

Job Description

Monitoring, Evaluation and Learning (MEL) Manager

Programme: Children in Crossfire, Tanzania	Duty Station: Dar es Salaam
Reports to: Director – Performance and Operations	Start Date: 1 st April 2026
Contract Type: Fixed Term for 3 Years	

Background

Children in Crossfire is a registered charity in Ireland that facilitates International Development and Global Citizenship Education activities. Our vision is a compassionate world where every child can reach his or her potential. We work in partnership with local organisations in Tanzania and Ethiopia to improve the lives of the most disadvantaged young children, focusing on Early Childhood Care and Education (ECCE). By improving childhood care, we change lives and empower young children and their communities to build a better future. In Ireland, we work to engage the public in issues of global justice and advocate for increased investment in ECCE.

Main purpose of the role

CiC-TZ is delivering its 5-Year Country Strategy (2022–2026), which aims to improve school readiness and foundational learning through direct programming, systems strengthening and national advocacy. As CiC-TZ transitions toward its next strategic cycle (2027–2031), the organisation is prioritising stronger evidence systems, improved data quality and enhanced learning to inform programme innovation and policy influence. The MEL Manager will play a central role in driving these efforts by operationalising a robust country-level MEL system that supports quality programming, accountability, learning and strategic decision-making.

The MEL Manager provides hands-on leadership for the implementation, coordination and continuous improvement of CiC-TZ's Monitoring, Evaluation and Learning (MEL) systems. Reporting directly to the Director – Performance & Operations (D-PO), with technical line support from the CiC Head of Education & MEL, the postholder ensures timely, reliable and high-quality data generation and learning across all programme portfolios.

The role leads routine MEL operations, supports programme teams and partners to collect and use evidence, manages data systems and reporting and contributes to research, evaluation and learning initiatives that strengthen CiC-TZ's impact and national influence. The MEL Manager also ensures that MEL practices reflect national standards, donor requirements, CiC's global frameworks and ethical data protection principles.

Major Responsibilities

1. **MER Systems Implementation & Quality Assurance:** Lead the implementation, coordination and continuous improvement of CiC-TZ's Monitoring, Evaluation and Research frameworks, tools, and standards.
2. **Data Management, Analysis & Reporting:** Manage MEL data systems and tools, ensure data quality and analysis and generate evidence and insights.
3. **Research, Evaluation & Knowledge Generation:** Coordinate the design and delivery of research studies, surveys and evaluations, ensuring credible evidence is generated to guide programme improvement and policy engagement.
4. **Learning & Evidence Use:** Facilitate organisational learning processes and ensure MEL evidence informs programme design, adaptation and advocacy.
5. **Partner MEL Support & Compliance:** Provide hands-on MEL capacity-building to implementing partners and local government.

Specific Responsibilities

1) **MER Systems Implementation & Quality Assurance:**

- Coordinate the implementation of CiC-TZ's MEL frameworks, indicators, plans and measurement approaches across all programme portfolios.
- Operationalise MEL plans ensuring consistent, timely and high-quality monitoring activities.
- Maintain and improve MEL tools and digital systems.
- Lead data quality assurance processes including verification, validation and supervision of field data collection.
- Support refinement of theories of change and logical frameworks for programme and strategy development.
- Report to and cooperate fully with the Director of Performance and Operations on all aspects of your work, agreeing performance objectives and progress reports in line with the Logic Model/Results Framework and indicators.
- Work closely and collaborate effectively with the MEL Senior Specialist consultant as well as MEL team at Head Office including the Head of ECE and MEL.
- Adhere to all organisational policies, and implement accordingly.
- Be flexible in terms of working hours, as the role may include working at weekends and in the evenings. This may include working at Children in Crossfire events.
- Undertake any other duties to support the operations of the organisation as and when required.

