

## JOB POSTING – Monitoring, Evaluation and Learning Coordinator (Indigenous Programs)

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Indigenous Programs
<b>Work location:</b>	Toronto OR Vancouver, Canada
<b>Work arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	Canada (Eligible to work legally without requiring sponsorship)
<b>Target Hiring Range:</b>	\$47,000 - \$51,000 CAD per annum
<b>Target Start Date:</b>	Immediate
<b>Contract Duration:</b>	1-year full-time contract with possibility of renewal based on performance and availability of funding
<b>Closing Date:</b>	Open until position is filled

### **BACKGROUND:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using 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 eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

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.

**JOB SUMMARY:**

The Monitoring, Evaluation and Learning (MEL) Coordinator reports directly to the MEL Manager, Indigenous Programs and collaborate closely with the MEL Specialist, Indigenous Research, Indigenous Programs team, and across Right To Play (RTP) globally.

Your primary responsibility is to implement RTP's country-level MEL plan while applying the RTP global Monitoring and Evaluation (ME) framework that is specific to Indigenous Program Team's strategies, needs and contexts. You will also coordinate and implement the monitoring of program activities, participants, and outcomes and support the development of program reports; support program planning at the country level by conducting appropriate assessments and through the provision of technical assistance; support program evaluations; and assist the Indigenous Programs team to utilize findings in their planning and decision-making. You will provide support and guidance to the Indigenous Programs team, Canadian National Office (CNO) and RTP staff in the area of ME. You will implement the MEL system across Canada and play an active part in the global RTP MEL community by contributing to RTP's understanding of its program approaches and outcomes.

You will be expected to travel up to 30% to visit communities across Canada.

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**PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Data collection related to program progress and program outcomes (35% of Time):**

- Coordinates and implements regular monitoring of program activities
- Utilizes the global monitoring system to track and report on program outputs and reach, such as number of trainings conducted and number of program participants
- Coordinates the required preparations for all ME activities by identifying and preparing participants for samples, creating, testing and translating data collection tools and liaising with schools/communities to secure time/space
- Implements qualitative (focus groups, interviews, child observations) and quantitative (surveys) tools to collect data with children, youth, leaders, parents, partners and other stakeholders
- Coordinates access to, and retrieval of, secondary data such as school records, community-level health statistics
- Identifies innovations and improvements to enhance effectiveness of the global MEL framework and systems
- Collaborates with the MEL Manager and MEL Specialist, Indigenous Research to align MEL data and Indigenous research protocols and practices

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**Job Responsibility #2: Data storage, analysis and reporting (20% of Time):**

- Oversees data entry and transcribing processes both for primary and secondary data
- Conducts data audits and checks data to ensure accuracy in data collection and entry
- Conducts analysis on quantitative and qualitative data such as descriptive analyses and identifying themes and sub-themes
- Ensures data storage is in line with RTP standards such as confidentiality
- Develops and submits output, outcome, and evaluation reports to the Executive Director, MEL Manager,

Indigenous Programs team, CNO team, MEL HQ team, and external partners

- Collaborates with the Curriculum and Communications Specialist to compile necessary information that requires data for progress and final reports for the CNO for donor engagement and agreements
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**Job Responsibility #3: Supporting the MEL plan for RTP Indigenous Programs (15% of Time):**

- Assesses RTP's global indicators and MEL tools for relevance and appropriateness within Canada's context and proposes revisions as required
  - Identifies gaps between global indicators/data collection tools and Indigenous Programs outcomes and proposes ways to address gaps
  - Develops MEL frameworks for new programs to include indicators, targets, data collection methods and schedules, and analysis plans and regularly reviews MEL frameworks for existing programs to ensure relevancy and effectiveness
  - Supports the planning and delivery of mid-term and final evaluations
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**Job Responsibility #4: Capacity building for MEL through training and systems development (10% of Time):**

- Supports the MEL Manager and MEL Specialist to successfully implement MEL work including staff skills and knowledge, data entry and data storage systems
  - Trains Field Facilitators and staff on data collection tools and processes
  - Organises and facilitates workshops as needed on MEL for Indigenous Programs staff, partners, and stakeholders.
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**Job Responsibility #5: Supporting and facilitating country planning processes (10% of Time)**

- Supports Indigenous Programs in developing logic frameworks for new programs and reviewing logic frameworks for existing programs including the identification of appropriate outcomes and SMART indicators
  - In collaboration with other staff in the Indigenous Programs team and CNO to identify program and decision-making implication of ME findings
  - Develops summary materials and delivers presentations on ME findings to staff, partners, beneficiaries, and/or other stakeholders, including the CNO
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**Job Responsibility #6: Other Tasks as Assigned (5% of Time)**

- Participates in RTP's global MEL initiatives including MEL portal, MEL workshops and trainings and consultations. Shares ME best practices, lessons learned and other insights with RTP MEL colleagues.
  - Maintains regular communications with the Global MEL Team
  - Supports other global MEL initiatives as required and as agreed to by the MEL Manager
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**Job Responsibility #7: Other Tasks as Assigned (5% of Time)**

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**MINIMUM QUALIFICATIONS (Must have):**

**EDUCATION/TRAINING/CERTIFICATION:**

- Training in Monitoring and Evaluation (i.e., university/college courses, workshops, certificates)

**EXPERIENCE:**

- 1 year of practical experience developing and implementing monitoring and evaluation frameworks (developing logic frameworks, outcomes, indicators, targets and data collection plans).
- Practical experience working with social programs
- Experience in 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) and 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)
- Proficiency in and previous working experience with data management systems
- Substantial knowledge of monitoring and evaluation processes for NGO programs
- Computer literacy in MS Word, Excel and data analysis software (e.g. SPSS, STATA, NVivo, etc.)

**LANGUAGES:**

- Fluency in spoken and written English.

**DESIRED QUALIFICATIONS (An Asset)**

- Fluency in an Indigenous language

- Experience designing and leading evaluation or research studies
- Experience conducting data collection with children
- Expertise and experience in training and capacity-building (e.g., developing and delivering workshops, mentoring and supporting colleagues, etc.)
- Expertise and experience in designing data collection tools both qualitative and quantitative
- Experience identifying program implications and recommendations from data findings

#### WHO YOU ARE:

You are highly driven, results-oriented, collaborative and a well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills. You have knowledge and understanding of colonial history and how it impacts Indigenous peoples in Canada. In addition, if you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!

#### WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including flexible work policy (e.g. work from home and flex hours), personal days, personal learning and development days and summer/winter hours.

#### HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) with your resume and cover letter.

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.**



**EMPLOYEE VACCINE POLICY:**

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

**ACCOMODATION:**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com)

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

