generation for dairy products. TI3P interventions will include crosscutting issues related to gender, nutrition and enabling environment. All these interventions are in line with Tanzania Livestock Master Plan (Tanzania LMP-ILRI), Agriculture Sector Developed Plan II (ASDP II) and Five Year Development Plan III (FYDP III).

**FUNCTION**

The Tanzania Inclusive Producer – Processors Partnerships in Dairy (TI3P) Monitoring Learning and Evaluation (MLE) Officer reports to the TI3P Project Coordinator for direct technical guidance; S/he also works closely with the bank management team to provide the overall support to the Monitoring Learning Evaluation function across the Project area and implementing partners. As such, s/he will work in close collaboration with respective TI3P staff with the view to supporting the project to realize quality project outcomes and to document and present the same in a manner that is impactful and of high quality. To this end, he/she will provide technical assistance, advice and support on key aspects of Monitoring Learning Evaluation that would shape the overall TI3P framework and ensure that all outcomes are achieved. Responsible for the overall management of data to ensure it meets the TADB and BMGF set standards.

**ESSENTIAL CHARACTER TRAITS:**

Enthusiastic, Orderly, Compliant, Creative, Determined, Diligent, Self-starter, Analytical and Critical

<b>RESPONSIBILITIES</b> <b>(including approximate percentage effort)</b>	<b>DELIVERABLES</b>
<b>1. Monitoring achievements for project deliverables. (25%):</b>	<ul style="list-style-type: none"> <li>• Lead and collaborate with implementing partners to develop sound and functional MLE system for TADB, main implementing Partners (Heifer International and DNA) and key partners.</li> <li>• Support development of monitoring tools at Project (Country), Cluster/ Zonal, processors and Farmer Producer Organization (FPO) levels; and mentor their staff through collaboration, and understanding of the tools;</li> <li>• Collaborate with Implementing Partners to assist Zonal/Cluster Teams, processors and FPOs to adopt and integrate the agreed implementation approaches;</li> <li>• Provide periodic FPO and gender disaggregated data reports on the progress of the country project activities.</li> <li>• Maintain a database for the project beneficiaries in the key project on a continuous routine for Implementing Partners, processors and FPOs; and an overall TI3P database.</li> <li>• Working closely with Zonal teams, support Project Management / Coordination Committees (PMCs) in project progress monitoring on a quarterly basis.</li> <li>• Work closely with the Implementing Partners’ team leads and zonal leaders to ensure that all project data is properly generated, accurately maintained and timely shared on the agreed timelines</li> </ul>
<b>2. Assist in coordination and documentation of key project learning (15%):</b>	<ul style="list-style-type: none"> <li>• Assist in the capacity building of the Implementing Partners (Heifer International and DNA) and key partners such as processors and FPOs to identify and document key lessons.</li> <li>• Support the field staff in documentation of success stories, case studies and best practices/Lessons Learned.</li> <li>• Pick the best lessons and disseminate across the project teams; and ensure co-learning between project teams, processors and FPOs</li> </ul>
<b>3. Evaluation and reporting (25%):</b>	<ul style="list-style-type: none"> <li>• Conduct simple surveys to assess effectiveness and (need for) completeness of the project services offered to farmers.</li> <li>• Conduct quality data collection and management in accordance to latest industry standards as adopted by TI3P MLE at both project and implementing partner levels</li> <li>• Conduct quarterly quality assurance procedures including farmer profiling audit to ensure utmost quality data integrity.</li> <li>• Develop and set-up Survey CTO systems/or any appropriate tool including supervision of farmer profiling exercise and ensure a</li> </ul>

