



## **JOB POSTING – Monitoring, Evaluation and Learning Officer**

<b>Organization:</b>	Right To Play Burundi
<b>Department/Division:</b>	Program
<b>Work Location:</b>	Bujumbura, Burundi
<b>Authorized to work in:</b>	Burundi (Eligible to work legally without work permit)
<b>Application Closing Date:</b>	September 27 <sup>th</sup> , 2023

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

The Monitoring, Evaluation and Learning Officer (MELO) will work in collaboration with Country Office MEL colleagues and the MEL team at headquarters to ensure that broader work is informed and based on participatory decision-making. In addition to broad contribution to core monitoring and evaluation processes, the MEL Officer is expected to participate in, and produce deliverables for, the Global MEL strategy.

The MELO reports directly to the Country Director (CD). The incumbent works closely with Global MEL (GMEL) and receives technical advice and supervision from the GMEL Manager. The MELO collaborates with staff, not only at the country office level, but also within the broader region and across the organization, globally. The MELO leads

the MEL system across the country and plays an active part in the global Right To Play MEL community by contributing to the organization's understanding of its program approaches and outcomes.

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## WHAT YOU'LL DO:

### #1: Monitoring (35% of Time):

- Leads the effective management of the country office MEL system.
  - Develops MEL frameworks for new projects in coordination with the GMEL Manager (to include indicators, targets, data collection methods and schedules, and analysis plans).
  - Ensures that output and outcome data is collected, cleaned, and analysed for timely submission to Country Office and Global team. Ensures data quality and integrity through periodic spot checks, field visits to verify data and investigate data anomalies.
  - Ensure program team, including field staff, have a strong understanding of project outcomes, outputs, measurement indicators, processes, and systems.
  - Coordinate, budget and implement yearly monitoring of program outcomes (includes quantitative and qualitative data collection) and lead on data analysis to support learning and reporting processes Includes managing access to and retrieval of relevant secondary data.
  - Supports the development and revision of data collection tools required for each project and conducts audits to check for accuracy in data collection and entry.
  - Ensure data collection and storage is aligned with global MEL standards, such as RTP guidelines on confidentiality.
  - Coordinates with GMEL Manager to identify areas for innovation and improvements to enhance effectiveness of the global MEL framework and systems.
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### #2: Evaluations and Research (20% of Time):

- Coordinates with GMEL on program evaluations, including needs assessments, baselines, mid-terms and final evaluations.
  - Support with budgeting for evaluations and designing terms of references/request for proposals.
  - Steering committee member for all evaluations and research.
  - Supports with in-country logistics for data collection and mobilizing participants.
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### #3: Learning (15% of Time):

- In collaboration with other staff in Country Office and Global team, encourage adaptive management approaches to pause, reflect, learn and improve programs.



- Develop summary materials in coordination with GMEL Manager and deliver presentations on MEL findings to RTP staff, partners, program participants/communities, and/or other stakeholders.
- Leads on evidence uptake and learning from evaluations to adapt and improve programs based on evaluation recommendations and outcome monitoring.

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#### #4: MEL System and Strengthening (10% of Time):

- Supports with the strengthening of country-level MEL systems, including assessment of country-level capacity for successful implementation of MEL work (including staff skills and knowledge, data entry and data storage systems and develop strategies for increasing capacity).
- Trains project staff, partners and enumerators on data collection tools and processes.
- Provides workshops as needed on MEL for country staff, partners, and stakeholders.

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#### #5: Project design (10% of Time):

- Support Country Office and Global teams in designing theories of change and logical frameworks as part of new project design, including the identification of appropriate indicators.

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#### #6: Supporting the global MEL strategy (5% of Time):

- Actively participate in the RTP Global MEL Community of Practice to exchange good practices, expertise, and experience across the organization.
- Collaborate closely with the GMEL Manager and wider MEL teams, as required.
- Support GMEL initiatives as required and as agreed by the Country Director and Director of MEL.
- Supports other global ME initiatives as required and as agreed to by the Country Director.

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#### #7: Other Tasks as Assigned (5% of Time)

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### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in social sciences, development, or related discipline.
- Training in Monitoring and Evaluation such as university courses, workshops, certificates.

#### EXPERIENCE:

- 4 years of practical experience developing and implementing monitoring and evaluation frameworks (developing logic frameworks, outcomes, indicators, targets, and data collection plans).
- 1 year of practical experience working with social programs.

- 3 years leading and conducting data collection, both qualitative (focus groups, interviews, observations) and quantitative (surveys, statistics review).
- Experience conducting rudimentary analysis for quantitative data (descriptive analysis) and qualitative data (identifying key themes and sub-themes).
- Experience managing data sets (coordinating data entry, ensuring data quality, managing data confidential storage).

#### **COMPETENCIES/PERSONAL ATTRIBUTES:**

- Advanced interpersonal and written and verbal communication skills
- Strong analytical and conceptual skills to think and plan strategically and to identify trends.
- Strong problem-solving skills.
- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other partners.
- Proven written communication and presentation skills, presenting evaluation findings through a variety of mediums— data visuals (graphs), reports and presentations.

#### **KNOWLEDGE/SKILLS:**

- A background in program evaluation methodologies
- Understanding of quantitative and qualitative research approaches and best practices, and of child-friendly data collection methods
- Knowledge of SMART indicators
- A strong working knowledge of issues related to development and humanitarian programming (sport for development, health, education, community development, refugee and internally displaced populations, gender equity, inclusion and advocacy)
- Substantial knowledge of monitoring and evaluation processes for NGO programs
- Computer literacy in MS Word, Excel and Internet

#### **LANGUAGES:**

- Fluency in written and spoken English, French and Kirundi

#### **WHO YOU ARE:**

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

#### **WHAT YOU'LL GET:**



Phone: 22 27 36 27



Address: 3 Avenue Juru, Q.Gasekebuye, Bujumbura Mairie, Burundi



Website: [righttoplay.com](http://righttoplay.com)



The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- 20 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/142065-mel-officer-bujumbura-september-2023/577271-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**



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We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).