



JOB POSTING – Monitoring, Evaluation and Learning Officer (1 Position)

Organization:	Right To Play Rwanda
Department/Division:	Program
Work Location:	Kigali Country Office
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.
Authorized to work in:	Rwanda (Ability to work legally without a work permit or sponsorship in Rwanda)
Target Hiring Range:	Local salary scale applies (Grade 6)
Target Start Date:	April 2025
Contract Duration:	1 Year contract with possibility of renewal based on performance and availability of funding.
Application Closing Date:	31-01-2025

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) reports directly to the Country Director (CM) or Head Of Office, where applicable. The incumbent receives technical advice and supervision from the relevant MEL



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Website: righttoplay.com

Manager – HQ. The incumbent is expecting to participate in the relevant global Community of Practice as part of the One RTP structure. The MELO collaborates with staff, at the country office level, but also across the organization, globally. The primary roles and responsibilities of the MELO 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 MELO 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.

WHAT YOU’LL DO:

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

- 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 MEL framework and systems.
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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 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 CD/HOO and the MEL Manager - HQ.
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Job Responsibility #3: Monitoring, evaluation and learning plan for RTP country's 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 trainings and systems development (10% of Time)

- 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 data collection enumerators such as Field Facilitators and partner staff on data collection tools and processes.
- 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 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 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

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 CD/HOO.

Job Responsibility #7: Other tasks as assigned (5% of Time)

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:

- 3 years 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 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)
- 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 and local language(s).
- French is also required in Francophone countries





BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- 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

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 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)
- Up to 5 personal learning and development (L&D) days per year
- 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/200488-monitoring-evaluation-and-learning-officer/883260-application-form/en>



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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 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. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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.**

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