**MEAL Assistant – Facility from the Regional Teacher Initiative in Africa**

**Project description**

The Regional Teachers Initiative for Africa (RTIA), a programme funded by the EU/EC via the Education section (G3) of DG INTPA aims to improve learning outcomes and the socio-emotional development of children in Africa, by having a more competent, motivated and inclusive teacher workforce in basic education.

The RTIA will especially seek to achieve the following outcomes over the next 6 years:

1. Improve the governance, management, attractiveness, and gender balance of the teaching profession, with a strong focus on increased digitalisation and innovation.
2. Enhance the quality, relevance, and effectiveness of initial and continuous teacher professional development, notably through digital education, peer-to-peer learning approaches and regional collaboration.

Within RTIA, the Facility will support teacher policy and improve teacher education and professional development systems by:

1. providing capacity building at country level through technical assistance,
2. promoting innovation and scaling of effective teaching solutions,
3. increasing the production and use of data and evidence, and
4. promoting the use of regional frameworks, evidence-based practices, and joint learning at regional level.

The Facility will reach the above-mentioned objectives through 3 types of instruments or “windows”:

1. a window to deliver technical assistance on teacher governance and teacher education and professional development based on the demand from eligible partner countries,
2. a window on testing and scaling effective programs for teacher education and professional development in the thematic areas of digital skills, gender, green skills, and pedagogical skills, including in the context of refugees and displaced population,
3. a research window to create new evidence and support the integration of evidence in the policy making process and in the design of teacher education and professional development programs.

In addition to these windows the Facility’s monitoring, evaluation, accountability and learning (MEAL), knowledge management and research and communication activities will further contribute to the sharing of knowledge, evidence, and best practices related to the overall Initiative outcomes.

The Facility is funded by the European Union and co-implemented by the Partnership formed by three-member state agencies: Expertise France for France, Enabel, VVOB and APEFE for Belgium, EDUFI for Finland. Expertise France has been designated the Coordinating Agency for this Partnership. With the Facility governance scheme serving as the Initiative's governance scheme, it is expected that the Partnership will work closely with UNESCO and AUC, in charge of the other 2 components of the EU Initiative.

The first phase of the Facility (as well as the Initiative) is scheduled from February 2024 to January 2027 (36 months) with a total budget of 46.000.000 EUR.

**Role description**

As the MEAL Assistant for the Facility from the Regional Teachers Initiative for Africa (RTIA-Facility), you will support the implementation of MEAL systems and processes of the Facility. You will work closely with the MEAL Coordinator, MEAL staff from partner organisations and implementing team members. You will verify, clean and aggregate data collected from across the Facility, and support teams to address challenges with data quality. You will conduct analysis of data and present results and findings in accessible formats for Facility team members. This role is based at Expertise France's coordination office in Paris and supervised by the RTIA Facility MEAL Coordinator.

**Detailed Responsibilities**

**Data Collection and Quality Assurance (50%)**

1. Validate and quality assure data, ensuring adherence to data management principles
2. Support the development and adaptation of data collection tools/instruments to meet the needs of the RTIA Facility.
3. Support team members to use MEAL tools through training sessions and workshops.

**Data Analysis and Insights (20%)**

1. Support the implement tools, feedback mechanisms and consolidation processes to systematically gather, manage and share programme data to facilitate programme management, decision making and learning.
2. Aggregate data collected through monitoring activities, ensuring consistency, accuracy, and relevance for monitoring progress towards project outcomes and objectives.
3. Support the development and facilitation of interactions with other programme stakeholders for data analysis, interpretation and insights generation through workshops and meetings.

**Reporting and Knowledge Management (20%)**

1. Provide MEAL data to contribute to the development and consolidation of key project documents, deliverables and communication products (including the project website and social media).
2. Support management the Project Management Tool (PMT) to ensure the quality of information input, analysis, and reporting.
3. Provide input into the PMT and PowerBI dashboards.
4. Participate, and take notes, in the MEAL Working Group, and lead sessions where they align with your deliverables.

**MEAL Capacity Building and Quality Assurance (10%)**

1. Participate, and take notes, in the MEAL Working Group, and lead sessions where they align with your deliverables.
2. Support team members to use MEAL tools through training sessions and workshops.

**Required Profile**

**Skills**

* Understanding of MEAL concepts and their application in education programming (essential).
* Strong quantitative analytical skills and attention to detail (essential).
* Good communication and teamwork skills (essential).
* Proficiency in Microsoft Office suit, with high level Microsoft Excel (essential).
* Proficiency in data collection software (specifically Microsoft Forms) (essential).
* Proficiency in data analysis software (R, SPSS, Stata, etc.) and data visualization tools (PowerBI) (desirable).

**Experience**

* Minimum of 1 year of relevant experience in monitoring, evaluation, and learning roles (essential).
* Experience of conducting analysis of quantitative data and providing results essential).
* Experience collecting data and data collection processes (desirable).
* Experience working with MEAL databases and information systems (desirable).
* Experience ensuring data quality and compliance with data protection regulations (desirable).
* Experience working in multicultural and multidisciplinary teams, experience coordinating and leading remote teams (desirable).
* Experience in facilitating training sessions or workshops (desirable).
* Familiarity with education sector (desirable).

**Qualifications**

* Degree in a relevant field such as applied statistics, political or social sciences, international cooperation, project management; any other degree related to the position.

**Languages**

* Professional level written and spoken English (essential).
* Professional level written and spoken French (desirable).

**Contract information**

The contract period is for 12 months, yearly renewable up to 5 years, covering the 1st 3-year and expected 2nd 3-year phases of the Initiative. We offer an Expertise France contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, annual performance bonus, etc.

**How to Apply**

Apply via the Expertise France recruitment portal. All applications must include:

* a CV
* a cover letter
* 3 references, including email and telephone contacts.

Shortlisted applicants will be contacted and invited for an online written assessment and video call interview.