



Job Opportunity

Field Monitoring & Evaluation Assistant, Arusha, Tanzania

Consultant Position: Field Monitoring & Evaluation Assistant, Tanzania

Schedule: Full-time Contract

Location: Open to Tanzanian nationals only. Based in **Arusha**, Tanzania with occasional travel within Tanzania to meet the needs of the position or attend program activities and workshops as needed.

Reports to: M&E Manager

Term: 11 months, with the possibility of extension based on job performance and project-based funding availability

Monthly Salary: \$873 per month

Type: This position is a project-based contract position

About TeachUNITED

TeachUNITED supports teachers to prepare the next generation of students with the skills to graduate, earn more income, and disrupt cycles of poverty. We deliver a training program designed by teachers, for teachers, to strengthen student outcomes in rural and under-resourced schools. Built as a sustainable, scalable model, our program equips experienced educators with the skills to become in-house coaches, multiplying impact across entire school systems.

Position Overview

TeachUNITED is seeking a Field Monitoring & Evaluation (M&E) Assistant to support the implementation of its teacher training programs in Tanzania. The role supports data collection, data quality assurance, database management, analysis, and reporting activities to ensure high-quality evidence for program improvement and impact measurement. This role works in close collaboration with the M&E Manager, Program Lead, and the programme implementation team.

Roles and Responsibilities

Monitoring & Evaluation and Field Support

- Support the implementation of monitoring and evaluation activities across program sites.
- Administer surveys, assessments, interviews, and other data collection tools.
- Collect quantitative and qualitative data accurately and in a timely manner.
- Monitor program implementation and track progress against established targets.
- Ensure data collection processes adhere to approved methodologies and quality standards.

Facilitate Partner M&E Coordination and Data Quality Support

- Coordinate M&E activities with partner organizations, schools, and external data collection teams.
- Provide technical support on data collection tools, methodologies, protocols, and reporting requirements.
- Ensure timely, complete, and accurate submission of monitoring and evaluation data.
- Conduct routine data quality assessments and verification checks to maintain data integrity.
- Support data review and feedback processes to promote continuous learning and program improvement.

Assessments and Evaluation Support

- Support baseline, midline, endline, and other program assessments.
- Coordinate partner staff and data collectors to ensure adherence to assessment protocols.
- Conduct data quality checks and compile, clean, and organize data for analysis, reporting, and program improvement.

Data Quality Assurance and Management

- Ensure the accuracy, completeness, consistency, and reliability of program data through routine data quality checks, validation, cleaning, and verification processes.
- Provide training and technical support to program and partner staff to strengthen data quality practices and ensure adherence to data management standards and protocols.
- Maintain organized, secure, and up-to-date databases, records, and data files in compliance with TeachUNITED's data management procedures, confidentiality requirements, and data protection standards.

Communications, Documentation and Reporting

- Maintain regular communication with the M&E Manager, Program Lead, coaches, partners, and school stakeholders on M&E activities, progress, challenges, and emerging issues.
- Support the preparation of M&E reports, data summaries, meeting notes, lessons learned, success stories, and other program documentation.
- Ensure accurate record-keeping and timely follow-up on action points to support effective program implementation and reporting.

Data Analysis and Learning Support

- Prepare, clean, and manage datasets for quantitative and qualitative data analysis.
- Generate data summaries, maintain tracking tools and dashboards, and identify key trends and findings.

Educational Activities and Support

- Support teacher training, coaching activities, and workshops, including monitoring participation and implementation quality.
- Conduct school visits to monitor program implementation and provide support to teachers and school stakeholders on M&E tools and processes.
- Collect and document quantitative and qualitative data, including attendance records, feedback, classroom observations, and implementation evidence to assess program progress and outcomes.
- Other duties may be assigned in support of TeachUNITED's mission.

Travel Required

Conduct regular visits to schools and project locations according to the implementation and monitoring schedule. Attend trainings, workshops, and meetings in other locations as needed.

Candidate Profile

Required Experience

- Bachelor's degree in M&E, Statistics, Education, Social Sciences, Development Studies, Economics, or a related field.
- Over 3 years of relevant experience supporting MEL/M&E activities, preferably in education or nonprofit programs.
- Experience using digital data collection tools such as KoboToolbox, ODK, JotForm, or similar platforms.
- Strong skills in Microsoft Excel, Google Sheets, data cleaning, analysis, and reporting.
- Understanding of data quality assurance, ethical data collection, and data protection principles.
- Excellent communication, organizational, and teamwork skills.
- Ability and willingness to travel to rural schools and project sites in Tanzania.
- Can achieve results while working independently and willing to ask for help as needed.
- Passion and positive energy to be part of a non-profit team, willingness to collaborate, and support the development of new programs.
- Experience working with schools, teachers, or education programs is an added advantage.

Preferred Attributes

- Experience supporting MEL activities in education, teacher development, or school-based programs.
- Strong facilitation and capacity-building skills, with the ability to support staff, partners, and data collectors on M&E tools and processes.

- Demonstrated ability to manage multiple priorities, work independently, and maintain high professionalism standards.
 - Passion and positive energy to be part of a non-profit team and willingness to support evolving program needs.
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How to Apply

If interested, please submit the following to **Jobs@TeachUNITED.org**

- A cover letter clearly indicating the position title applied for and describing your relevant experience and suitability for the role.
 - An updated Resume/Curriculum Vitae (CV)
 - Contact information for three professional references.
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