



**Job Title:** Monitoring & Evaluation Coordinator

**Location:** Work base from Karatu and Ngorongoro

### About KopeLion:

KopeLion works to enable lasting coexistence between pastoralist communities and lions in the Ngorongoro Conservation Area. Increasing human-wildlife conflicts have threatened both people and lions, leading to a decline in lion populations and separating Ngorongoro's lions from the Serengeti.

Through community-driven initiatives like the Ilchokuti (Lion Guardians) program, KopeLion mitigates human-lion conflicts, restores critical wildlife corridors, and supports livelihoods. By working closely with local communities and conservation authorities, we aim to create a sustainable model for coexistence that benefits both people and wildlife.

### Position Summary

KopeLion seeks a dedicated and experienced Monitoring and Evaluation (M&E) Coordinator to enhance the organization's impact and effectiveness in fostering coexistence between people and lions. The M&E Coordinator will design, implement, and manage robust M&E systems to assess program outcomes, guide decision-making, and ensure accountability. This role demands strong analytical skills, attention to detail, and a commitment to conservation and community engagement in the Ngorongoro Conservation Area.

### Key Responsibilities

Responsibilities for this position will include, but not be limited to the below:

- Collaborate to develop and implement monitoring and evaluation plans for KopeLion's conservation and community engagement programs, including tracking progress against established goals and indicators from the annual activity plan as well as donor grant requirements, conducting surveys as necessary and in accordance with grant requirements.
- Ensure KopeLion's data collection, analysis, and reporting measure program outcomes, effectiveness, and impact.
- Collaborate to conduct analyses according to set monitoring and evaluation plans, which can be a variation of data summaries, spatial and temporal trends, frequencies and comparisons, and prepare summaries, graphs, maps, as appropriate from the results.
- Develop and maintain indicator tracking tables to monitor key performance indicators across all programs
- Report on progress and changes to indicators, highlight any variances and suggest corrective action.



- Maintain and update the impact dashboard to ensure real-time visibility into program performance and impact.
- Ensure that all incoming data from Ilchokuti, and various surveys are properly entered, audited, systematically archived and safely stored (both digital and paper forms)
- Collaborate to prepare reports and presentations on monitoring and evaluation findings and outreach activities for internal and external stakeholders/donors.
- Track donor reporting deadlines and ensure timely submission of required M&E reports, updates, and progress on deliverables.
- Assist in the preparation of reports and presentations on monitoring and evaluation findings.
- Ensure that all monitoring and evaluation activities comply with KopeLion's, NCA's, TAWIRI, District's and National policies, procedures, and ethical standards.

## Communications

- Develop and implement strategies for disseminating findings from M&E activities to a wide range of stakeholders, including donors, community members, and other relevant partners.
- Work closely with other KopeLion staff, partner organizations, and community members to identify outreach needs and opportunities and to build their capacity.
- Help guide the design and implementation of outreach programs and activities to increase community engagement and support for KopeLion's conservation initiatives.
- Assist to plan and organize community events, such as workshops, meetings, gatherings, and outreach campaigns, to engage with community members, in particular youth, and promote KopeLion's conservation efforts.
- Collaborate to develop and disseminate educational materials, including brochures, flyers, and presentations, to increase awareness and understanding of KopeLion's work.
- Maintain accurate records and documentation of monitoring and evaluation activities and outreach programs, including tracking attendance, payments and budgets.
- Any other tasks that might be required with the framework of the title role.
- Support the preparation and distribution of communication materials that translate complex data into understandable formats for different audiences, ensuring that key messages resonate with both technical and non-technical stakeholders.

## Capacity Building

- Lead capacity-building efforts for the field team in monitoring, evaluation, and learning (MEL) skills, ensuring staff members are equipped with the necessary tools and knowledge to collect, analyze, and report data effectively.



- Conduct regular training sessions for field staff on data collection methods, data quality assurance, and interpretation of M&E results to improve overall program performance.
- Provide ongoing mentoring and support to the field team in the application of M&E tools, ensuring alignment with best practices and organizational standards.

### Learning and Knowledge Sharing:

- Facilitate regular learning sessions for KopeLion staff to interpret and analyse M&E data, discuss key findings, and incorporate these insights into program implementation.
- Encourage a culture of reflection and adaptive management within the team by ensuring that learning from M&E findings is systematically integrated into program adjustments and decision-making processes.
- Help design and implement learning workshops that allow for cross-program knowledge sharing, fostering continuous improvement and innovation.

### Qualifications

1. Bachelor's or master's degree in information technology, environmental science, conservation biology, natural resources management, monitoring and evaluation, or a related field.
2. Minimum of 3-5 years of relevant experience in monitoring, evaluation, and learning, preferably in conservation.
3. Strong skills in analyzing and interpreting quantitative and qualitative data
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5. Confident in design, planning and undertaking of surveys
6. Ability to work with R-studio, GIS software (Q-GIS or ARC GIS), and data collection tools e.g. Kobo, SMART, ODK
7. Practiced in community outreach
8. High capacity for critical thinking, attention to detail, and working independently
9. Fluent in English and Swahili Maa language is an added advantage

**Application Deadline:** Applications must be submitted by 2<sup>nd</sup> March 2025.

#### Application Instructions:

To apply for this role kindly click this [link](#)

Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted for interviews.