

JOB POSTING – Monitoring, Evaluation and Learning Manager, Indigenous Programs

Organization: Right To Play International
Department/Division: Indigenous Programs
Work location: Toronto, Canada (With possibility to work remotely)
Authorized to work in: Canada (Ability to work legally without requiring sponsorship)
Target Hiring/ Target Hiring Range: \$74,000-\$78,000 CAD per annum

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 is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

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) Manager, reports directly to the Executive Director, Indigenous Programs. The incumbent receives technical advice from the relevant Global MEL Manager - HQ. The MEL Manager collaborates with staff, not only at the Indigenous Programs level, but also across the organization, including the Canadian National Office and globally. The primary roles and responsibilities of the MEL Manager are to (a) manage and implement Right To Play’s Indigenous Programs monitoring, evaluation and learning plan, within the scope of the overall Strategic Plan, and country-based needs and contexts; (b) supervise the monitoring of program activities, and outcomes and support the development of program reports; (c) support program planning at the country level by conducting appropriate assessments and through the provision of technical assistance while aligning it with Indigenous research and protocols on data collection and dissemination; (d) manage country specific program evaluations; (e) help the country office utilize the findings in

their planning and decision-making; and (f) contribute to the Global MEL Strategy as a member and/or lead of one or more strategic working groups. The MEL Manager leads the MEL system across the country, including managing a MEL Officer and MEL Specialist, to ensure active participation in the global Right To Play MEL Community of Practice by contributing to the organization's understanding of its program approaches and outcomes.

The MEL Manager may be required to travel between 15% to 20% of their time within the country to provide in-person monitoring and evaluation of programming in partnering communities. Occasional weekends and evenings may also be expected.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Monitoring and Evaluation (30% of Time):

- Leads on developing and promoting a learning agenda that builds the knowledge necessary to inform program planning, funding decisions, and strategic directions for Indigenous Programs.
- Oversees all major evaluations and case studies, ensuring: strong coordination, rigorous design and data collection techniques comprehensive analysis, and wide-spread communication of results.
- Oversees and/or delineates responsibilities by grant/project in order to support the monitoring and evaluation of all program activities.
- Leads research initiatives as appropriate and provides critical input and feedback throughout the conceptualizing, planning and implementation process.
- Leads the identification and establishment of suitable academic and research partners & networks at country level.
- Supports external evaluations by developing the appropriate budget for evaluations, terms of reference and requests for proposals.
- Leads the review and rating of technical proposals for consultant selection, and manages consultants over the evaluation phases.
- Ensures timely and quality completion of evaluations and submission of evaluation reports.
- Collaborates with the Global MEL unit when necessary in planning and implementation of strategic learning and operational research/learning studies.

Job Responsibility #2: Program Design, Planning and Implementation (25% of Time):

- Provides additional technical support as needed during program planning, including log frame and performance measurement framework development and review, identification of indicators and performance targets, and development of project-specific measurement approaches.
- Supports in the development of proposals.
- Oversees the MEL Officer to provide technical oversight to ensure monitoring, evaluation and learning practices are aligned with the strategic goals.
- Oversees the MEL Specialist to provide technical oversight to ensure effective implementation of internal monitoring and evaluation practices and alignment with Indigenous research, methodologies, and ethical standards of practice and the First Nations OCAP Principles (Ownership, Control, Access, Possession).

- Engages with the Indigenous research advisory circle and research partners on approaches to fulfill strategic plan target outcome areas and research goals.
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Job Responsibility #3: Team Leadership and Management (15% of Time):

- Provides continuous management and mentorship to support the MEL Officer, MEL Specialist, and Program Officers to undertake a high level of rigor in data collection.
 - Hosts regular meetings with the MEL Officer and MEL Specialist, provides coaching to the team to ensure that goals are being met.
 - Arranges for skill enhancement workshops and opportunities for the MEL Officer and MEL Specialist as needed.
 - Oversees the quality and effectiveness of implementing the MEL Officer and MEL Specialist responsibilities.
 - Completes annual performance appraisals with the MEL Officer and MEL Specialist.
 - Facilitates and sustains a continuous improvement, culture of innovation, achievement, support and learning within the Global RTP MEL practitioners.
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Job Responsibility #4: MEL Capacity Building and Training (10% of Time):

- Facilitates evidence-based learning within Indigenous Programs and for Community partners through systematic MEL, quality evaluation and research.
 - Leads MEL trainings to enhance monitoring, evaluation and learning capacity among program and partner staff and supports the Monitoring and Evaluation Officer(s) to design and implement regional trainings.
 - Ensures effective systems and processes that enable success of the measurement strategy by overseeing the strengthening and periodic review of measurement tools and processes, data management and utilization systems, MEL standards and guidelines.
 - Engage in learning about Indigenous research, methodologies, and the First Nations Ownership, Control, Access, Possession (OCAP) Principles.
 - Continually stays abreast of external trends and coordinate with program teams to ensure best practices in monitoring, evaluation, and research are integrated in RTP's work.
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Job Responsibility #5: Implementation of the Measurement Strategy and Planning (10% of Time):

