



Interns - Monitoring and Evaluation Assistant

Job ID: 2023-5067

Location: TZ-Arusha | TZ-Kilimanjaro | TZ-Singida | TZ-Zanzibar

Category: International Positions

Employment Status: Full-Time

Overview

The Momentum Country and Global Leadership (MCGL) Tanzania program is working hand in hand with the Government of Tanzania (GoT) through the MOHDGEC-IVD unit with support from the United States Agency of International Development (USAID) to increase COVID-19 vaccination coverage of the highest priority populations; integrate COVID-19 vaccination activities into primary health care, and strengthen immunisation program resiliency to reduce COVID-19 mortality and morbidity and invigorate routine immunisation recovery efforts in selected regions of Tanzania including, Arusha, Morogoro, Manyara, Kilimanjaro, Kagera and Singida and Zanzibar. Several activities have been done to increase coverage and address barriers to increase uptake address barriers related to low uptake, the skills gap in the vaccine delivery strategies among healthcare providers, inefficient community mobilisation and engagement, ineffective data entry into electronic and paper-based systems as well inadequate access to vaccination services to the community. However, more efforts should be made to integrate COVID-19 and Routine immunisation to achieve the target MCGL project, in collaboration with R/CHMT, conducts campaigns and outreaches as an implementation approach to mobilise and accelerate the uptake of vaccination services at community and facility levels. Campaigns and outreaches involve collecting and reporting a large number of data, which necessitates regular field monitoring visits and follow-ups, and carrying out data verification and quality assurance exercises. The MCGL project wishes to offer monitoring and evaluations (M&E) internships to develop interns' capacity and support the Government in the country's scale-up of COVID-19 and RI vaccinations. The *M&E Interns* will work closely with the MCGL Regional Technical Officers and collaboratively with the regional and district teams to strengthen the data entry and collection processes, data quality, data accuracy, data integrity and reliability of data collected and reported.

Under the mentorship of M&E assistants, will support the MCGL project to conduct data quality and verification exercises in collaboration with district and regional data focal persons. The M&E Interns will also conduct financial compliance checks by verifying data linked to payments of providers and community health care workers. In addition, the M&E Interns will work to perform client, CHW and provider verification exercises to ensure compliance with SOPs and verify payments for performance principals. The M&E Intern will support the data entry exercises to avoid data backlogs and offers mentorship support to the ChanjoCovid system to providers and R/CHMTs.

In collaboration with M/E assistants, M/E interns will conduct monitoring visits in their workplace, ensure at least 20 health facilities are visited by week, facilitate data quality and support the health facilities in developing data improvement plans. The M/E interns will also collaborate with the M/E assistants to prepare and present weekly performances and support the technical team using analysed data to inform the program implementation in their regions.

M/E interns will also be responsible for writing activity reports and supporting other program duties, including logistics in program management.

Responsibilities

- In collaboration with district counterparts, conduct regular field/site monitoring visits, DQAs, client verification and follow-ups
- Support R/CHMT to collect and verify CHW and health care workers' (HCW) daily reporting forms, verify data reported in the vaccination registers, verify data entered in the registers, and crosscheck the progress toward achieving targets.
- Review data weekly with R/CHMTs to ensure harmonisation of district-level and project data into national ChanjoCovid systems
- Supports the M&E Advisor in the development of district level COVID-19 and RI data visualizations dashboards
- In collaboration with M/E Assistants, the Intern will conduct weekly monitoring visits to at least 20 health facilities, conduct data quality, and support the health facilities in developing data improvement plans.
- The M/E interns will also collaborate with the M/E assistants to prepare and present weekly performances and support the technical team using analysed data to inform the program implementation in their regions.
- Assist the M&E Assistants in the data collection, triangulation and analysis of the required weekly report per Donor required indicators
- Support data preparation for adaptive management meetings (e.g. data review meetings and after-action reviews with the project team)
- Be responsible for writing activity reports in all assigned tasks
- Support other program duties as assigned, including logistics in field-level program management.

Required Qualifications

- Must be a self-directed individual who has multi-tasking abilities
- Bachelor's degree in social sciences, humanities, quantitative/qualitative research methods, public health, or any other related field;

- six months of relevant work experience in data collection and data entry, preferably in health programming, social work, community development, non-government, and/or any organisations
- Fluent in English and Kiswahili, both written and spoken
- Proficient in MS Office applications, including Word, excel and power BI
- Ability to travel more than 50% of the staff time
- Experience working with MOH information systems and personnel is an added benefit
- Good analytical, oral and report-writing skills
- Self-motivated, proactive and have a positive attitude to work requiring minimum supervision
- Knowledge of using information systems. Knowledge of the Chanjocovid-19 system will be added advantage
- Good interpersonal skills and teamwork.

Options

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