



National Research Coordinator, Tanzania

Appointment Brief
January 2020



Contents

Background

3

**Job Summary
and Purpose**

4

**Key working
relationships
and logistical
arrangements**

5

How to Apply

7

The Role

4

**Duties and
Responsibilities**

5

**Person
Specification**

6



Background

Shahidi wa Maji is a Tanzanian NGO working for a fair water future where water is managed sustainably to ensure water security for all. Formed in 2008 by a group of concerned Tanzanian citizens working in business, academia, the water sector, NGOs and the media, the organisation plays a unique role in Tanzania's institutional landscape. Shahidi takes action, generates evidence and advocates for the improved water and sanitation services, inclusive governance of water resources, and climate resilience which are necessary to underpin Tanzania's development.

Shahidi wa Maji leads civil society engagement across the water sector and has a strong track record of driving system change and improving water security for vulnerable people. We take a holistic view of water security and work to: drive improved water supply, sanitation, hygiene and public health; ensure sustainable access to water for livelihoods and economic growth; prevent depletion and degradation of our stream, rivers, lakes and aquifers; improve water quality and control pollution; protect water related ecosystems; resolve and prevent water conflict; and defend against the impacts of flooding and droughts. We work closely with government, communities and the private sector to understand their current water challenges, and to activate and support positive change.

Our experience shows that accountability and transparency across the water sector are critical priorities for unlocking inclusive governance, improved WASH services and delivery of the Sustainable Development Goals. With our partners we have been working to strengthen

accountability for water by helping citizens understand and activate their rights, tracking budgets to ensure effective investment, integrity and value for money, and supporting government, utilities and authorities to understand and respond to the needs and concerns of water users. While this work is delivering positive results, there are important questions that need to be addressed to unlock its full potential. Shahidi wa Maji is therefore working as the Tanzanian lead within the international Accountability for Water partnership to undertake research into the key questions facing practitioners and policy makers working for stronger accountability throughout the water sector.

The research is a collaboration between the Partnership for African Social and Governance Research (PASGR), Water Witness International, Water Integrity Network (WIN), WaterAid, Institute of Development Studies (IDS), Oxfam, the Kenya Water and Sanitation Civil Societies Network (KEWASNET) and the Ethiopian Social Accountability Programme (ESAP). As well as delivering ground-breaking multi-country research, we will initiate an innovative Research Fellowship programme to help professionals in civil society, government, academia and donor organisations address the key questions they face and to develop practical solutions to improve accountability performance.

Having secured investment to deliver this initiative we are now seeking an exceptional individual to join the Shahidi wa Maji team in Morogoro to co-ordinate its successful delivery in Tanzania.

The Role

Job Title:	National Research Co-ordinator
Place of Work:	Morogoro, Tanzania
Pay:	Tsh 40,238,000 – 51,380,000 per annum commensurate with experience
Reports to:	Director, Shahidi wa Maji / Accountability for Water Programme Management Team
Travel:	Frequent periods of travel in Tanzania, including to remote field locations, with occasional regional and global travel
Term:	2 years, extension subject to performance and funding

Job Summary and Purpose

This is a new and strategically important position within a dynamic network of civil society, government and research partners, which will place the successful applicant at the heart of efforts to strengthen accountability and evidence-based decision making for sustainable development. We are seeking a Tanzanian with the experience, skills and confidence to co-ordinate this innovative, multi-stakeholder research programme, and to support the high-quality evidence generation and learning which is required. The post-holder will be responsible for the successful co-ordination of the ‘Accountability for Water Action and Research Programme’ and will ensure that the initiative has impact and legacy for strengthening water sector governance and service delivery in Tanzania. They will provide administrative and technical support to research partners and Professional Research Fellows in Tanzania to ensure high-quality research design, delivery, documentation and communication of results. This initiative will further develop Shahidi wa Maji’s support role in facilitating partners to implement initiatives to improve governance for water security.