- Ensures quality implementation of the Indigenous Programs measurement strategy in alignment with country strategic priorities and RTP Global MEL framework; monitors and reports on performance indicators.
- Develops and manages annual plans and budgets for implementation of Indigenous Programs MEL priorities and projects.
- Oversees regular progress reports & fulfillment of data requests from within the organization (e.g. CNO, Global) for donor and/or partnerships engagement and reporting.
- Works with the MEL Specialist to identify best approaches that include Indigenous research, methodologies and protocols and develop a process of implementation.

- Identifies innovations and improvements to enhance effectiveness of the country and RTP Global MEL framework and systems.
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Job Responsibility #6: Learning, Dissemination, and Data Utilization (Internal and External) (5% of Time):

- Manages internal data communication and utility approach that ensures that staff across the program and organization are learning about and discussing findings from outcome assessments, evaluations, and research studies, and that key findings are informing ongoing planning and decision-making.
 - Oversees the planning for data communication (e.g. findings on impacts, measurement strategy communications) on the RTP website and other social media platforms.
 - Ensures MEL findings are continually communicated in a timely and relevant way, influencing key programmatic, strategic, fundraising and communication initiatives.
 - Reports to respective donors and/or partnerships on information on, and application of the First Nations Ownership, Control, Access, Possession (OCAP) Principles.
 - Works with the MEL Specialist on developing a process for dissemination of data to community partners and conceptual approaches to using the data at a community-based level (i.e., funding opportunities).
 - Develops knowledge management systems that store, and manage results and learning.
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Job Responsibility #7: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- University degree or diploma in social sciences, international development, or related fields.
- Applied training in research methods (quantitative analysis/statistics and/or qualitative analysis).

EXPERIENCE:

- 5 years of work experience in monitoring, evaluation and learning in the international or community development context, alongside demonstrated staff leadership and strategic planning experience.
- Experience in using data visualization tools (e.g., Power BI, Tableau, Power Views).

COMPETENCIES/PERSONAL ATTRIBUTES:

- Collaborative and shared leadership approach.
- Able to provide supervision and guidance using mentoring and coaching practices.
- Able to advocate in a well-informed manner with regard to experiences of Indigenous youth.
- Highly motivated and committed to program success.
- Strong attention to details when planning.
- Good team work ethic, and also capable of working independently.
- Accurate and timely reporting.
- Strong planning and coordination skills.
- Decision making skills.

- A self-starter with a results orientation.
- An ability to easily vary communication style from technical to layman level and from strategic to practical level.
- Strong at multi-tasking and managing a series of long-term complex change projects.
- Collegial and personable.
- Willingness and ability to travel.
- Able to work under pressure and ambiguous contexts.

KNOWLEDGE/SKILLS:

- Excellent statistical skills and a sophisticated understanding of best practices in evaluation design, data collection, analysis, reporting, and dissemination.
- Ability to lead qualitative and quantitative data collection processes.
- Strong writing skills and the ability to produce a range of documents styles for different audiences.
- Strong analytical and conceptual skills that allow for strategic planning and the ability to translate this into practical and feasible operational program planning both in written and verbal formats.
- Substantial knowledge of monitoring and evaluation processes for NGO programs.
- Familiarity with results-based management (RBM) for program planning, program design and proposal writing, evaluations, reporting, and integrating lessons learned.
- Strong working knowledge of issues related to development and humanitarian programming (education, gender, child protection, refugees and internally displaced population). Knowledge in sport for development programming a benefit.
- Proficient in Microsoft Office applications, especially advanced Microsoft Excel skills – Power Query, Power Pivot, Macros, etc.
- Proficient in quantitative and qualitative analytical tools (e.g. SPSS, STATA, NVivo, Dedoose).
- Proficient in digital data collection platforms (e.g. ODK, SurveyCTO, KoBo Toolbox).

LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset)

- Master's degree in research, social sciences, development or related discipline.
- Experience working with and in Indigenous communities and/or urban Indigenous organizations, particularly in community development and/or youth-based programming.
- Membership in and/or credentialed evaluator (CE) designation from a professional evaluation association (e.g. Canadian Evaluation Society).
- Training and certification in monitoring and evaluation.
- Fluency in Indigenous or French language.

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:

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 Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.

Target Start Date: Immediate
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload 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. Individuals are encouraged to self-identify. 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 police record check as a condition of employment.**

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

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.