



Position title: Planning, Monitoring, Evaluation & Learning (PMEL) Officer - WTL

Reports to: Head of PMEL

Supervises : Interns, consultants

Mission of the Department

The mission of the Planning, Monitoring, Evaluation and Learnings (PMEL) unit is to provide strategic leadership to drive results and impact, via the development of a robust, resilient, and highly performing WWF Tanzania that delivers on its strategic priorities in an effective, efficient, and accountable manner.

Major Functions

The Officer for Planning, Monitoring, Evaluation and Learning (PMEL) Officer under the guidance of the country office Head of PMEL and the Landscape program coordinator, will be responsible for designing, managing, and implementing PMEL activities for the Water Towers Landscape (WTL) Programme grants and projects/programmes. The role will carry out the design of PMEL frameworks for grants and projects/programmes, ensuring their alignment with the office strategy, in line with WWF's Network's Standards of Conservation Project and Programme Management (PPMS) and ensuring compliance with the WWF International Country Office Strategy and Impact Monitoring policy.

Major Duties and Responsibilities

1. Planning

- Provide technical guidance in the development of project/programme levels Theory of Change, logical frameworks and PMEL frameworks according to PPMS standards and ensure that these are well documented.
- Provide technical advice and facilitate the process of developing clear and measurable goals, outcomes and indicators for grants, projects and programmes, while ensuring alignment with the Programme, Country, regional and global WWF strategy.
- Utilises the WWF International PMEL solution for project and programme design, in compliance with WWF International standards.

2. Monitoring, Evaluation and Reporting

- Handle the collection, review and analysis of quality data to inform progress and adaptive management.
- Maintain the integrity of PMEL databases and documentation for the landscape programme.
- Implement WWF International PMEL solution for data management and reporting at landscape programme level, in compliance with WWF International standards.



- Works closely with programme and project managers to ensure project indicators are monitored and reported in accordance with the programme PMEL framework.
- Ensure key Landscape PMEL activities are carried out in a timely manner e.g., baselines, mid-term review or evaluation, final evaluation, reporting, dissemination etc.
- Guides the review of information and data collected to ensure it is of quality, accurate and timely to inform landscape programme and projects decisions.
- Lead the internal reporting efforts in the in the landscape programme as well as their consolidation and or synthesis. e.g., technical reports, impact reports, donor reports, activity reports and other information from landscape projects and programmes.
- Work in close collaboration with the ESSF Manager and Country office Head of PMEL to integrate the ESSF framework and monitoring needs inside the programme annual monitoring plan.

3. Learning and Adaptive Management

- Design and implement lessons learned, and performance review workshops for project and programmes learning and adaptive management.
- Promote and facilitate dissemination of results, knowledge sharing and collaboration for continuous learning in the programme and country office.
- Ensure integration of recommendations into project/programmes for improvement.

4. Capacity Development

- Provide routine training and capacity-building support to projects and programme staff, partners, and stakeholders on M&E methodologies and best practices.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated by staff. Other tasks may be assigned as necessary according to organizational needs. This role will require travel as needed (approx. 20% of the time).

Profile

● Required Qualifications

- Bachelor's degree in natural resource management, environment, conservation management, bioregional planning, social sciences, development studies, Statistics, Project Management and Planning, Monitoring and Evaluation or in relevant fields.
- 2 years of practical experience in PMEL methodologies, project cycle management, Quality Assurance, Financial Management, Data analysis and report writing.
- Experience in Monitoring and Evaluation and experience with Result-based management. Familiarity with PPMS or Open Standards would be considered an advantage.
- Proven knowledge of data analytics and utilising monitoring and evaluation data for impact reporting.
- Experience in field data collection, analysis synthesis, inferences and preparation of strategic information for decision-makers.



- Experience in using Computer Assisted Personal Interview (CAPI) data collection tools, e.g., KOBO, Miombo ODK, Survey123, etc
- Experience with data analysis and visualization tools. E.g., R, PowerBI, Tableau, Excel etc.
- Proven knowledge and experience of the not-for-profit sector, preferably of environmental non-government organizations, governance and regulatory compliance.
- Great command of written and spoken English and the local language.

