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JOB DESCRIPTION

Position title:	Monitoring and Evaluation Officer, Coastal East Africa Initiative
Reports to:	Leader, Coastal East Africa Initiative
Location	Dar es Salaam, Tanzania
Date:	April 2010

I. Mission of the Initiative:

The Coastal East Africa Initiative (CEA NI) is one of fourteen large-scale programmes that the WWF Network is embarking on in order to achieve transformational change by working at local, national and international scales, linking work on the ground with advocacy work and engagement.

The vision for the CEA NI is that Coastal East Africa's unique and globally significant natural resource base provides the essential goods and services that support biodiversity as well as economic development and the livelihoods of present and future generations. In order to achieve this vision, WWF will work with governments and other key partners in the region - Kenya, Tanzania and Mozambique - to implement the following strategies:

- *Strengthening natural resources governance for effective management of marine fisheries and coastal forest resources and improved effectiveness of institutions in implementation of policies and regulations*
- *Adoption of sustainable trade and investment approach with specific focus on shrimp, tuna and timber commodities*
- *Secure the remaining high value conservation areas in Coastal East Africa, through a number of initiatives, including protected areas, land use planning, REDD activities etc.*

The Monitoring and Evaluation Officer will support the CEA-NI core team in overseeing the M&E and technical aspects (mapping, database management, etc.) of the initiative to ensure the smooth implementation of the programme which will be implemented across the region over the next 10-15 years.

II. Major Functions:

- **Monitoring** - Leads the design and implementation of a monitoring framework to track delivery against CEA-NI goals and objectives.
- **Evaluation** - Leads analysis of data collected under the monitoring framework for assessment of progress and areas for improvement.

- **Reporting** - Provides regularly updated reports on the status of implementation against NI goals and objectives to the NI Leader and team;
- **Delivery** - Ensure that all the NI Sub-projects are aligned and delivering towards NI Goals.

III. Major Duties and Responsibilities:

- Advises and supports the NI Leader on conception and operation of the annual work plan and 5-year work plan;
- Leads the planning and co-ordination of NI projects, through a consultative process, of the specific tasks, activities, products and objectives that each country office, and landscape team must complete on an annual basis in order to deliver on the NI strategies;
- Leads M&E training activities, including WWF Standards workshops.
- Leads on regular review and updating of the CEA NI workplan based on consultation with country offices, landscape leaders and enabling teams for key strategies;
- Prepares technical briefing papers, and status updates for CEA-NI Shareholder Executive Team (SET) and Group (SHG), Conservation Committee (CC) and Network Executive Team (NET) as required;
- Facilitates consultation and collaboration with key points of expertise over monitoring, data and science within and outside the region towards the delivery of key CEA-NI strategies (development of “enabling” teams for key strategies);
- Participates in a multidisciplinary virtual team across the WWF network to ensure delivery of CEA-NI
- Contributes to the preparation and timely submission to the donors of annual work plans as well as technical reports according to agreed WWF network standards.
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned.

IV. Profile:

Required Qualifications and Skills

- University degree, at least MSc. in Environmental Sciences ;
- 5 years working experience in M&E related environmental issues and development context;
- Good management and co-ordination skills, with experience of technical project implementation;
- Excellent interpersonal skills and good team spirit;
- Experience in writing project reports and management plans;
- Willingness to participate in field activities/surveys and travel to remote areas within the region;
- Knowledge in the use of GIS software, particularly the Arc suite.

- Proven experience in coordinating and monitoring international projects.
- Excellent knowledge and use of English language; Swahili and/or Portuguese language facility desired.
- Experience and skills in training and transfer of knowledge
- Excellent communication and facilitation skills
- Ability to follow deadlines, accuracy and attention to detail

Behavioural competencies:

- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.
- Demonstrates potential in the following critical competencies:
 - **Change Leadership**
 - Continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organisational problems and opportunities
 - **Drive for Results**
 - Setting high goals for personal and group accomplishment; using measurement methods to monitor progress towards goal attainment; tenaciously working to meet or exceed those goals while deriving satisfaction from the process of goal achievement and continuous improvement
 - **Decision-making**
 - Identifying and understanding issues, problems and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints and probable consequences

V. Working Relationships:

Internal – Reports to the CEA-NI Leader. Works closely with the CEA-NI regional implementation team (including Country Coordinators, landscape leaders, NI strategy leaders), the NI Communications Manager, and staff in WWF offices inside and outside the region.

External - Works closely with implementing and donor partners (bilateral and multilateral), including governmental and non-governmental representatives.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by the Leader, CEA-NI: _____ Date: _____

Approved by Shareholder Group: _____ Date: _____

Accepted by Staff member: _____ Date: _____