

JOB POSTING – MEL COORDINATOR

Organization:	Right To Play Tanzania
Department/Division:	Programs
Reports to:	Project Officer
Work Location:	Serengeti-Mara, Tanzania
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:	Tanzania (Eligible to work legally without visa or work permit sponsorship)
Target Hiring Salary:	Starting from TSH.28,812,125 per annum (before taxes)
Target Start Date:	April 2025 (subjected to approval of funding from the donor)
Contract Duration:	Full-time , 12 months contract with possibility of renewal based on performance and availability of funding
Application Closing Date:	January 10th, 2025, 23:59 EAT

ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **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 (MEL) Coordinator reports directly to the Project Officer and Technically to the MEL Specialist. The incumbent receives technical advice from the Country MEL Specialist. The MEL Coordinator will collaborate with staff, not only at the project office level, but also across the organization, through the current Global MEL strategy. The primary roles and responsibilities of the MEL Coordinator are to (a) Support Right To Play's project-level monitoring, evaluation and learning plan, specific to project plan and country strategies, needs and contexts; (b) Support on the monitoring of program activities, participants, and outcomes and support the development of program reports; (c) support program planning at the project level by



Phone: +255 22 277 4161



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coordinating appropriate assessments and by ensuring the communication of measurement findings; (d) support project evaluations; and, (e) help the country office utilize the findings in their program planning and decision-making processes. The MEL Coordinator supports the MEL system 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.

WHAT YOU'LL DO:

#1: Supports the data collection process related to program progress and program outcomes (35% of Time):

- Coordinates and supports regular monitoring of project outcomes, including yearly outcome assessments.
- Utilizes RTP's global monitoring system to track project outputs (e.g. trainings conducted, number of project participants, etc...).
- Coordinates the required preparations for MEL administrative activities (e.g. supporting monitoring the department budget, supporting HR activities involving departmental hiring)
- Coordinates access to, and retrieval of, secondary data (e.g. school records, community-level health statistics, etc.)
- Supports on the revision of measurement tools and plan with the lens of the local context and identifies and communicates risks, challenges, or sensitivities.

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

- Supports data checking to ensure accuracy in data collection and data entry (e.g. conduct 'data audits').
- Supports the analysis of quantitative and qualitative data (e.g. descriptive and inferential analyses, identifying themes and sub-themes, etc.)

#3: Monitoring and evaluation plan for RTP projects (15% of Time):

- Supports in the review of indicators, measurement plans and MEL tools for relevance and appropriateness within location's context and proposes revisions as required.
- Supports the development of MEL frameworks for new programs and the tracking of MEL frameworks for existing programs to ensure planning and implementation progress is needed.
- Supports the planning for baseline, mid-term and final evaluations

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

- Supports the MEL Specialist in training data collection enumerators (e.g. program supervisors, Head Leaders, and partner staff on data collection tools and processes).
- Supports the MEL Specialist in the provision of training of country staff, partners, stakeholders, etc.as needed

#5: Supporting and facilitating country planning processes (10% of Time)

- In collaboration with other staff in the Country Office and the Regional Office, supports in identifying program and decision-making implications of MEL findings.
- Develop summary materials and support the delivery of presentations on MEL findings to staff, partners, beneficiaries, and/or other stakeholders.



#6: Supporting the development and strengthening of RTP's Global MEL Strategy (5% of Time)

- Participates in RTP's global MEL initiatives (e.g. Global MEL CoP, Global MEL Working Groups, and Global MEL seminars, trainings, consultations, etc.)
- Shares MEL preferred practices, lessons learned and other insights with RTP MEL colleagues based on contextual experiences.
- Maintains regular communications with the Country office MEL Specialist
- Supports other global MEL initiatives as required and as agreed by the Global MEL Manager and Country office MEL Specialist.

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

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in social sciences, project management, statistics or related discipline
- Certificate in Monitoring and Evaluation (e.g. university courses, training certificates)

EXPERIENCE:

- 3 years of practical experience working with social programs, preferably with children
- Practical experience supporting the implementation of monitoring and evaluation activities and plans (e.g. supporting the preparation for conducting qualitative and quantitative data collection and data entry)
- Experience managing data (e.g. coordinating data entry, ensuring data quality, managing confidential data storage, etc.)

KNOWLEDGE/SKILLS:

- Conceptual knowledge of the purpose of monitoring and evaluation and how it fits into NGO program planning and implementation
- Understanding of quantitative and qualitative data collection approaches and preferred practices
- 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)
- Proven written communication and presentation skills
- Basic computer skills (e.g. typing skills, MS Word, MS Excel, etc.)

LANGUAGES:

- Fluency in spoken and written English and Kiswahili

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Master's degree in Monitoring and Evaluation is an asset
- Basic knowledge of SPSS/STATA, and NVIVO are an asset
- Experience supporting rudimentary analysis for quantitative data (e.g. ability to conduct descriptive analysis) and qualitative data (e.g. identifying key themes and sub-themes)
- Experience conducting data collection with children



- Experience in training and capacity-building (e.g. developing and delivering workshops, mentoring and supporting colleagues)
- Experience in designing data collection tools (both qualitative and quantitative)

WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You have strong analytical and conceptual skills to think and plan strategically and to identify trends, ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other stakeholders.

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 (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

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/195835-monitoring-evaluation-learning-coordinator-mara-tz-jan-2025/859513-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**



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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.**

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.

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

