JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Field Associate (Field Officer) – 4 positions
REPORTS TO: Project Coordinator (PC)
STAFF REPORTING TO POSTHOLDER: None
LOCATION: Dodoma/Babati/Singida/Morogoro
DURATION & HOURS: 40 hours a week, One Year full time fixed term contract

PURPOSE OF THE ROLE

The Field Associate (Field officer) will be responsible to support direct implementation of project activities based on skill and competency requirement for each assignment such as farmer mobilization and training, SME support, market linkages and ensuring planned project deliverables are achieved.

KEY TASKS AND RESPONSIBILITIES

Project Implementation

- Plan and ensure all project outputs, as listed in the project documents, are effectively achieved.
- Map, register, recruit, profile and on board potential FOs, AMCOS, agro-dealers and SMEs.
- Conduct a capacity needs assessment/capacity diagnostics and determine and assess gaps in knowledge, skills, and their capacities to effectively implement the plan outcomes of the project.
- Strengthen the technical and business acumen of the SMEs, FOs, AMCOS, agro-dealers and entrepreneurs in collaboration with private sector actors and BDS providers.
- Facilitate recruitment and registration of farmers whilst capturing critical data on farmer profiles, commodities and acres under production, yield estimates and forecasts, farm management and good agriculture practices etc.
- Conduct field-level farmer outreach and mobilization to raise awareness of project activities
- Organise, coordinate and convene B2B meetings between private sector players and other market actors and facilitate business deals for critical farm inputs, output markets and auxiliary services to farmers.
- Facilitate and showcase of potential services and products from private sector partners through demonstrations.
- Organise and coordinate extension advisory service provision from private sector partners covering GAP, GMP, PHH, CSA and leverage on extension services for SHF outreach.
- Support the aggregation and facilitate access to critical demand driven farm input and services by smallholder farmers (seed, fertilizer, PHH kits, soil testing, ploughing/threshing services etc).
- Map and profile commodity off takers at regional, district level for rice, maize, sesame, sunflower and beans, identify off takers' procurement demand and link them to farmers.

Monitoring and Reporting

- Support the Monitoring, Evaluation and Learning (MEL) team in acquiring high level quality data for the project.
- Work closely with the PC and MEL team to ensure data collection tools are aligned to project's M&E activity plan and indicators.
- Perform regular monitoring and provide updates to donor on the project activities (eg. improved seeds sold, post-harvest technology provision, aggregation and marketing, mechanization services delivered, gender participation etc).
- Provide information for Farm Africa work plan, field reports, quarterly reports and donor reports to the PC in the agreed format and according to organisational deadlines.
- Document case studies.
- With support from the MEL team, participate in community feedback sessions and document lessons for improving project delivery.

Other Roles

- To participate and represent the project and Farm Africa in relevant forums as directed by Project Coordinator

PERSON SPECIFICATION	
Essential	**Desirable**
Education, qualifications & other knowledge	
Bachelor's degree in related activity (i.e. Agriculture, Agribusiness, Rural Development, Market Engagement, Social Development, Business administration etc.)	
Knowledge of the agriculture sector in Tanzania, including value chains and enabling environment	Experience in agribusiness and market engagement
Minimum 2+ years of experience	Experience working in NGO's
Experience	
Project management, planning & implementation	Knowledge and practical experience of agribusiness
Practical experience and knowledge around organisational Capacity Assessment.	
Knowledge of farmers' needs, input supply, aggregated marketing, B2B linkages, PHHS, advisory services/GAP and value addition.	Experience in marketing and access to digital financing model
Skills & abilities	
Agribusiness Intelligence	Market linkages
Proficiency in spoken English & Kiswahili	
Strong communication (both verbal & written) & Interpersonal Skills	
Excellent in stakeholder management and networking	
Ability to work under pressure	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.

Contact details of how to apply:

If you are interested in this position, please send your applications with updated CV to: Tanzaniarecruitment@farmafrica.org by **11.59pm (EAT) on Monday 31st October 2022.**

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Monitoring, Evaluation and Learning (MEL) Associate – 2 Positions
REPORTS TO: Programme Manager (PM)
REPORTING TO POSTHOLDER: None
LOCATION: Babati/Singida/Dodoma
DURATION & HOURS: 40 hours a week, One Year full time fixed term contract

PURPOSE OF THE ROLE

The Monitoring, Evaluation and Learning (MEL) Associate is a technical post responsible for ensuring consistent and high quality data collection, and for use and reporting of results across the project. The post holder will ensure the project develop and implement appropriate MEL plans, based on robust logical frameworks, and adhering to Farm Africa's core standards and approaches.