RESPONSIBILITIES (including approximate percentage effort)	DELIVERABLES
	<p>beneficiary database is available and updated on a monthly basis.</p> <ul style="list-style-type: none"> <li>• Collaborate with Gender Team to institute effective self-evaluation mechanisms integrated to FPOs.</li> <li>• Ensure monthly reports are prepared as needed by TADB and BMGF</li> <li>• Ensure annual and quarterly, semi-annual and annual reports as needed by donor are prepared and submitted within the timelines</li> </ul>
<p>4. Planning and Budgeting (15%)</p>	<ul style="list-style-type: none"> <li>• Assist operation team at TADB and Implementing Partners to develop good quality periodical project activity plans and budgets</li> <li>• Ensure all plans are developed in line with project goals and within budget lines.</li> <li>• Ensure individual project and PO/apex body plans are properly integrating and interfacing with each other.</li> <li>• Build capacity of the POs/ apex bodies to develop sound plans.</li> </ul>
<p>5. Support MLE Field Activities (15%)</p>	<ul style="list-style-type: none"> <li>• Foster quality participatory monitoring by mentoring and involving primary stakeholder groups (processors and FPOs).</li> <li>• Continuously build personal and professional. development knowledge, skills and competencies to project staff.</li> <li>• In collaboration with Finance Teams, assist evaluation of project value versus set resources spent (value for money); funds and time spent.</li> <li>• Carry out routine follow -ups and protocols in report writing to enable timely, relevant and accurate reporting</li> <li>• Prepare visually appealing formats/infographics for reporting across all stakeholders.</li> <li>• Support the implementing teams in achieving project deliverables by tracking targets progress and giving timely feedback.</li> </ul>
<p>6. Any other <b>job</b>-related responsibilities as assigned (5%).</p>	

**Minimum Requirements:**

- a) Bachelor's degree in quantitative economics, Project Management, business and/or statistics or the equivalent. Master's Degree will be an added advantage
- b) At least seven (7) years of demonstrated experience in the Monitoring, Learning & Evaluation field, ideally gained through working in the development context, preferably in reputable organizations in both public and private sectors.
- c) Experience in supporting and monitoring field-based programs.
- d) Experience in managing databases and coordinating evaluations, surveys and impact monitoring at a senior level.
- e) At least (3) years of manager experience handling a team
- f) Must be Tanzanian national

**Most Critical Proficiencies:**

- a) Clear understanding of the dairy value chain.
- b) Innovative, analytical, and solutions oriented.
- c) Demonstrated ability to design and implement strategies aimed at providing institutional capacity building' to key partner institutions with a view to build efficient, competitive, and sustainable dairy industry.
- d) A good understanding and sensitivity to issues associated with poverty, hunger and environment, and knowledge of the context to which financing, commercial and non-profit organizations operate.
- e) Knowledge of enterprise development and linkages to poverty alleviation.
- f) Excellent organizational skills.
- g) Proven experience in building the capacity of partner institutions to document and disseminate industry information, manage knowledge, measure progress and plan and advocate within the industry.
- h) Proficient knowledge of word processing, spreadsheets, presentation tools, electronic mail (Microsoft Office preferred) and Internet.
- i) Knowledge of and experience with developing private/public partnerships at the national and business level.
- j) Demonstrated proficiency in English and other local languages, both oral and written.

**Essential Job Functions and Physical Demands:**

- a) Demonstrable knowledge in quantitative and qualitative approaches to monitoring and evaluation and ability to communicate MLE concepts clearly with leadership, partners, farmers and staff at all levels.
- b) Preparing and presenting documents in a well-designed format with good readability.
- c) Superior attention to detail and analyses.
- d) Demonstrated creativity, ability to think systematically, willingness and ability to incorporate innovative solutions.

- e) Willingness and ability to assign and review the work of direct reports and to use participatory management skills with junior and senior staff.
- f) Proven team leadership and supervisory skills with the ability to train and work cooperatively with a diverse staff, including interns, enumerators among others.
- g) Constant face-to-face, telephone and electronic communication with colleagues and the general public.
- h) Willingness and ability to travel extensively throughout Tanzania and other TI3P project sites.
- i) May require constant sitting; working at a computer and focusing for extended periods of time and performing office environment activities while on the road and/or in remote conditions.
- j) Working with sensitive information and maintaining confidentiality.
- k) Ability to manage and execute multiple tasks with little supervision while meeting sometimes inflexible deadlines.