

## **ROLE PURPOSE**



<b>Role Title:</b> Monitoring, Evaluation, Research and Learning (MERL) Manager	<b>Division:</b> Program Implementation	<b>Location:</b> Rwanda, Kigali	<b>Date:</b> April 2026
<b>Employment type:</b> Full time, Permanent	<b>Reports to:</b> Senior Program Manager	<b>Number of direct reports:</b> 1-2	<b>Leadership Band:</b> Leads Others

### **Purpose of the role:**

The Monitoring, Evaluation, Research and Learning (MERL) Manager provides strategic and technical leadership for all Monitoring, Evaluation, Research, and Learning functions across programmes. The role ensures the generation and use of high-quality data and evidence to support adaptive management, strengthen accountability, demonstrate results, and improve programme effectiveness.

The MERL Manager serves as the organisational authority on M&E, leading systems, standards, learning practices, and evidence use in line with organisational priorities, donor requirements, and national frameworks.

### **The MERL Manager will own the outcomes of:**

#### **1. Monitoring, Evaluation & Research (MER)**

- Lead the design, implementation, and continuous strengthening of M&E frameworks, tools, and systems aligned with organisational strategy, donor requirements, and national standards.
- Oversee high-quality data collection, analysis, and use to track performance, inform decision-making, and support adaptive programme management.
- Coordinate and support evaluations, operational research, and implementation research to generate actionable evidence for programme improvement and scale.

#### **2. Learning & Knowledge Management**

- Embed structured learning, reflection, and review processes within programme cycles to drive evidence-based adaptation and improvements.
- Establish systems to capture, document, and share lessons learned, good practices, and programme knowledge.
- Translate data and insights into clear, practical recommendations and learning products for teams, partners, and senior leadership.

#### **3. Accountability & Quality Assurance**

- Strengthen accountability mechanisms, including community feedback systems and participatory monitoring approaches.
- Ensure data quality, ethical standards, and compliance across all MERL and program activities.
- Promote continuous quality improvement and the effective use of evidence for accountability, learning, and decision-making.

#### 4. Stakeholder Engagement & Capacity Building

- Provide technical leadership, guidance and capacity strengthening to staff and implementing partners on MERL methods, tools, and evidence use.
- Collaborate with government, partners, and communities to align MERL approaches and strengthen joint learning and accountability.
- Represent the organisation’s MERL function in relevant coordination forums and technical working groups.

#### 6. Reporting & Communication

- Lead overall coordination and quality assurance for project reporting processes to ensure high-quality, timeliness, accuracy, and consistency across all projects reports.
- Lead the preparation of high-quality MERL inputs for donor reports, management briefs, reviews, and evaluations.
- Develop clear dashboards, summaries, and visuals to communicate results, trends, and learning.
- Support evidence-based communication to inform strategic decisions, donor engagement, and advocacy.

7. Any other duties as assigned by your manager.

#### Our Capabilities:

**As a member of The Foundation Family, you will:**



1. Live by the values of The Foundation and support The Foundation’s culture, performance, and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.

#### Essential Experience:

- 5–7 years of progressively responsible experience in Monitoring, Evaluation, Research and Learning (MERL) within development or humanitarian contexts.
- Proven experience designing, implementing, and strengthening robust M&E systems for complex or multi-sector programmes.
- Demonstrated experience supporting evaluations, operational research, and learning processes that inform programme improvement and strategic decision-making.
- Strong track record of working with donor-funded programmes, including managing donor reporting, compliance, and accountability requirements.
- Experience working with a range of stakeholders, including government, implementing partners, and communities, to align M&E approaches and priorities.

#### Skills:

- Strong interpersonal skills with proven ability to influence and provide functional leadership across diverse teams.
- Strong technical expertise in MERL methodologies, tools, and systems.
- Excellent analytical skills, with the ability to translate data into actionable insights.
- Proven ability to provide technical and functional leadership without direct authority.
- Strong facilitation, communication, and capacity-building skills.
- Effective collaboration and stakeholder engagement skills.

#### Desirable Experience:

- Experience in the international development or Not for Profit sector.

<ul style="list-style-type: none"> <li>• High standards of data quality, ethics, and accountability.</li> <li>• Proficiency in data collection and visualisation platforms such as Kobo, DHIS2, Power BI, or similar.</li> <li>•</li> </ul>	
<p><b>Qualifications:</b> Bachelor’s degree in Monitoring &amp; Evaluation, Public Health, Development Studies, Social Sciences, Statistics, or a related field. Master’s Degree would be a plus.</p>	<p><b>The position involves:</b> This position is recognised as having “Contact with Children” either direct or indirect.</p> <p><b>Additional Responsibility:</b> Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.</p>
<p><b>Travel:</b> Domestic</p> <p>This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details</p>	<p><b>To work in The Foundation, you will:</b></p> <ul style="list-style-type: none"> <li>• Be eligible to work in Rwanda</li> <li>• Undergo background checks including criminal records and qualifications check.</li> <li>• Undergo working with children check for positions that are identified as working with children.</li> </ul>