The MEL Associate will work with the Programme Manager (PM)/Project Coordinator (PC), to ensure management decision making is evidence based. The MEL Associate will work with the Project field team to ensure a clear understanding of the programme's MEL framework at the field level, with all methods and tools clearly understood and communicated. The post holder will develop appropriate tools, systems and training to support field teams to understand and use robust evidence of project results as a vital input to management decision making. The MEL Associate will provide technical as well as capacity building support to partner organisations; ensure use of relevant Farm Africa standard data collection tools; provide critical analysis and technical input to project evaluation processes, ensuring Farm Africa can maximise the learning potential of all studies and evaluations undertaken within the project.

KEY TASKS AND RESPONSIBILITIES

Planning
- Coordinate and facilitate the development and use of appropriate MEL systems and plans for the project, and provide technical guidance and leadership to the programme PM/PCs in implementing them.
- Take responsibility for ensuring the programme's MEL systems are fully compliant with the donor and Farm Africa's requirements for reporting results. Ensure project teams are familiar with these requirements.
- At start-up, work with field teams, PM and PCs to ensure that the indicators and targets are SMART, and the methods for collection and analysis are clearly understood and will fulfil reporting requirements at all levels.
- Support PM/PC to ensure that MEL activities are scheduled into the work plan at times that are appropriate to achieving the highest quality data.
- Liaise with the PC/PM to adequately budget for and utilise resources to undertake MEL activities.
- Identify learning questions and plan for data collection to inform them.

Implementation
- Coordinate and implement baseline surveys and evaluation exercises.
- Build capacity of field staff and local partner staff on data collection, management, analysis and results-based monitoring principles and ensure understanding of Farm Africa's core standards and approaches.

- Work to ensure project team are able to disaggregate data by gender and age, where appropriate, by devising and disseminating simple data collection methods.
- Provide a 'quality assurance' function to ensure that data reported by all projects is relevant, accurate and verifiable.
- Undertake regular monitoring and assist the PM/PC and team at field level to ensure that project MEL activities are achieved as planned.
- Ensure the project's log-frame and data collection plans are regularly reviewed and refreshed, and the project is collecting the breadth of indicators required at a frequency and timing in line with reporting purposes.
- Support the PM/PC that the project is keeping to its MEL plan. This involves organising and conducting MEL activities regularly and on time. Activities will include a mix of qualitative and quantitative approaches, including, but not limited to: Household surveys, KIIs, FGDs, community feedback sessions, SME records' reviews, etc.
- Work closely with relevant staff and other project partners to ensure regular data collection, analysis and reporting.
- Lead on appropriate cleaning, storage, analysis and reporting of all data, including developing case studies and collating photos.
- Support to the PM/PC for adaptive management to ensure data reported by all projects is used for programme management and decision making.
- Participate in project quarterly review meetings. Participate and help facilitate biannual Project Performance Review (PPR) workshops.

Reporting
- Ensure regular and sufficient communication with other Farm Africa projects and staff on overall MEL development and coordinate and cascade any learning that will enhance MEL activities at the Country Office.
- Collate and consolidate data from all partners and field staff - ensuring required quality, and report to the PM/PC with specified deadlines.
- Support the PM/PC in ensuring that reports are informed by the relevant data.
- Ensure that the quarterly project reports have case studies, success stories and lessons learnt so that there is continuous information that will feed into the overall learning process.
- Work with the Regional MEL Team to develop tools and methods for capturing and documenting lessons learned from the programme's implementation, and ensure that they are shared with the communities, partners and across the organisation.
- Together with the PM/PC participate in monthly project progress review sessions including: in-depth review of financial spend/burn rate; achievement against activity and output plan, and a forward look on whether the project is achieving against its objectives.

PERSON SPECIFICATION	
Essential	**Desirable**
Education, qualifications & other knowledge	
MSc./MA in numerical/ analytical subject (e.g. statistics, economics, econometrics, research design, applied social science)	Academic qualification relevant to Farm Africa's areas of operation (i.e. agricultural, rural business management, value chain development)
Demonstrable knowledge of rural development issues in Tanzania	Awareness of broader trends in international donor landscape, relating to MEL and results-monitoring

	Knowledge of value chain development and agricultural practices, policy and enabling environment in Tanzania and East Africa.
Experience	
Demonstrable understanding of monitoring, evaluation and learning principles and practices, including the application of the log frame approach	Previous NGO work experience in rural development
A minimum of 3 years proven experience of conducting quantitative and qualitative field research and analysis for large, multi-purpose projects	Experience conducting field research in a rural context or business perspective
Experience in working with data including analysis, and drafting clear written reports/briefings	Communicating technical information to non-technical, 'lay', audiences
Proven experience in training and capacity building in MEL practices	Experience managing individuals and supporting others in their professional abilities and development
Skills & abilities	
Strong communication skills (verbal and written)	Strong partner relationship management
Good interpersonal skills and ability to work effectively as part of a team; responsive and informative in communication to both Tanzanian, regional and UK staff.	Experience using evidence for impact communication
Ability to ensure quality standards are adhered to and understood	
Ability to critique others in a constructive and open manner	
Fluency in written and spoken English and Swahili	
Methodological, thorough approach with attention to detail	

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