Working Relationships

- **External**

- Donors – Ensure that PMEL for all projects meet donor requirements as well as WWF International standards.
- Partners – Make sure that projects implemented by partners meet WWF and donor PMEL standards.

- **Internal**

- Project Managers – Inform about PMEL requirements and systems to ensure compliance with WWF PMEL standards.
- Regional and International PMEL Coordinators – Make sure that WWF PMEL protocol is consistent with WWF regional and global standards.

Mode of Application

Interested candidates should apply through this link: [PMEL Officer](#)

Deadline for applications: **09th May 2025** Only shortlisted candidates will be contacted.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early. If you encounter any challenges during application process for this position, please write to us at hresources@wwftz.org

Female applicants are encouraged to apply.

WWF is an equal opportunity employer and committed to having a diverse workforce WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org



WWF

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Job Description

Position title: Project Executant for the Bahari Yetu Coastal Forests Project

Reporting line: WWF Tanzania – Forest Programme Coordinator

Workstation/Location: Kilwa district

Deadline: 8th May 2025

I: Background Information:

The coastal forests of Tanzania extend from Tanga to Mtwara along the coastal line, encompassing six distinct landscapes: lowland Usambara, Kiono-Zaraninge-Msumbugwe, Pugu-Kazimzumbwi-Ruvu South, Matumbi-Kichi, Kilwa, and Lindi. These forests cover an area of 358,000 hectares and stretch for 1,424 kilometers along the coastal line. Biologically rich, they are classified as Zanzibar-Inhambane undifferentiated forests according to White’s phytogeographic classification. However, these forests are heavily fragmented and extremely vulnerable to exploitation due to land use pressures exerted by adjacent communities for various socio-economic gains. This fragmentation has disrupted the functioning of the forest ecosystem, leading to the irreversible loss of their unique biodiversity. To redress these challenges the United Republic of Tanzania has embarked in the process of developing and implementing a comprehensive Marine Spatial Plan (MSP) guideline, which is an important tool for Blue Economy (BE). This aligns with European Union Delegation Blue Economy (EUD BE) programme. To this end International Union for Conservation of Nature (IUCN) has granted WWF TCO to implement work package 2 “Strengthen Community-led Management of Coastal Forests” of the Pamoja Tuhifadhi Bahari Yetu Programme. Field action will focus on Kilwa (Kilwa Landscape) and Rufiji (Matumbi-Kichi Landscape) Districts.

This project works with both central and local governments, largely through the forest sector, and other CSOs/NGOs; to strengthen overall conservation and management of the coastal forests of Tanzania, focusing on both Zanzibar and three priority landscapes in southern Tanzania. The project is designed to run for 4 years through National Execution Modalities, with government sub-contracting WWF to undertake some specific function.

To strengthen community-led management of Coastal Forests, the project aims to fully operationalize Community Based Forest Management (CBFM) in the prioritised Coastal Forest landscapes by providing comprehensive support for village land use planning and the development of forest management plans, which includes conducting forest inventories, establishing by-laws, and building the capacity of Village Natural Resource Committees (VNRCs) and village government authorities. This will ensure the proper implementation of management plans and promote villages' forest reserves to meet Other Effective Area-based Conservation Measures (OECM) standards.

Additionally, the project seeks to enhance community-based forest governance through strengthening natural resources governance and the creation of a community forest governance monitoring dashboard. IUCN will contribute to this process by deploying governance tools such as Integrated Management Effectiveness Tools (IMET) and Site-level Assessment for Governance and Equity (SAGE) to bolster this capacity-building effort.

Major Functions:

Under the overall supervision of the Forest Programme Coordinator, the Project Executant will coordinate the implementation of the project by working with IUCN, The Nature Conservancy (TNC) and, Wildlife Conservation Society (WCS), Rufiji and Kilwa District Council and other partners. The Project Executant will provide support in implementing and enhancing action plans, securing political endorsement, and improving stakeholder engagement process. Additionally, the Project Executant will facilitate Rufiji and Kilwa Districts to undertake ROAM, and further support the districts to work with the National Land Use Planning Commissions to develop village land use plans.

