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MONITORING, EVALUATION AND LEARNING (MEL) OFFICER INTERN

Location: Dar es Salam, Tanzania

Job Reference: RCT/MEL/08/2026

Employment Type: Full-time

RCT and its Work to Transform Agriculture

Rice Council of Tanzania (RCT) is a national apex, non-governmental organization established to coordinate, represent and promote the interests of stakeholders across Tanzania's rice value chain. RCT brings together a broad range of actors, including rice farmers and farmer organizations, input suppliers, processors, traders, service providers, researchers, bankers' association (Fis), development partners, consumer organizations and government institutions and other actors across the rice value chain.

Working in alignment with Tanzania's national development priorities and the rice value chain from farmer to consumer, the Rice Council of Tanzania (RCT) works to strengthen an inclusive, competitive and sustainable rice sector. We support rice farmers and value-chain actors by advocating for a favorable policy and regulatory framework, improved access to high-quality and improved seeds, appropriate technologies, knowledge on sustainable production practices, financial and business development services, and linkages to reliable and profitable markets.

At the grassroots level, RCT facilitates the establishment and strengthening of District Rice Value Chain Councils and Platforms, bringing together farmers, processors, traders, input suppliers, financial institutions, government authorities, researchers and other stakeholders to identify challenges, develop solutions and coordinate collective action.

Through strategic partnerships and stakeholder engagement, RCT builds the alliances, networks and collaborations required to drive inclusive agricultural transformation, promote investment and strengthen market systems across the rice value chain. We achieve our key objectives through a focus on the following four areas of intervention:

- 1** Knowledge management and capacity development – generating, documenting and sharing knowledge, technologies and good practices to strengthen the capacity of rice-sector stakeholders.
- 2** Policy advocacy and stakeholder engagement – representing the interests of rice value-chain actors and facilitating dialogue with government and other decision-makers on policies, regulations and investments affecting the rice industry.
- 3** Strategic research and evidence generation – supporting research, data generation and evidence-based analysis to identify opportunities, constraints and solutions for sustainable rice-sector development.



- 4 Governance, partnerships and institutional strengthening – strengthening coordination among stakeholders and developing strategic partnerships that mobilize resources, investments, innovation and technical support for the rice value chain.

Why Join Us?

People are the heartbeat of our organization and remain the true drivers of our delivery, impact, and success.

We have cultivated a workplace that fuels Depth in Collaboration, Excellence in Execution, Constructive Engagements, and a spirit of being Increasingly Entrepreneurial; all underpinned by our cherished **R-I-C-E** Values (R-eliability, I-ntegrity, C-ustomer focus and E-xcellence)

We work with dedicated people, farmers, farmer organizations, private-sector actors, government institutions, development partners, researchers, and other stakeholders across Tanzania's rice value chain. Through strong partnerships and inclusive collaboration, we bring together diverse expertise and experience to strengthen the rice sector.

Our commitment goes beyond individual organizations. Rice Council of Tanzania is committed to catalyzing a competitive, inclusive and sustainable rice value chain that improves smallholder farmers' livelihoods, strengthens market opportunities, promotes innovation, enhances food security, and contributes to Tanzania's agricultural and economic transformation.

We are looking for passionate, analytical and results-oriented professionals who are committed to using data, digital MEL tools, data visualization, agricultural innovation and evidence-based programming, evidence and learning to drive the transformation of Tanzania's rice sector. The successful candidate will contribute to strengthening RCT's systems for tracking results and programme performance, defining and monitoring KPIs and performance trackers, ensuring data quality, analyzing results, and translating evidence into actionable learning.

Are you ready to embark on this exciting transformative journey with us?

The Position

M & E Intern- Tanzania **Job Reference: RCT/MEL/08/2026**

The Monitoring, Evaluation and Learning (MEL) Intern will be responsible for coordinating and strengthening RCT's monitoring, evaluation, accountability, learning and knowledge management systems. The Officer will support the Council and its projects and programmes to track results, measure performance, generate evidence, document lessons and ensure that programme implementation is guided by reliable data and learning.

The MLE Intern will work closely with the Program and Business Development Advisor and council team, implementing partners, farmer organizations, government institutions, development partners, and other stakeholders across the rice value chain.

Key Duties and Responsibilities:

- Support the MLE team in tracking project and programme results, indicators, KPIs, milestones and targets against approved workplans and results frameworks.
- Assist in developing, updating and maintaining performance trackers, indicator tracking tables and project databases.
- Support the collection, entry, cleaning, verification and organization of programme data from field activities and implementing partners.
- Assist in ensuring data quality, completeness, accuracy and consistency through routine data verification and validation.
- Support field monitoring visits and document implementation progress, achievements, challenges and emerging lessons.
- Assist in preparing monthly, quarterly and annual performance summaries based on programme data and implementation reports.
- Support data analysis using tools such as Excel, Kobo Toolbox, Survey CTO, TOLA Data, Power BI, SPSS and other relevant MLE tools.
- Assist in developing and updating dashboards and data visualizations to support programme performance tracking and management decision-making.
- Participate in baseline surveys, assessments, outcome monitoring, end-line studies and other MLE-related assignments.
- Support the documentation of success stories, case studies, lessons learned, innovations and evidence of change generated through RCT programmes.
- Work with programme teams to collect information, photographs, testimonies and other evidence required for impact documentation and communication.
- Support the development and maintenance of an RCT MLE knowledge and evidence repository, ensuring that key programme documents and datasets are properly organized and accessible.



- Participate in stakeholder consultations and field activities involving farmers, farmer organizations, government institutions, development partners and other rice value chain actors.
- Support the identification and documentation of good practices and scalable models within Tanzania's rice value chain.
- Maintain confidentiality and integrity of programme data and ensure proper handling of MLE information.
- Perform any other MLE, data management, research and learning duties assigned by the supervisor.

Key Qualifications and Experience required:

- A first degree in Monitoring and Evaluation (M&E), Statistics, Project Planning and Management, Development Studies, Agricultural Economics, Agriculture/Agribusiness, Data Science/Information Systems, or other relevant field with additional training in results-based Monitoring & Evaluation and project management.
- Experience/Field practical donor funded project in monitoring and evaluation in context of agriculture
- Ability to work independently with little supervision and eager to learn and to be trained.
- Outstanding writing analytical skills essential, computer proficiency and familiarity with a range of software applications including word processing, spreadsheets, and databases.
- Demonstrated experience in proposal writing is an additional advantage.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV in English (including your e-mail and telephone contact) to info@ricecounciltz.org. Please quote the job reference number in the subject line of the application e-mail.

Applications must be received on or before 24th August 2026. Due to the large volumes of applications we usually receive, we will only be able to contact those candidates who are shortlisted.

For more information on the RCT, visit www.ricecounciltz.org

RCT is an Equal Opportunity Employer