The role will require competence in the design and delivery of interdisciplinary research, and thoughtful steering of research by a dispersed group of collaborating partners. The research addresses priority questions facing practitioners and policy makers, with a focus on the ‘community dynamics’ of accountability (what stimulates and sustains citizen voice?), ‘duty bearer dynamics’ (when and why is there an effective response?), and the ‘enabling environment’ (how can impact, legacy and countering of closing civic space be supported?). The goal is to generate and share knowledge which will enable all stakeholders to harness accountability practice to accelerate delivery of the water related SDG’s, social justice, climate resilience and sustainable resource management. The National Research Co-ordinator will be based at Shahidi wa Maji’s office in Morogoro and will be required to regularly visit professional fellows and partners across Tanzania, and to represent the team within regional and global meetings. They will work closely with the Director of Shahidi wa Maji and the Programme Management Team to ensure that the research programme is delivered effectively and efficiently and that it responds to the needs of stakeholders. They will provide technical guidance and support for monitoring, evaluation and learning, and will lead external and internal communications and stakeholder liaison. The person will support uptake of the research findings and will establish country level collaborations to support, learn from and use the research.

We are looking for someone who has exceptional organisational and communication skills, with the energy, research background and confidence to make the most of this opportunity for Tanzania’s water sector. The ability to establish and maintain effective relationships, and to ensure joint ownership and high-quality delivery of programmes with partners will be essential. This is an excellent opportunity for a gifted individual to help shape research, policy and practice on accountability and advocacy in Tanzania, and to build a legacy of wider impact through the next step in their career as a leader for sustainable development and social justice

Duties and responsibilities

The objective of this role is to effectively co-ordinate the Tanzanian delivery of the Accountability for Water Research Programme and to ensure that knowledge generated is robust, relevant, well-documented and communicated in ways which advance good governance and water service delivery. The Co-ordinator will ensure efficient delivery that is co-owned by partners and which is managed adaptively to ensure positive impact for beneficiaries. Specific responsibilities include:

1. Research co-ordination and Research Fellow support

Particular focus will be on coordinating recruitment and supporting Professional Research Fellows working within partner organisations in Tanzania who will undertake inquiry into accountability initiatives (social accountability monitoring work, budget tracking and analysis, evidence-based advocacy) and accountability mechanisms (statutory complaint and grievance systems, public interest litigation etc) and their influence on water security for vulnerable communities. There will also be opportunities for the postholder to work directly with research teams to design and deliver cross-cutting research. The success of the work will depend on the National Co-ordinators ability to effectively manage the research partnerships, to meet the changing needs of research fellows and stakeholders.

Working with the partners including Water Witness and the Partnership for African Social and Governance Research (PASGR), the postholder will be the primary point of contact for the programme in Tanzania and will ensure that:

- An efficient process for recruitment, training and provision of ongoing technical assistance to Professional Research Fellows is in place and operational, including via online and telephone support, meetings and national events;
- Research is designed and delivered using robust and ethical methodologies, that effective documentation takes place, and that lessons are effectively captured, packaged and shared to maximise their uptake;
- Relevant permissions and clearance are in place for the research, and that the programme complies with the law at all times;
- Opportunities are seized to undertake cross-cutting research such as large n-questionnaire surveys and Key Informant Interviews;
- That problems are solved and risks managed pro-actively and efficiently;
- That the legacy of the programme is strong, and that options for scaling the work are scoped and secured where appropriate.

In order to deliver these duties, the post holder will undertake a wide range of programme co-ordination activities including:

- Planning and reporting against programme budgets and workplans

- Mentorship and support to staff and research partners.
- Tracking of tasks and resources through regular communication, meetings and visits to ensure impact within budget and timescales.
- Quality assurance, statutory compliance and alignment with internal policies.
- Proactively input to and track research and debates which are relevant and ensure that our decision making is based on best available knowledge.

2. Learning, communications, advocacy and uptake

The post holder will be responsible for ensuring that:

- Learning is generated, synthesised and documented across the programmes work in Tanzania;
- Programmes monitoring, evaluation and learning plans are appropriate and implemented;
- The work is communicated effectively to external parties, and that communications internally to the team and professional fellows is efficient and effective;
- That appropriate plans are in place to drive uptake of the research findings through modified practice, policy or investment and that these are delivered on.
- Advocacy based on the results of the research programme has impact.

3. Partnership development and stakeholder support

The success of this initiative will depend on effective collaboration between a diverse set of local, regional and global partners. The Co-ordinator will have primary responsibility for establishing and maintaining constructive relationships with these partners including via:

- Planning, delivery, management and write up of regional and national meetings, trainings and workshops;
- Acting as the secretariat of the National Advisory Group which meets quarterly including taking minutes and ensuring actions are delivered;
- Prompt and comprehensive reporting to and liaison with the Programme Management Team and Shahidi wa Maji;
- Support for and active participation in regional and global meetings, conferences and events.

