



## Job Description

Monitoring, Evaluation, Research and Learning Officer for Tanzania Early Childhood Development Network (TECDEN)

**Reports to:** Project Manager

**Duty Station:** Dodoma, Tanzania

**Contract Type:** Annual Contract (with probability of renew based on performance)

**Start Date:** 15th January, 2025

## Background

Tanzania Early Childhood Development Network (TECDEN) is a national umbrella network of Early Childhood Development (ECD) Civil Society Organizations working in partnership to promote early childhood development in Tanzania. It has been in operation since 2000 and officially registered in 2004.

TECDEN envisions a society where all children are developmentally on track to reach their full potential. TECDEN is determined to work collaboratively with other networks, coalitions, institutions, the private sector, the government, development partners and other potential stakeholders to influence policies, programs and practices related to early Childhood Development. This can be achieved through sharing of information, experience and generating knowledge; and work towards early investments in young children of 0-8 years in Tanzania.

## Job Purpose

The **overall purpose of the MERL function within TECDEN** is to enhance the effectiveness, accountability, and impact of Early Childhood Development (ECD) initiatives through generating evidence to inform ECD advocacy and various decision-making. By systematically monitoring, evaluating, and drawing learnings from various programs implemented, the MERL position will ensure that TECDEN's interventions achieve their intended outcomes and continuously improve. It also plays a critical role in

fostering accountability, supporting data-driven advocacy efforts, and promoting adaptive learning for sustainable change in ECD policies and practices in Tanzania.

### **Major Responsibilities:**

- 1. Strengthen data management for decision-making:** MERL personnel focus on generating accurate and timely data to inform policy and programmatic decisions. This involves designing and implementing monitoring frameworks, evaluating the effectiveness of ECD interventions, and conducting research to identify best practices and key challenges in Early Childhood Development across Tanzania.
- 2. Measuring of program Impact:** The MERL personnel will assess the outcomes and impact of TECDEN's initiatives, ensuring that activities align with desired objectives, and demonstrate value to stakeholders, partners, and funders.
- 3. Promoting continuous learning and adaptation:** MERL personnel will seek to identify lessons learned and adaptation opportunities through systematic evaluation, enhancing TECDEN's interventions and advocacy efforts for early childhood development in Tanzania.
- 4. Building Capacity of MERL within member organizations:** MERL personnel will strengthen the capacity of TECDEN members and partners in MERL practices. This includes training and providing technical support on data collection, analysis, and evidence-based reporting.

### **Specific Responsibilities:**

- I. Provide leadership in the development of and monitor the implementation of network's M&E framework;
- II. Support the design and implementation of network Strategic Plan and ensure its implementation across network and its members;
- III. Updating organization risk matrix and prepare report for management;
- IV. Provide leadership in preparation of network reports and ensure timely submission;
- V. Support documentation of best practices across TECDEN programs and support its publications and dissemination;
- VI. Support the establishment of the ECD learning hub;
- VII. Strengthen organization's management information system including ECD stakeholder's and member's database;
- VIII. Support national ECD data management including the development and rolling out of ECD dash board and scorecard;
- IX. Plan and design ECD related research topics to inform TECDEN's ECD advocacy. This may include secondary data analysis of ECD related research report to create more information needed for advocacy and wider community awareness;
- X. Facilitate capacity building of members informed by member's capacity assessment;
- XI. Develop data analytics and visualization tools for presentation in various convening's within and outside the country;
- XII. Support fundraising activities of the network including proposal development;
- XIII. Any other official duties assigned by your line manager.

**Education qualifications, training and experience**

- A Bachelor's Degree in Statistics, project planning and development, Demography, Monitoring and Evaluation. A Master degree is an added advantage
- Training and practical experience on Information Technology
- Minimum 5 years' progressive experience in implementing monitoring Evaluation, Research and learning interventions.
- Prior experience in ECD programs is an added advantage.
- Committed to quality and timely delivery
- Fluent in English and Swahili Languages
- Organized with excellent attention to detail

**Child Safeguarding:**

- TECDEN is committed to keeping children and vulnerable adults safe, so our selection process, which includes rigorous background checks, reflects our commitment to protecting children and vulnerable adults from abuse.