

<p>Title / Duration / Visa</p> <p>Monitoring and Evaluation Volunteer, United Republic of Tanzania</p> <p>3 months (Feb-May or Aug-Nov)</p> <p>90 days Business visa</p> <p>Felm tutor / Partner tutor: Anna Holmström</p>	<p>Partner / Location</p> <p>Felm is seeking a candidate for monitoring and evaluation of its projects in Tanzania. The Monitoring and Evaluation Volunteer shall ensure that the evidenced based information to report on the Felm supported project results are efficiently and effectively collected and analyzed, in compliance with the Felm result framework and reporting requirements. The volunteer also contributes to the partner organisation's overall M&E needs.</p> <p>The M&E Volunteer will build the capacity of partner project staff in monitoring and evaluation and specifically how to demonstrate impact. This position is specifically aimed at supporting the M&E needs of the Tanganyika Christian Refugee Service</p> <p>With support of the Ministry of Foreign Affairs of Finland, Felm works in partnership with Tanganyika Christian Refugee Service (TCRS) headquartered in Dar es Salaam. For more information about TCRS see: http://www.tcrs.or.tz/</p>
<p>Objective and duties of FELM Volunteer</p> <ul style="list-style-type: none"> • M&E system and processes • M&E data collection and partner staff capacity building • Monitoring results • Resource mobilization and communication 	<p>Short description of the tasks</p> <ul style="list-style-type: none"> • Maintain partner result framework and ensure progress in achieving the strategic and operational objectives are monitored • Ensure that the project methodologies include performance measurement in line with the partner result framework • Ensure that the M&E system is timely updated to facilitate effective data collection for timely reporting on project performance to Felm or other stakeholders. • Ensure that the Partner uses up to date, effective and efficient systems, and processes to collect, analyze and disseminate data. <p>M&E data collection and partner staff capacity building</p> <ul style="list-style-type: none"> • Capacitate partner staff in understanding the benefits for collecting data

- Capacitate partner staff in understanding and using the data collection systems and processes properly
- Capacitate partner staff in demonstrating impact
- Monitor the timeliness, quality and completeness of the data collection and advice on correcting measures if needed

Monitoring results

- Provide training to staff at all levels on monitoring and evaluation
- Provide quality assurance to the quarterly progress reports per key performance indicator
- Build the partner capacities in taking timely action through the analysis of results and monitoring of performance areas needing management attention in time for taking corrective action by management

Resource mobilization and communication

- Support capacity building of Fundraising Officer and Communications Officers to utilize M&E data for their work.

Competence / Qualifications /Language requirements:

1. Meet the requirements of the Felm Volunteer program
 2. Skills and competence in living in a different culture and work context
 3. Education/work experience:
 - Education in Monitoring and Evaluation or Project Management
 - Relevant professional experience
 - Work experience in Africa, particularly Tanzania, is highly desirable.
- Minimum language requirement: English. Swahili is a plus.

Benefits and commitments:

Felm Tanzania

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

Felm Helsinki office

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

Felm Volunteer

- Following the FELM Volunteer agreement and its guidelines
- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work-related travel, food, laundry and other personal expenses)
- Commitment to provide feedback
- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

Lähde liikkeelle or Min Mission-course is a prerequisite for applying to FELM Volunteer tasks.
Full-time students attending the Felm Volunteer program are eligible for trainee status.