



## Monitoring, Evaluation & Learning Advisor

**Reports to:** Program Manager  
**Location:** Stone Town, Zanzibar  
**Start Date:** February 1, 2020

### Who we are

D-tree International is a leading digital health organization. We work to improve the quality of health systems in low and middle-income countries by exploiting digital technology in innovative ways. We are an interdisciplinary organization, working at the intersection of global health and technology. Expertise in both domains is essential to design and deploy systems which are both appropriate to particular contexts and effective in improving health outcomes. Our work is diverse, ranging from developing tools to supporting governments to [engage with the private sector](#) in Liberia, to an [emergency referral system](#) providing life-saving emergency transport to women and babies in Tanzania. We are currently supporting the Ministry of Health in Zanzibar to implement a national digitally-enabled community health system which will utilize digital tools for more than 2,000 community health workers and their supervisors to provide community-level health services at scale. These systems are cost-effective, significantly improve health systems and save lives. We are well positioned to expand our reach and impact throughout Tanzania in 2020 and beyond.

### Who you are

We are seeking a full time Monitoring, Evaluation and Learning Advisor to work closely with our Program Team and the Zanzibar Ministry of Health (MOH) to design and lead implementation of program quality improvement strategies. This includes setting up systems and processes for regular review of program quality and performance, and working with our team and the MOH to devise strategies to improve coverage, quality, and equity of the community health volunteer program. The MEL Advisor will also play a key role in monitoring and improving data quality, conducting routine data analysis, and developing performance reports.

You are someone who is always curious and an independent worker. You are just as comfortable analyzing performance data as you are working in a multidisciplinary team or meeting health managers to understand their needs and approaches to using data for decision-making. You have a passion for using technology to improve health systems, and learning how and why interventions have an impact.

### What you will do

Your main role will be to work with the D-tree Zanzibar team and the Zanzibar Ministry of Health to monitor, review, and improve program quality and maximize program impact through the use of data. Specific roles are outlined below:

#### Program Monitoring & Evaluation:

- Lead efforts to monitor and evaluate programs and interventions, document results and provide feedback to stakeholders to guide decision-making.
- Develop project M&E frameworks and strategies to capture program performance and results.
- Plan and implement M&E systems and activities, including development of tools and processes for data collection, data quality reviews, data analysis and routine performance review.
- Provide capacity building support to staff involved in monitoring and evaluation of program activities, including support for data use for programmatic decision-making.
- Travel as appropriate to program sites to assist with monitoring and evaluation activities such as trainings, data collection, data validation, and data sharing and feedback.
- Analyze data and synthesize results in graphs and dashboards as appropriate to inform programming and decision-making, including writing and compiling qualitative and quantitative results and writing reports and briefs, and facilitate regular discussion with program team and other stakeholders to learn from program results.

## Health Information Systems Strengthening

- Work with M&E Unit at MOH to define indicators for the community health information system
- Work with MOH and CHMT staff to design dashboards for program monitoring purposes
- Lead training efforts related to data quality, data verification, and data use at national and district levels, in collaboration with MOH M&E Unit
- Lead design and conduct of data quality assessments (DQA) in collaboration with MOH or other stakeholders

## Learning and Documentation

- Design and implement qualitative and quantitative quality improvement and program learning activities to provide insight on how to improve program activities and achieve results, as well as to document successes of and challenges faced by the program.
- Contribute to design and implementation of program assessments and evaluations, in collaboration program staff.
- Maintain tracker for all protocols approved by ethical review committees, and contribute to preparation of study reports.
- Prepare timely reports describing program results for quarterly and annual results reporting to donors and other stakeholders (e.g., MOH).
- Contribute to implementation, analysis, and interpretation of research activities, in collaboration with collaborating research institutions and partners.

## Coordination and Management

- Maintain close collaboration with MOH and CHMT staff responsible for monitoring the national CHV program.
- Develop and track MEL activity plans and budgets, and coordinate MEL activities with other program activities.
- Participate in technical working group meetings at the MOH or with other implementing partners related to MEL, as appropriate.
- Other duties as necessary and as assigned.

## Who we are looking for

We are looking for a motivated individual who is willing to wear multiple hats and do what it takes to make our programs succeed. At D-tree we are trying to push the envelope regarding what is possible with digital health systems, while working in environments with extreme constraints. We are looking for an individual who is creative, flexible, and who takes initiative to identify and act on opportunities to strengthen the quality of and innovation in our programming.

## Desired qualifications

- Degree in public health, epidemiology, health informatics, statistics, or related social science required, additional graduate study in a relevant field is preferred;
- At least 5 years of applied skills in implementing MEL activities for public health or similar programs, including with international donors such as USAID, UNICEF, DFID, or others;
- At least 2 years of work experience that required a high level of self-management with minimal supervision and included a variety of assignments often under pressure of deadlines;
- Strong technical skills, including proficiency in leading program monitoring and assessments, and analyzing data;
- Experience managing M&E systems including collecting, entering, cleaning, and validating data, and training data collectors and collecting and reviewing submitted data;
- Experience designing and implementing mobile data collection tools, and mobile data verification strategies;
- Experience developing and training others to use dashboards to visualize project progress and results;
- Knowledge and experience in report writing including preparation of quantitative results and writing narrative on project performance;
- Experience overseeing quantitative and/or qualitative program learning activities;
- Proven computer skills in Microsoft Word, Excel, PowerPoint, Outlook;
- Team player able to work in high-pressure environment and manage multiple activities and priorities simultaneously;
- Good interpersonal and communication skills;
- Ability to lead and work effectively with an interdisciplinary team with minimal supervision;
- High level of attention to detail and excellent organizational and time management skills;
- Proficient spoken and written English;
- Ability and willingness to travel nationally and internationally as necessary.

## Preferred qualifications

- Ability to process and analyze data using one or more qualitative and/or quantitative statistical software packages (e.g., Stata);
- Experience conducting human subjects' research;
- Experience working with ethical review boards.

## Application information

To apply for this role please fill in the google form [here](#). Only applicants who respond to all questions and include their CV will be considered.

**Deadline for applications: January 15, 2020. D-tree International is an equal opportunity employer.**