

## MEAL Coordinator – Regional Facility for Teachers in Africa (RFTA)

### Project description.

The Regional Teacher 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 Regional Facility for Teachers in Africa (RFTA) will support teacher policy and improve teacher education and professional development systems by i) providing capacity building at country level through technical assistance, ii) promoting innovation and scaling of effective teaching solutions; iii) increasing the production and use of data and evidence, and iv) promoting the use of regional frameworks, evidence-based practices, and joint learning at regional level.

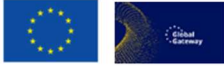
The Regional Facility for Teachers in Africa (RFTA) will reach the above-mentioned objectives through 3 types of instruments or “windows”:

- one window to deliver technical assistance on teacher governance and teacher education and professional development based on the demand from eligible partner countries ,
- one 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 populations,
- 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 knowledge management 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 3 member state agencies: Expertise France for France, Enabel 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 UAC, in charge of the other 2 components of the EU Initiative.

The duration of the action is scheduled from 01.02.2024 to 31.01.2027 (36 months) with a budget of 46.000.000 EUR.



## **Assignment description.**

As the MEAL (Monitoring, Evaluation, Accountability, and Learning) Coordinator for the Regional Facility for Teachers in Africa (RFTA), you will play a crucial role in developing, overseeing and advancing our MEAL mechanisms to ensure the effectiveness of our program. Based at Expertise France's coordination office in Paris, you will lead the design, implementation, and operationalization of the MEAL system of the Facility, providing critical support to the Facility Implementation Team (FIT). Your role involves developing monitoring and evaluation plans, establishing baselines, and executing data collection and analysis. You will collaborate closely with project stakeholders to ensure quality data collection and interpretation, as well as consistent and accurate reporting. Additionally, you will contribute to capacity building and quality assurance activities, supporting staff and partners in utilizing MEAL methodologies for evidence-based decision-making and continuous improvement.

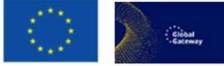
Under the hierarchical supervision of the Team Leader, the MEAL Coordinator will be responsible for the following tasks:

### Responsibility 1 – Develop and implement the MEAL system

- Review, refine and update (when necessary) the Theory of change and the logical framework (indicators, targets, sources of verification, assumptions)
- Support the development of a solid MEAL system co-constructed with key stakeholders, and aligned with the overall Initiative Result's framework and resources, which will include :
  - o the list of impact, outcome and output indicators and a description of each indicator (suitably disaggregated), together with their monitoring plan (means of verification, methodology, tools, measurement, frequency, person responsible, etc.)
  - o the data flow process, from collection to use (collection, feedback, consolidation, visualization, use for steering and decision-making, reporting, etc.)
  - o the data management principles (analysis, reporting, archiving, confidentiality, quality control, RGPD-compliant data protection)
  - o the main data collection tools and methods
- Build and maintain the operability of the MEAL system, adapting existing tools and monitoring instruments while introducing new tools as necessary to enhance data collection, analysis, and reporting efficiency.
- Train all stakeholders on MEAL approaches/principles and mechanisms/tools developed to facilitate their involvement in the implementation and use of the monitoring-evaluation and learning system
- Draw up the terms of reference for identifying external service providers for conducting monitoring, learning or evaluation exercises, where appropriate, and support their selection and supervision.

### Responsibility 2 –Data Collection and Analysis

- Lead the establishment of a baseline to inform the initial values of all project indicators, ensuring a solid foundation for monitoring and evaluation activities.
- Develop and implement data collection tools, feedback mechanisms, and consolidation processes to systematically gather and manage MEAL data.



- Design and test methodologies for data collection, analysis, and management, focusing on quality control, database development, analysis flowcharts, and result measurement frameworks.
- Check the quality of the data and the RGPD compliance of the system
- Interact with stakeholders for data analysis and interpretation
- Aggregate data collected through monitoring activities, ensuring consistency, accuracy, and relevance for monitoring progress towards project outcomes and objectives.

### Responsibility 3: Reporting and Knowledge Management

- Produce regular monitoring and evaluation indicators and reports
- Ensure MEAL data is timely available to contribute to the development and consolidation of key project documents, deliverables and communication products (including the project website and social medias).
- Contribute to the preparation of interim and final activity reports (narrative and financial) in accordance with deadlines and contractual terms.
- Contribute to quarterly project review exercises and steering/monitoring committee presentations with the Facility team
- Manage the Project Management Tool (PMT) to ensure the quality of information input, analysis, and reporting, collaborating with an assistant when necessary.
- Manage and update PowerBI dashboards for visualizing the activities and results of the RFTA
- Support the development and implementation of a comprehensive knowledge management and learning strategy, in close collaboration with the Knowledge Management Coordinator.

### Responsibility 4 – Capacity Building and Quality Assurance

- Provide technical support and capacity building to project staff and partners on monitoring, evaluation, and learning methodologies, fostering a culture of evidence-based decision-making and continuous improvement.
- Strengthen the project team's capacity to monitor and evaluate activities effectively, supporting the production of result-oriented reports and knowledge development products.
- Ensure the high quality and consistency of MEAL results in line with recognized standards, facilitating internal and external dissemination of data and insights.

These responsibilities encompass a comprehensive approach to monitoring, evaluation, accountability, and learning within the RFTA, ensuring that the program's interventions are informed by robust evidence, responsive to stakeholder needs, and contribute to positive outcomes for children's learning and socio-emotional development across Africa.

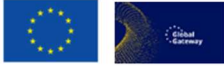
## **Qualifications**

### Required Skills:

- Master's degree in a relevant field such as applied statistics, political or social sciences, international cooperation, project management; any other degree related to the position.
- Strong analytical skills and attention to detail, with the ability to interpret complex data sets and generate actionable insights.

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- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders, including project teams, donors, and partners.
- Familiarity with gender mainstreaming principles and experience integrating gender considerations into MEAL processes and tools.
- Proficiency in data collection software (Kobo Toolbox, SurveyCTO, ODK, etc.), data analysis software (R, SPSS, Stata, etc.), and data visualization tools (PowerBI).
- Fluent French and English spoken and written skills are essential. Other language desired: Portuguese (an asset).

### Required Experience:

- Minimum of 5 years of relevant experience in monitoring, evaluation, and learning roles within the international development sector, preferably with a focus on education or capacity building initiatives.
- Proven track record of designing and implementing MEAL systems for large-scale projects funded by international donors, such as the European Union or bilateral agencies.
- Experience in conducting baseline assessments, data collection, analysis, and reporting for project monitoring and evaluation purposes.
- Experience in managing MEAL databases and information systems, ensuring data quality and compliance with data protection regulations.
- Experience in conducting project evaluations and knowledge management, particularly through participatory methods.
- Previous experience working with diverse stakeholders, including government counterparts, non-governmental organizations, and international organizations.
- Experience in providing technical assistance and capacity building support on MEAL to project teams and partners.
- Experience working in multicultural and multidisciplinary teams, with the ability to thrive in a dynamic and fast-paced environment.
- Familiarity with EU/EC funding mechanisms, regulations, and reporting requirements would be an asset.

### **Contract information.**

The contract period is for 12 months starting as soon as possible (yearly renewable up to 6 years, covering the 1st 3-year and expected 2nd 3-year phases of the Initiative). We offer an EF contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, annual performance bonus, etc.

### **Application.**

Documents to be provided:

- A CV
- A cover letter
- Any business references including email and telephone contacts.