**MEAL Coordinator – 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 Coordinator for the Facility from the Regional Teachers Initiative for Africa (RTIA-Facility), you will lead the development and implementation of MEAL systems processes of the Facility. You will provide critical support to the Facility Implementation Team, and work with other cross-cutting function teams including knowledge management and communications. 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. This role is based at Expertise France's coordination office in Paris and supervised by the RTIA Facility Team Leader.

**Detailed Responsibilities**

**Lead implementation and delivery of MEAL for the RTIA-Facility (20%)**

1. Implement the RTIA MEAL system to ensure data and insights are available and actionable to support the RTIA-Facility. This includes the implementation of the MEAL Plan to ensure that monitoring data is collected, verified, consolidated, analysed and visualised for steering and decision-making, adaptation of the MEAL system and tools/instruments as necessary and ensuring adherence to data management principles.
2. Train team members and stakeholders on MEAL approaches, principles, tools and systems to facilitate uptake, implementation and usage across the RTIA team.
3. Manage the scoping, recruitment and delivery of external evaluations, including developing terms of reference, identifying evaluation partners and supervising the service provision.

**Deliver data analysis and insights on the RTIA Programme (40%)**

1. Implement tools, feedback mechanisms and consolidation processes to systematically gather, manage and share programme data to facilitate programme management, decision making and learning.
2. Design and test methodologies for data collection, analysis, and management, focusing on quality control, database development, analysis flowcharts, and result measurement frameworks.
3. Validate and quality assure data, ensuring adherence to data management principles.
4. Aggregate data collected through monitoring activities, ensuring consistency, accuracy, and relevance for monitoring progress towards project outcomes and objectives.
5. Facilitate interactions with other programme stakeholders for data analysis, interpretation and insights generation through workshops and meetings.

**Reporting and Knowledge Management (30%)**

1. Ensure MEAL data is available to contribute to the development and consolidation of key project documents, deliverables and communication products (including the project website and social media).
2. Contribute to the preparation of interim and final activity reports (narrative and financial) in accordance with deadlines and contractual terms.
3. Contribute to quarterly project review exercises and steering/monitoring committee presentations with the Facility team.
4. Manage the Project Management Tool (PMT) to ensure the quality of information input, analysis, and reporting, collaborating with an assistant when necessary.
5. Work closely with the RTIA Product Owner to ensure that the PMT and PowerBI dashboards align with the MEAL requirements.
6. Work closely with the Knowledge Management Team and the Communications Officer to ensure MEAL, Knowledge Management and Communications strategies are well aligned and that data and learnings from MEAL are incorporated into Knowledge Management and Communication activities. This includes participating in regular cross-function meetings with Knowledge Management and Communications colleagues, active participation in Knowledge Management and Communications working groups and responsibility for planning and delivering bi-annual cross-functional workshops.
7. Produce regular monitoring and evaluation indicators and reports as requested by the Team Leader.

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

1. 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.
2. Lead the MEAL Working Group monthly meetings, including setting and sharing the agenda and relevant papers, chairing working group meetings and circulating meeting notes and actions.

**Required Profile**

**Skills**

* Excellent understanding of MEAL concepts and their application in education programming (essential).
* Strong analytical skills and attention to detail, with the ability to interpret complex data sets and generate actionable insights (essential).
* Understanding of education metrics and education outcome measurement approaches (essential).
* Excellent communication, facilitation and interpersonal skills, with the ability to interact effectively with diverse stakeholders, including project teams, donors, and partners (essential).
* Familiarity with gender mainstreaming principles and their application to MEAL (desirable).
* Proficiency in Microsoft Office suit (essential).
* Proficiency in data collection software (Kobo Toolbox, SurveyCTO, ODK, etc.), data analysis software (R, SPSS, Stata, etc.) and data visualization tools (PowerBI) (desirable).

**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 (essential).
* 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 (essential).
* Experience in conducting baseline assessments, data collection, analysis, and reporting for project monitoring and evaluation purposes (essential).
* Experience in managing MEAL databases and information systems, ensuring data quality and compliance with data protection regulations (essential).
* Experience in conducting and commissioning evaluations, especially within the education sector (essential).
* Experience integrating gender considerations into MEAL processes and tools (desirable).
* Previous experience working with diverse stakeholders, including government counterparts, non-governmental organizations, and international organizations (desirable).
* Experience working in multicultural and multidisciplinary teams, experience coordinating and leading remote teams (desirable).
* Experience in providing technical assistance and capacity building support on MEAL to project teams and partners (desirable).
* Familiarity with EU/EC funding mechanisms, regulations and reporting requirements (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.