

JOB ADVERTISEMENT

POSITION : Monitoring, Evaluation and Learning Officer

Number : 1

Reporting to : Country Manager

Location : Kigali

I. JOB SUMMARY

The Monitoring, Evaluation and Learning Officer (MELO) reports directly to the Country Manager (CM). The incumbent receives technical advice and supervision from the Regional MONITORING, EVALUATION & LEARNING Officer. The MONITORING, EVALUATION & LEARNING Officer collaborates with staff, not only at the country office level, but also within the broader region and across the organization, globally. The primary roles and responsibilities of the MONITORING, EVALUATION & LEARNING Officer are to (a) manage and implement Right To Play's country-level monitoring, evaluation and Learning plan, within the RTP global Monitoring and Evaluation (ME) framework and specific to country strategies, needs and contexts; (b) coordinate and implement the monitoring of program activities, participants, 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; (d) support program evaluations; and, (e) help the country office utilize the findings in their planning and decision-making. The MONITORING, EVALUATION & LEARNING Officer leads the ME system across the country and plays an active part in the global Right To Play Monitoring, Evaluation and Learning (MEL) community by contributing to the organization's understanding of its program approaches and outcomes.

II. SUPERVISORY AND ADVISORY RESPONSIBILITIES

A. DIRECT REPORTING LINES

| Job title | Number of Employees per Job Title |
|--------------|-----------------------------------|
| DATA ANALYST | 1 |

B. INDIRECT TECHNICAL REPORTING LINES

| Job title | Number of Employees/Volunteers per Job Title |
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| NA | |

C. INDIRECT ADVISORY RESPONSIBILITIES

The incumbent provides support and guidance to Country Manager and Program Manager, field staff, and partner's staff in the area of monitoring, evaluation as well as learning.

III. RESPONSIBILITIES

Time% In accordance with Right To Play (RTP) approved policies and procedures, the incumbent

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| <p>1.</p> | <p>Data collection related to program progress and program outcomes</p> <ul style="list-style-type: none"> • Coordinates and implements regular monitoring of program outcomes by leading outcome studies at least once a year. • Utilizes the global monitoring system to track program outputs 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, 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 MONITORING, EVALUATION & LEARNING framework and systems. | <p>35%</p> |
| <p>2.</p> | <p>Data storage, analysis and reporting</p> <ul style="list-style-type: none"> • 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. • Ensures data storage is in line with RTP standards such as confidentiality. • Develops and submits output, outcome, and evaluation reports to the Country Manager and the Regional MONITORING, EVALUATION & LEARNING. | <p>20%</p> |

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| 3. | <p>Monitoring, evaluation and learning plan for RTP country's programs</p> <ul style="list-style-type: none"> • Assesses RTP's global indicators and ME 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 MONITORING, EVALUATION & LEARNING frameworks for new programs to include indicators, targets, data collection methods and schedules, and analysis plans and regularly reviews MONITORING, EVALUATION & LEARNING frameworks for existing programs to ensure relevancy and effectiveness. • Supports the planning for mid-term and final evaluations. | 15% |
| 4. | <p>Capacity building for MONITORING, EVALUATION & LEARNING through trainings and systems development</p> <ul style="list-style-type: none"> • Assesses country-level capacity for successful implementation of MONITORING, EVALUATION & LEARNING work including staff skills and knowledge, data entry and data storage systems and develop strategies for increasing capacity. • Trains data collection enumerators such as Field Facilitators and partner staff on data collection tools and processes. • Provides workshops as needed on MONITORING, EVALUATION & LEARNING for country staff, partners and stakeholders. | 10% |
| 5. | <p>Supporting and facilitating country planning processes</p> <ul style="list-style-type: none"> • Supports Country Office and Regional Office 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 Country Office and the Regional Office, identifies program and decision-making implications of ME findings. • Develops summary materials and delivers presentations on ME findings to staff, partners, beneficiaries, and/or other stakeholders. | 10% |

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| 6. | <p>Supporting the development and strengthening of RTP's global ME framework</p> <ul style="list-style-type: none"> • Participates in RTP's global MONITORING, EVALUATION & LEARNING initiatives including ME portal, ME workshops and trainings and consultations. • Shares ME best practices, lessons learned and other insights with RTP MONITORING, EVALUATION & LEARNING colleagues. • Maintains regular communications with the Regional MONITORING, EVALUATION & LEARNING Officer. • Supports other global ME initiatives as required and as agreed to by the Country Manager. | 5% |
| 7. | <p>Performs other duties as assigned.</p> | 5% |

IV. PLANNING AND ORGANIZING

The incumbent is responsible for planning the MONITORING, EVALUATION & LEARNING activities for the whole program in the country and is responsible for planning his/her own work priorities subject to oversight of the CM.

V. MINIMUM QUALIFICATIONS (Must have)

A. EDUCATION/TRAINING/CERTIFICATION

- Bachelor's degree in social sciences, development studies or Project Management.
- Technical Training in Monitoring and Evaluation such as university courses, workshops, certificates.

B. EXPERIENCE

- 5 years of practical experience developing and implementing monitoring and evaluation frameworks (developing logic frameworks, outcomes, indicators, targets and data collection plans).
- 3 year of practical experience working with social programs.
- 5 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).

C. 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

D. TECHNICAL 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

E. LANGUAGES

- Fluency in written and spoken English and Kinyarwanda.

VI. DESIRED QUALIFICATIONS (An Asset)

- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other partners
- 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
- Experience in monitoring and evaluation processes for NGO programs

VII. ADDITIONAL JOB RELATED CONDITIONS

The incumbent is required to travel in the country in performing his/her duties. Outside travel is expected.

VIII. APPLICATION PROCESS

If you are interested in applying for this position, please send your applications (Cover letter and Resume) to the Country Manager of Right To Play Rwanda at righttoplayrwanda@yahoo.com no later than April 10th 2016 at 03:00pm.

Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those shortlisted for interviews will be contacted.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. To learn more about who we are and what we do, please visit our website at www.righttoplay.com