The post-holder will maintain the flexible approach needed within a small network organisation and will deputise for others to undertake other duties as required.

Key working relationships and logistical arrangements

The successful applicant will be part of the small team of professionals based at our offices in Morogoro and will be a key member of the global Accountability for Water Partnership. They will work closely with the Director to help shape Shahidi wa Maji's work, and to plan and account for the research component of our annual budget and programme budgets. They will be responsible for supporting high impact delivery by research fellows, our partners and members, and regular travel will be required. Other key working relationships include:

- Practice Lead – Research, and Research Officer Water Witness, UK.
- Research Programme Director and Officer, PASGR, Kenya.
- Accountability for Water Programme Partners (WaterAid, WIN, Oxfam, ESAP, National Governments, End Water Poverty, PASGR, Institute of Development Studies – University of Sussex, African Council of Ministers for Water, Hewlett Foundation, Rural Water Supply Network).

Person Specification

The successful applicant will be able to demonstrate the following:

Experience and qualifications:

Essential

- Master's degree in international development, water, or governance related fields.
- At least 3 years' experience in programme coordination, monitoring, evaluation and research preferably in a research focused organisation or initiative.
- Technical knowledge and experience of the water resource management and/or WASH sectors, gender and/or accountability, advocacy and governance research for sustainable development in Tanzania.
- Understanding of inclusive approaches, gender and key trends in international development.
- Demonstrable experience in supporting research and coordinating implementation of research programmes.
- A track record of publication, and a demonstrated ability to effectively communicate complex concepts to a wide range of audiences.
- Evidence of working in effective regional and national partnerships with senior level and technical staff, and of supporting networks of stakeholders.
- Experience and understanding of the strategies, challenges and opportunities for translating research and evidence into use, policy and practice for sustainable and inclusive development.
- A proven team player, able to mentor, organise events, facilitate workshops, deliver training and collaborate within a multi-cultural and dispersed team of mixed capabilities and experience.

Desirable

- Design and management of knowledge and learning networks in Africa.
- Experience of multi-country, multi-partner, interdisciplinary research initiatives.

- A successful track record of converting research and evidence into high impact advocacy materials and communication campaigns.
- Proven advocacy skills to influence at the highest levels and with multiple stakeholders and key decision makers

Skills and attributes:

Essential

- Excellent written and verbal communications skills in English and Swahili, and an ability to design, deliver and disseminate core research and evaluation findings to a variety of audiences
- Demonstrated interpersonal skills, including the ability to collaborate effectively in networks and communities of practice
- A flexible and resourceful attitude with the ability to manage and prioritize an unpredictable workload.
- Proven analytical and problem-solving skills in order to understand the range and content of accountability for water work and provide practical solutions to operational challenges.
- Proven data analysis and report writing skills including documentation and editing with proficiency in data analysis software.
- A high degree of competence in using IT tools, platforms and programmes.
- Exceptional organisational skills, professional diligence and ethical conduct.
- Must be dynamic, creative, and passionate about delivering positive change in the world.
- Familiar with current concepts and approaches within accountability and advocacy and /or water resource management, climate resilience and WASH.

Desirable

- Familiarity and competence in media, communications, infographics, publishing and the use of social media.



How to apply

All correspondence should be sent to jobs@shahidiwamaji.org with 'Director – Shahidi wa Maji' in the subject line. Please provide a **CV and cover letter in ONE single document**. The cover letter should be no more than two pages long, must explain why you want to work in this position, and should clearly set out how your skills and experience make you a good fit. Please also attach to your email a **SINGLE example of your written work** which best demonstrates your writing capabilities. This should be a recent, pre-existing report or paper of which **you are the primary author**.

Applications which do not meet these specifications will not be considered.

Timeline

Closing date:	12 noon EAT, 21st February 2020
Interviews:	Late February/early March
Required start date:	mid April 2020 at the latest

Equality Statement

Equality and diversity are at the core of Shahidi wa Maji's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. Please let us know if you need any assistance in making your application or if you have any special requirements should you be selected for an interview. **On this occasion only Tanzanian citizens should apply.**

Selection Process

Only shortlisted candidates will be contacted. Please assume that you have not been shortlisted if you have not heard from us within 1 week of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the interview.