Among other duties, the incumbent will be required to facilitate the process of establishing village land forest reserves, integrating the OECM framework to recognize community initiatives for effective biodiversity conservation. This contributes to the 30 x 30 target of the Kunming-Montreal Global Biodiversity Framework (GBF), which aims to conserve 30% of Earth's land and sea by 2030.

The Project Executant will also support the Management effectiveness Tracking Tools (METT) framework to track VLFR progress and identify management weaknesses, including assessing the governance, social impact, and equity in VLFR management using SAGE, Social assessment for protected and conserved areas (SAPA), or Governance assessment for protected and conserved areas (GAPA) to ensure that the project aligns with the Kunming – Montreal Global Biodiversity Frameworks (GBF) target #3.

Roles and Responsibilities:

The duties of the incumbent will cover but not be limited to the following key areas:

- Assume overall responsibility for facilitating the timely project interventions. This will be achieved in close collaboration with district councils and Bahari Yetu programme partners.
- Provide quality assurance in terms of the strategic direction, intended outputs and deliverables, and skills profile with assessing coastal forests sustainable management and restoration opportunities.
- Participate in monthly check in calls with all partners and together with the IUCN Tanzania. Report on implementation and future plans.
- Collaborate with Kilwa and Rufiji District Councils as well as other partners, ensuring the project outcomes are integrated into the National FLR strategy and National Blue Economy agenda
- Promote exchange of technical information among project partners and stakeholders,
- Be proactive in seeking and delivering innovative solutions and technical information to project partners and stakeholders.
- In collaboration with the Forest Programme Coordinator and other partners, develop and support the capture and sharing of project related knowledge to ensure the timely and quality delivery of knowledge products for specific audiences and other project outputs.
- Ensure effective information flows between all stakeholders at national and landscape level.
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned developing regular communication material and stories for partners and stakeholders
- Prepares technical briefing reports, and status updates for project stakeholders and project team as required.
- Undertake any other assignment as may be required by the Line Manager

Project management and implementation

- Leads on regular review and updating project work plans and monitoring plans based on consultation with the Forest Programme Coordinator.
- Contributes to the preparation and timely submission to the donors of annual work plans as well as technical reports according to agreed WWF network and Donor standards.

- Support regular update and discussion of monitoring plans
- Support and oversee the implementation of the agreed ESSF

Required Qualifications

A University degree in relevant fields (Forestry, Environmental Management, Natural Resource Management or other relevant academic disciplines).

- At least 5 years' working experience in Forest related projects and programmes or any other 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.
- Ability to participate in strenuous field activities/surveys and travel to remote areas.
- Knowledge in the use of GIS software.
- Proven experience in coordinating and monitoring projects.
- Proficiency in English and Swahili languages is highly desirable.
- Knowledge of global and regional Forest Landscape Restoration Agreements, Commitments, Protocols and Initiatives
- Organizational experience, including a proven ability to work on a variety of tasks simultaneously, and to perform well under pressure.
- Excellent interpersonal and networking skills, especially within team members and multi-stakeholder contexts.
- Effective communicator to a wide range of audiences and through a variety of mediums.
- Adherence to WWF's values, which are: Courage, Respect, Integrity, and Collaboration
- Experience and skills in training and transfer of knowledge
- Excellent communication and facilitation skills
- Ability to follow deadlines, accuracy and attention to detail

Working relationship

i. Internal

- Support the Forest Landscape Restoration activities within TCO by researching and synthesizing information on themes and issues relevant to the work of the project.
- Supervise additional staff, consultants and interns.
- Support WWF TCO in delivering FLR projects, notably the implementation of the AFR 100 initiative commitments made by Government on FLR.
- Carry out additional tasks as may be requested.
- Work closely together with IUCN and partners in the Bahari Yetu Project
- Representing WWF TCO on forest issues at strategic, policy and technical meetings, seminars and other events and processes.

ii. External

- Work closely together with the Kilwa and Rufiji District Councils Forest Offices
- Build strong relations at landscape and national level with all and relevant stakeholders from various CSO's, NGO's, government, corporates and private sector, community and other.

Mode of Application

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