2) Data Management, Analysis & Reporting

- Manage MEL databases and digital platforms, ensuring secure data storage, accuracy, and timely updating of programme datasets.
- Conduct routine data analysis to generate insights, performance trends and evidence summaries that inform decision-making at programme and management levels.
- Provide MEL data, analysis and evidence inputs for quarterly reviews, SMT discussions, annual country reports and donor reporting processes, in collaboration with the Senior Manager of Programmes and D-PO.
- Develop clear visualisations, dashboards and presentations that make data accessible and actionable for internal teams, partners and external stakeholders.
- Ensure all MEL data processes comply with ethical standards, safeguarding principles and the Personal Data Protection requirements, including responsible data sharing and secure storage protocols.

3) Research, Evaluation & Knowledge Generation

- Coordinate the planning, design, and implementation of research studies, assessments, baseline/midline/endline evaluations and special studies.
- Support development of research protocols, sampling frameworks and tools in collaboration with the D-PO and Head of Education and MEL.
- Facilitate partnerships with research institutions, universities, consultants and government units for joint studies.
- Ensure all research adheres to ethical guidelines, safeguarding principles and data protection standards.
- Collate findings and lessons from research and evaluations for programme improvement and policy engagement.

4) Learning & Evidence Use

- Work with the Programmes team to organise and facilitate structured learning sessions, including reflection meetings, technical roundtables and cross-project learning exchanges.
- Support the documentation of lessons learned, emerging practices and case studies that demonstrate programme outcomes and innovations.
- Ensure MEL and research evidence is used to improve programme design, delivery and annual planning processes, in collaboration with the Senior Manager – Programmes.

- Work with the Senior Manager of Communications & Advocacy to transform MEL evidence into communication materials, policy messages and external briefs.
- Promote a culture of evidence use by mentoring programme staff on how to interpret and apply MEL findings.

5) Partner MEL Support & Compliance

- Provide hands-on coaching and supervision to MEL focal points in partner CSOs, helping them strengthen their monitoring systems, tools and reporting practices.
- Conduct MEL capacity assessments of partners and develop targeted capacity building plans with clear follow-up support.
- Support partners to meet MEL requirements outlined in partnership agreements, including timely data collection, quality checks and reporting.
- Carry out joint monitoring visits, field assessments and data verification exercises with partners and local government teams.
- Ensure partner-generated data meets CiC-TZ's standards and donor compliance requirements, providing corrective feedback where needed.

Safeguarding Risk

This role is considered to present a high-rating of safeguarding risk. The role will include regular field work in schools and communities whereby the staff will be interacting directly with children and vulnerable adults.

Person Specification

- Minimum of a Bachelor's degree in Statistics, Economics, Development Studies, Education, Monitoring & Evaluation, or another relevant discipline; a Master's degree is an added advantage.
- Proven track record of at least 5 years working in Monitoring, Evaluation and Learning and/or applied research within an NGO or development programme context.
- Strong understanding and demonstrable experience of MEL systems, including indicator design, data collection methodologies, results-based management and routine monitoring processes.
- Demonstrable experience and understanding of both qualitative and quantitative MEL tools and approaches.
- Proven experience in designing or supporting research studies, assessments, surveys, or evaluations, including knowledge of sampling, tool development and ethical research standards.

- Proficiency in digital MEL and data tools, including Kobo, ODK, SurveyCTO and data analysis software such as Excel, Power BI, SPSS, or Stata.
- Strong analytical skills with demonstrated ability to interpret data, generate insights and produce evidence products that inform programme decisions.
- Experience providing MEL capacity-building support to implementing partners, field teams, or local government counterparts.
- Ability to collaborate effectively across multiple functions (programmes, finance, advocacy, operations) to strengthen MEL practice and evidence use.
- Excellent written and oral communication skills in both Swahili and English, with the ability to translate technical information for diverse audiences.
- Demonstrated integrity, attention to detail, professionalism and commitment to CiC's vision, values, learning culture, and quality standards.
- In-depth understanding of safeguarding, ethical data handling and data protection requirements, and ability to model these in professional practice.
- Carry out your work with integrity.
- Commitment to confidentiality.
- Commitment to the aims and values of Children in Crossfire and commitment to working as part of the team.