JOB POSTING – Monitoring, Evaluation and Learning Specialist (Indigenous Research)

Organization: Right To Play International
Department/Division: Indigenous Programs
Work location: Toronto or Vancouver, Canada
Work arrangement: A combination of in-office and remote-working in accordance with Right To Play’s work arrangement and the operational needs of the department. Possibility of remote-working pending management approval.
Authorized to work in: Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range: $74,000 - $78,000 CAD per annum
Target Start Date: Immediate
Contract Duration: Permanent/Full-time
Closing Date: 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) Specialist of Indigenous Research reports directly to the Executive Director, Indigenous Programs and work closely with the MEL Manager and MEL Coordinator. The incumbent will provide guidance in developing and implementing Monitoring and Evaluation (ME) processes and systems that support the strategic plan priority areas and as it relates to Indigenous research protocols.

Working with the Indigenous Programs team, the incumbent will provide direction in the developing of a measurement tool to implement Right To Play (RTP)’s Reconciliation Action Plan (education, environmental changes, representation and accommodation) to ensure the organizations ongoing commitment and work in reconciliation. They will coordinate, implement, and report on the monitoring of program activities and outcomes at the country level by conducting appropriate assessments and through the provision of technical assistance; support program evaluations; and assists the country office to utilize findings in their planning and decision-making. The MEL Specialist collaborates with Indigenous advisory circles, Indigenous researchers and partnerships, and provides guidance and support to the MEL Manager, Indigenous Programs team, Canadian National Office (CNO) and RTP staff in the area of monitoring, evaluation, and approaches as it relates to Indigenous research protocols. The MEL Specialist implements the ME 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 as it relates to Indigenous protocols.

The MEL Specialist will be required to travel to Indigenous communities and cities across Canada (up to 40%).

PRIMARY RESPONSIBILITIES:

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

- Identifies appropriate Indigenous research methodologies and approaches to apply in a MEL context that supports the strategic plan indicators and outcomes
- Ensures that cultural protocols related to partnerships with Indigenous communities, research, data, and dissemination of data are ethically aligned with the First Nations OCAP Principles (Ownership, Control, Access, Possession)
- Implements qualitative (sharing circles, interviews, child observations) and quantitative (surveys) tools to collect data with children, youth, leaders, parents, partners and other stakeholders, and in coordination with the Indigenous researchers and/or research advisory circle
- Plans and conducts research on best approaches and practices to applying Indigenous evaluation methods and techniques, including analysis of applicability to the current MEL processes
- Coordinates and implements regular monitoring of program outcomes of strategic plan priority areas
- Collaborates with the MEL Manager and MEL Coordinator to utilizes the global monitoring system to track program outputs such as number of trainings conducted and number of program participants
- Coordinates meetings and goals with Indigenous researcher(s), strategic plan research advisory circles, and presents to the Indigenous Programs Advisory Circles
- Leads and coordinates the RTP Reconciliation Action Plan committee
- Collaborates with Indigenous Programs team to develop and implement plans regarding the Reconciliation Action Plan.
Job Responsibility #2: Data storage, analysis and reporting (20% of Time):

- Leads in the development and implementation of the First Nations OCAP Principles and Reconciliation Action Plan for RTP staff capacity building and training
- Collaborates with Indigenous researcher(s) and advisory circles in the planning, development and implementation of programs and practices on Indigenous research and methodology approaches
- 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 rudimentary analysis on quantitative and qualitative data such as descriptive analyses and identifying themes and sub-themes
- Develops and submits output, outcome, and evaluation reports to the Executive Director & MEL Manager, Indigenous Programs team, Canadian National Office (CNO), and the MEL HQ team
- Identifies best approach to disseminating data to Indigenous community partners based on Indigenous research and protocols, and provides suggestions on what community partners can do with their data (e.g. apply for funding)
- Supports MEL Manager & other Grant Managers to draft MEL narratives for reports to donors & partners.

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 country’s context and proposes revisions as required
- Identifies gaps between global indicators/data collection tools and country’s program 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.

Job Responsibility #4: Capacity building for MEL through training and systems development (10% of Time):

- Collaborate with the Indigenous Programs team and lead in the development of a measurement tool for the country RTP’s Reconciliation Action Plan and recommendations for next steps
- Lead in the development of a plan to achieve strategic plan indicators and outcomes that are specifically relevant to the TRC Calls to Action
- Assesses 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 Field Facilitators and Indigenous Programs staff on data collection tools, processes and cultural protocols (e.g. OCAP Principles, Indigenous methodologies)
- Organises and facilitates workshops as needed on MEL for country staff, partners and stakeholders.
Job Responsibility #5: Supporting and facilitating country planning processes (10% of Time)

- Supports Country Office in developing logic frameworks for new programs & proposals and reviewing logic frameworks for existing programs
- In collaboration with other staff in the Country Office identifies 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 Canadian National Office (CNO)
- Collaborates with the Training and Curriculum team to develop training and learning opportunities that relate to Indigenous methodologies, OCAP Principles and the Reconciliation Action Plan
- Plan and monitor budgets related to Indigenous research protocols
- Manage and create workplan for RTPs Reconciliation Action Plan, including developing a communication plan and training across the RTP teams, including the Executive Team.

Job Responsibility #6: Supporting the development and strengthening of RTP’s global ME framework (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
- Monitors and evaluates the program of the Reconciliation Action Plan.

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

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelors’ degree in Indigenous Studies, Social Work, Political science, Indigenous Education and/or equivalent
- Training and/or experience in Indigenous research, methodologies and protocols (e.g. OCAP Principles)
- Training and/or experience in Monitoring and Evaluation (e.g. university courses, workshops, certificates)

EXPERIENCE:

- 2-3 years of practical experience in applying Indigenous research and methodology approaches
- 1-2 years of practical experience developing and implementing monitoring and evaluation frameworks (developing logic frameworks, outcomes, indicators, targets and data collection plans)
- Experience working with social programs and Indigenous communities
- Experience in leading and conducting data collection, both qualitative (focus groups, interviews,
• 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:
• 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
• Advanced 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 and Indigenous methodologies
• Understanding of quantitative and qualitative research approaches and best practices, and of child-friendly data collection methods
• Knowledge of SMART indicators
• 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)
• Knowledge of monitoring and evaluation processes for NGO programs
• Computer literacy in MS Word, Excel and Internet

LANGUAGES:
• Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset)
• Experience designing and leading evaluation or research studies
• Experience conducting data collection using an Indigenous research and methodologies approach
• Expertise and experience in designing data collection tools both qualitative and quantitative
• Experience identifying program implications and recommendations from data findings
• Knowledgeable of OCAP Principles, TRC Calls to Action, UNDRIP and identifies approaches to implementing systemically
• Expertise and experience in training and capacity-building (e.g., developing and delivering workshops, mentoring and supporting colleagues, etc.)
WHO YOU ARE:

You are knowledgeable of Indigenous research protocols including Indigenous methodologies and First Nations OCAP Principles (Ownership, Control, Access, Possession), as well as the Truth and Reconciliation Calls to Action, and the United Nations Declaration on the Rights of Indigenous Peoples. 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 Group RRSP Plan, gym membership, 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.

ADDRESS 43 FRONT ST E, UNIT 200, TORONTO, ONTARIO M5E 1B3 | PHONE 416 498 1922 | WEBSITE RIGHTTOPLAY.COM
ACCOMODATION:
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.