



*Job opportunity*

**Monitoring Evaluation  
Accountability and Learning  
(MEAL) Advisor**  
*Rwanda*

*Deadline for applications: August 26<sup>th</sup>, 2021*

*The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values ‘commitment’, ‘integrity’, ‘respect’, ‘quality’ and ‘innovation’ central.*

*Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?*

*We are looking for a **Monitoring Evaluation Accountability and Learning (MEAL) Advisor**, who will develop and coordinate the implementation of a MEAL system that facilitates the efficient planning, monitoring and evaluation of the project objectives, results, and activities.*

*Do you want to take on this challenge? Then continue reading!*

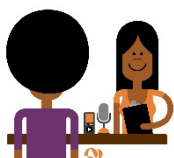
In cooperation with Rwanda Basic Education Board (REB), its affiliated Teacher Training Colleges (TTC) and the University of Rwanda – College of Education (URCE), The MEAL Advisor will work for VVOB’s multiyear programme on Leading, Teaching and Learning Together - (LT)2 (2017-2021), and its next multiyear programmes to improve the quality of education in Rwanda’s basic education sector from 2022-2026.

For more information on our programmes visit [rwanda.vvob.org](http://rwanda.vvob.org)

The MEAL Advisor reports to the Country Programmes Manager. You are part of the M&E and research department and work closely with your direct colleagues. Furthermore, you work closely together with the education team in Rwanda and with the M&E and Research team members at head office.



## If you're our MEAL Advisor, your workweek at the office will include the following highlights:



1. You take the lead in **monitoring and evaluating project objectives effectively** and you ensure **lessons** are drawn, documented, and disseminated to inform on-going implementation and future programming.
2. You provide coordination, technical support, and advice to VVOB Programme Advisors, Coordinators, and partners in **planning of activities, including coordination of learning:**
  - Works with the programme team and partners to develop indicator sheets and data collection tools, (including digital data tools) and KAP surveys (Knowledge-Attitudes-Practice);
  - Works with programme team to regularly collect data related to programme indicator sheets;
  - Performs regular field visits to ensure the quality of data collected by programme staff and to verify the accuracy of reported data;
  - Supports in the compilation and analysis of quantitative and qualitative programme data and contributes to subsequent reporting;
  - Strengthens and consolidates the MEAL systems, practices, and capacity within VVOB and the programme;
  - Coordinates programme evaluations (baseline, mid-line and end-line);
  - Coordinates and finalizes annual, semi-annual and Quadrimestre narrative reports for our different programmes (**accountability**);
  - Coordinates **learning** within the VVOB programmes based on M&E of activities:
    - ✓ Follows up of resolutions of team meeting
    - ✓ Organize learning events within VVOB
    - ✓ Organises research findings dissemination events
3. You **ensure capacity development on M&E** of the partners according to the needs of the partner and particular situations and phases of the projects.
4. You take part in **internal and external working groups, task forces in Rwanda's basic education sector, particularly** related to MEAL.
5. You support in **data collection (particularly through digital tools) and research on the effects and impact of VVOB's projects** within the country.

*As the MEAL Advisor, you will also perform any other duty assigned by supervisors in line with the position holder's capacities.*

# Who are you?

## Your knowledge and experience

- Master’s degree in statistics, education, social sciences or other relevant field or equivalent experience
- Minimum 5 years of experience in Monitoring & Evaluation of programmes and/or projects preferably in international development or in Rwanda’s Education sector.
- Experience with implementing digital data systems is desirable.
- Experience with the development of indicators, the use of M&E tools and implementation of M&E processes, including data collection methodologies, software, and analysis.
- Research experience, preferably in the education sector.
- Fluent in English + based on country needs
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## Competency profile

### Core competences:

Competence	Level
Cooperation	2
Continuous Improvement	2
Result Orientation	2

### Role competences:

Competence	Level
Creativity	2
Development oriented	3
360 Empathy	3
Communication Skills	3
Problem Analysis & Judgement	2



## *What we're offering:*

- A dynamic working environment in an international context
- An exciting job with varied responsibilities
- Professional development opportunities
- A competitive salary and benefits package

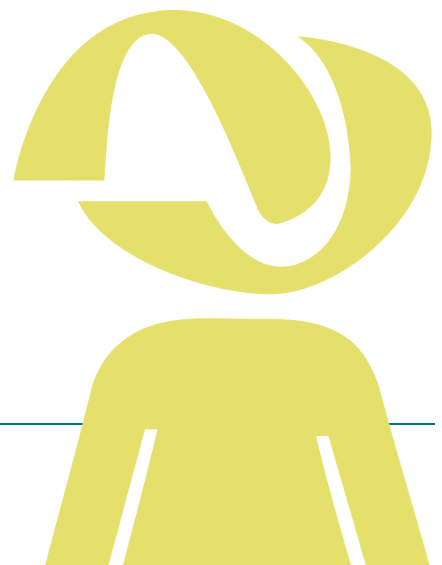
**Location:** Kigali, Rwanda

**Join us:** As soon as possible

### **What's next?**

Electronic applications will be only considered. **Submit a motivation letter and a current CV** addressed to VVOB Country Programmes Manager at [recruitment.rwanda@vovb.org](mailto:recruitment.rwanda@vovb.org) not later than **August 26<sup>th</sup>, 2021, at 5PM (Rwanda time)**.

**More info:** For more information, please contact [recruitment.rwanda@vovb.org](mailto:recruitment.rwanda@vovb.org)





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