At Trees for the Future (TREES), we believe farmers have the power to transform the world. For over 30 years, we've been a global leader in agroforestry training, partnering with farming families to build vibrant economies, sustainable food systems, and thriving ecosystems. Through our signature Forest Garden Approach—a proven nature-based solution—farmers restore their land, plant thousands of trees, and grow diverse crops, breaking cycles of climate change and generational poverty. By reclaiming their agency, farmers are creating new possibilities for their families, communities, and the environment. We've worked all around the world and are currently active in Kenya, Tanzania, and Uganda. TREES has planted over 400 million trees to date. Joining our passionate, collaborative team means empowering farmers to lead lasting change for people and the planet.

In Tanzania, we partner with over 8,000 farmers across Singida, Tabora, Mwanza, and Simiyu, supported by 63 dedicated staff. Together, we will plant 8 million trees this year, restore degraded landscapes, enhance biodiversity, and strengthen local food systems. By adopting the Forest Garden Approach, farmers are leading the charge for sustainable development and creating brighter futures for their communities.

JOB TITLE: Monitoring, Evaluation and Learning Officer - Tanzania

THE ROLE

The MEL (Monitoring, Evaluation, and Learning) Officer implements systems to track project performance, collect and analyze data, report results, and facilitate learning for program improvement, ensuring projects meet goals by developing tools, monitoring activities, conducting analysis, and communicating findings to adapt strategies and enhance impact.

This role will support projects in discharging duties and responsibilities related to the daily implementation of Monitoring, Evaluation, and Learning (MEL) needs of TREES Tanzania. S/he will support the project team with technical oversight and implementation of all the project's monitoring and evaluation needs across

implementing areas in Magu district, coordinate and support data collection and data analysis of the project, and assist in demonstrating progress against strategic objectives at the project level. The post holder is also responsible for assisting in the generation of regular and ad hoc data, reporting results, facilitating learning for program improvement, and ensuring projects meet goals. This position shall report to the MEL Manager.

In addition to the full-time MEL Officer role, we will also be recruiting a temporary Maternity Cover MEL Officer (6-months).

RESPONSIBILITIES
Strategic Design and Planning
- Rollout Results Frameworks, M&E Frameworks, and M&E plans in line with Country's and Global Strategic Plans, and TREES MEL standards for projects.
- Design and roll-out M&E tools as required, including coaching and providing capacity building to project staff to use the tools.
- Ensure development of indicators workbooks, ensure their usefulness to guide routine update and track of all outputs indicators to inform project progress.
- Ensure all projects have their indicator tracking table updated every month and share status of project implementation with the program manager.

Routine Monitoring & Data Collection
- Develop and implement MEL plans, tools (surveys, trackers), and systems.
- Regularly collect, verify, and manage data from field activities.
- Monitor project progress against targets and identify issues.
- Conduct joint monitoring visits with the district staff and other stakeholders and ensure conformance of the project implementation inline to the CSP objectives, work plans, budget and expected results.

Evaluation & Analysis
- Analyze quantitative and qualitative data to assess performance and outcomes.
- Conduct trend analysis, research, and case studies to measure impact.
- Support periodic program evaluations and reviews.
- Participate in the development of survey protocols for baseline and end-line surveys, research and evaluations of program.
- Coordinate data collections for both internal and external evaluations, to ensure TREES' standards are followed by the external evaluators and ensure data quality.
- Follow up implementation of evaluation recommendations

Promote Learning & Adaptation
- Facilitate organizational learning by documenting and sharing lessons learned and best practices.
- Organize review meetings and workshops to foster continuous improvement.

- Advocate for best practices and adaptive management.
- Assist dissemination of evaluation findings to relevant stakeholders.
- Organizing reflection and feedback meetings with project beneficiaries
- Work with communication department to design IEC materials and program dissemination pack.

Produce Reports and Reporting
- Prepare high-quality, evidence-based reports (quarterly, annual).
- Develop success stories, case studies, and social media content from findings.
- Communicate results and insights to program teams, management, and donors.
- Produce quarterly monitoring reports as generated from MEL database.

Capacity Building
- Build the capacity of project team in the analysis of assessments and survey's findings, including report-writing with sex-disaggregated data.
- Orient and guide project staff in data management using TaroWorks

WHO YOU ARE
- **An enthusiastic advocate for TREES' mission and values.** You are passionate about improving livelihoods through agroforestry. You center farmers in every decision, ensuring projects drive real impact for communities and the environment.
- **You are a strong and capable technical traine**r. You demonstrate strong leadership by designing and delivering comprehensive training programs for field staff on all communications and advocacy systems and applications and ensuring their proficiency.
- **You are a communication ninja.** Your strong communication skills and relationship-building abilities make you an effective team member who looks for ways to relay information, so it sticks and is easily understood.
- **A detail-oriented executor with a systems mindset.** You understand what details matter, and you get them right. You look for ways to make systems simple, efficient, and user-friendly. You can turn a vision into tactical next steps.
- **An adept problem solver.** You overcome obstacles in your work by identifying them, adapting to new information, and proactively devising solutions. You take action before being asked and hold yourself accountable when you set goals.
- **A multi-functional professional:** As a versatile professional, you possess a unique blend of skills that allows you to craft engaging narratives, capture stunning high-resolution photographs, and efficiently coordinate and manage events from start to finish. This diverse skill set establishes you as a dependable partner in any project or collaboration.
- **Very creative and think outside the box:** Your creativity knows no bounds; you have a remarkable talent for transforming abstract concepts into tangible outcomes. Your innovative thinking and ability to approach

challenges from unconventional angles enable you to bring ideas to life in captivating and impactful ways.

- **Persuasive and able to work with different cultural settings:** Skilled in persuasion and adaptively able to engage with diverse cultural environments, demonstrating a strong understanding of various social dynamics and communication styles unique to each culture. This ability not only enhances collaboration but also fosters meaningful connections across different backgrounds.

REQUIREMENTS

- Minimum of a basic degree in Demography, Statistics, Social Sciences, Information Technology, or equivalent
- Minimum of at least three (3) years of experience in design, implementation of monitoring, evaluation and research systems in an NGO setting..
- Minimum of 2 years of providing training, and in a supervisory and/or management role, in monitoring and evaluation to all levels of stakeholders.
- Experiences in M&E of Agriculture and environmental protection projects.
- Ability to use cost-effective and online applications for mobile data collection and data management.
- Ability to work independently with minimal supervision.
- Ability and willingness to travel intensively in the fields.
- MS Word, Excel, PowerPoint, Outlook and Internet and statistical packages such as SPSS, STATA, Epi Info and others related packages.
- Strong community facilitation skills.
- Experience in providing remote support or willingness to learn effective remote facilitation and support skills.
- Excellent report writing, analytical, and communication skills, including oral presentation skills.
- Fluency in written and spoken English and Kiswahili.
- Ability to travel frequently and troubleshoot in remote areas and converse with smallholder farmers.

WORK ENVIRONMENT AND BENEFITS

TREES is an International Organization that strives to be the best home for staff wanting to make an impact on the farmers we serve. We believe that the diversity of our staff contributes to excellence. TREES values collaboration and teamwork that fosters increased engagement and innovation for professional growth.

We offer a multicultural, collegial work environment with a competitive salary, comprehensive medical insurance, workers' compensation, and substantial paid time off, including annual leave and sick leave.

APPLY

If this opportunity speaks to you, please apply with 1) a cover letter that explains why TREES' work excites you and why this role is a fit for you; and 2) your

resume. Submit your application by **February 5th, 2026.** Ensure that both documents are shared as PDF documents. We review applications on a rolling basis.

APPLY HERE