

TERMS OF REFERENCE

Position: GIS & MEL Officer

Job Grade: Mid-Level Technical Specialist

Duty Station: Regional Office, Nairobi Kenya.

Reporting to: Regional Programme Manager

Supervises: None

Works Closely With: Programme Teams, Country MEL Officers, Communications Officer, Policy & Advocacy Officer, GIS partners, Data Providers

1.0 Job Purpose:

The GIS & MEL Officer provides technical leadership on geospatial analysis, remote sensing, monitoring, evaluation, and learning (MEL) across the regional programme portfolio.

The role ensures evidence-driven programming by generating spatial insights, designing MEL systems, supporting results measurement, and transforming geospatial and MEL data into actionable knowledge for decision-making, reporting, and advocacy.

This position strengthens internal capacity, supports country teams, manages data systems, and contributes to programme design through robust data and analytics.

2.0 Work Relationship:

2.1 Internal Context

- Programme Manager, Programme Assistant, Communications Officer, Country MEL staff, Finance (for MEL budgets)

2.2 External Context

- GIS firms, universities, government data bodies, research institutions, donors (for MEL requirements), consultants, enumerators

3.0 Key Responsibilities & Detailed Deliverables

GIS & Remote Sensing Analysis

- Conduct spatial analyses including land use/land cover (LULC) mapping, hydrological modelling, ecosystem monitoring, and change detection.
- Produce high-quality maps, spatial datasets, models, and spatial visualisations for programmes and communications.
- Access and analyse satellite imagery (Landsat, Sentinel, MODIS) and other geospatial data.
- Maintain and update the regional GIS database and spatial data library.
- Ensure data integrity, metadata standards, and proper version control.

MEL System Design & Coordination

- Design and maintain MEL frameworks, results chains, indicators, and measurement plans for projects.
- Support development of baseline, midline, and endline methodologies.
- Develop MEL tools (surveys, checklists, templates) and digital data collection forms (Kobo, ODK, SurveyCTO).
- Coordinate MEL planning with country teams and implementing partners.
- Align with Wetlands International global MEL processes.
- Support in developing strategic objectives and targets for the region aligning with WI Strategy and regional Strategic Plan.

Data Collection, Management & Quality Assurance

- Support field teams in collecting spatial and non-spatial data.
- Conduct data quality assessments (completeness, accuracy, consistency).
- Maintain MEL databases and ensure data is stored securely and backed up.
- Integrate geospatial data with programme indicators to generate holistic insights.

Monitoring & Reporting

- Produce monitoring reports, dashboards, and visual summaries of progress against indicators.
- Support donor reporting by supplying MEL data, maps, charts, and spatial insights.
- Track progress of outcomes and outputs and flag areas of underperformance.
- Support development of learning questions and results narratives.

Learning, Reflection & Knowledge Generation

- Facilitate reflection meetings, after-action reviews, and learning workshops.
- Document lessons learned, evidence summaries, case studies, evaluation findings and best practices for internal and external sharing.
- Facilitate programme adaptation using MEL insights.
- Work with communications teams to package MEL evidence into accessible materials.

Support to Programme Design & Proposal Development

- Provide MEL and GIS inputs in new proposals, including indicators, log frames, and measurement plans.
- Produce maps and spatial evidence to strengthen proposal context and targeting.
- Support to define MEL budgets and tools for new projects.

Partner & Country Team Capacity Strengthening

- Train staff and partners on MEL, GIS tools, and data collection.
- Provide mentoring and troubleshooting support.
- Develop user manuals, training modules, and reference materials.

Technology & Innovation

- Identify new GIS & MEL tools, platforms, and technologies relevant to programme work.
- Introduce automation, dashboards, and data visualization enhancements.
- Support integration of drones, mobile sensors, community monitoring approaches where relevant.

4.0 Decision Making Authority

- Determines analytical approaches for GIS and MEL assignments.
 - Approves spatial data quality and MEL indicator measurements.
 - Advises programme teams on data-driven decisions and adaptive management.
 - Establishes MEL systems within donor guidelines.
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5.0 Key Performance Indicators

GIS KPIs

- Number and quality of maps and spatial analyses produced
- Timeliness of GIS deliverables for reports and proposals
- Quality and completeness of GIS database

MEL KPIs

- Accurate tracking of project indicators
- Number of learning events facilitated
- Quality of monitoring reports and dashboards
- Zero delays in MEL inputs for donor reports

Capacity KPIs

- Number of staff/partners trained
- Improved proficiency in GIS/MEL tools

6.0 Qualification, Experience & Skills

6.1 Professional Qualifications

- Bachelor's degree in GIS, Geography, Environmental Science, Statistics, MEL, or related field

6.2 Relevant Experience

- 3–5 years' experience in GIS or MEL in development/environment sectors
- Experience with spatial modelling and digital MEL systems
- Demonstrated ability to manage complex dataset

6.3 Essential Competencies

6.3.1 Technical Competencies

- Advanced GIS (ArcGIS, QGIS)
- Remote sensing image analysis (ERDAS Imagine, Google Earth Engine)
- MEL frameworks, logframes, indicators
- Statistical tools (R, STATA, Excel power tools)
- Database management
- Digital data collection platforms (Kobo, ODK, SurveyCTO)
- Data visualisation & dashboarding (Power BI, Tableau)

6.3.2 Behavioral Competencies

- Analytical and critical thinking
- Attention to detail

- Strong communication and training ability
- Problem-solving
- Team collaboration
- Curiosity and innovation mindset

6.4 Organizational Core competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Communications
- Organization and self-control

6.5 Working Conditions

- Office-based with regular field missions
- Periodic travel to programme sites and partner locations
- Workload increases during reporting and mapping cycles

How to Apply

Interested and qualified candidates who meet the requirements for any of the above positions are invited to submit their application.

- Please send a comprehensive CV, Cover letter detailing your experience and suitability for the role and indicate your GROSS salary expectation to hreastafrica@wetlands-eafrica.org . Please indicate the position title you are applying for as the subject line of your email.
 - **Application Deadline: [5th January 2026]**
 - Only shortlisted candidates will be contacted.