



Terms of Reference (ToR)

Position: Data Analysis and Monitoring, Evaluation and Learning (MEL) Consultant

1. Background

RELI Africa is a regional network working to strengthen evidence generation, learning, and policy influencing to improve education outcomes across member countries. To enhance its data systems, evidence use, and organizational learning, RELI Africa seeks to engage a Data Analysis and Monitoring, Evaluation and Learning (MEL) Consultant to manage the organization's data repository and strengthen MEL functions across the network.

2. Purpose of the Assignment

The consultancy will ensure a functional and secure data repository, strengthen monitoring, evaluation and learning systems, and enhance evidence-based decision-making across the network.

3. Scope of Work and Key Responsibilities

The Consultant will report to the Chief Executive Officer and support two work streams:

A. Data Systems & Repository Management

- Maintain the microdata portal and ensure data security and integrity
- Implement data quality assurance processes and protocols
- Conduct Data Quality Assessments (DQAs)
- Undertake one annual Data Protection Impact Assessment (DPIA)
- Design data collection tools and automate data flows
- Establish standards for data management and compliance

B. Monitoring, Evaluation & Learning (MEL) and Evidence Use

- Operationalize the MEL framework
- Develop and update quarterly dashboards
- Produce monthly data visualizations and insights
- Support quarterly data validation with network members
- Produce evidence-based analytical reports
- Synthesize learning into case studies and lessons
- Establish and maintain a learning repository
- Support production of learning and advocacy products
- Build capacity of staff and partners on MEL and data use





4. Deliverables

The Consultant will be expected to deliver:

- a) **A fully functional Micro-Data Portal**
 - a. Maintain continuous functionality and data security of RELI Africa's micro-data portal
- b) **Data Quality Assurance**
 - a. Implement and enforce Data Quality Assessments DQA protocols
 - b. Complete at least one **Data Protection Impact Assessment (DPIA)** cycle per year to ensure safeguarding and privacy compliance.
- c) **Quarterly Dashboards & Insightful Data Visualizations**
 - a. Update and refine program dashboards **every quarter**, ensuring accuracy, usability, and alignment with evolving MEL needs
 - b. Produce compelling visualizations that effectively communicate data insights to internal and external stakeholders (**monthly=12**).
- d) **Evidence-Based Reporting for Decision-Making & Donor Requirements**
 - a. Produce 4 clear, actionable analysis reports to support adaptive management
 - b. On a quarterly basis support network members to submit data, validate the data sources and apply quality controls for program and MEL reporting to guarantee reliability of reported data.
- e) **Research & Data Systems Strengthening**
 - a. Design data collection tools; define protocols for collection, management, and analysis; introduce automation to streamline data flows; collaborate with network members to ensure high-quality, fit-for-purpose datasets.
- f) **Strengthened Learning, Research and Evidence uptake in RELI Africa**
 - a. Synthesize learning logs into insights, lessons, and case studies
 - b. Establish and maintain a learning repository for RELI Africa
 - c. Support network members to synthesis and translate analyses into at least **6 learning products** in 2026 including policy briefs, policy memoranda, policy options notes, working papers, or any other **advocacy products that members and the secretariate might identify.**
- g) Support the RELI Africa Program team to develop and implement innovative approaches to data capture, analysis, management and related, strategies to enhance RELI's MEL and program quality.





5. Duration

The consultancy will run for twelve (12) months.

6. Reporting and Supervision

The Consultant will report to the Chief Executive Officer and provide periodic progress updates.

7. Required Qualifications and Experience

- a) Must have a Masters degree in degree in any of the following disciplines: - Statistics/Biostatistics; data science, Mathematics; Economics, Business Analytics, or any other related qualifications from a recognized institution
- b) Must have 3-5 years working experience in organising and analysing large data sets, (preferably in the education sector using statistical software)
- c) Must have experience in using key statistical software including STATA, python and R.
- d) Ability to produce quality reports that synthesise analysed data will be an added advantage.
- e) Ability to produce quality synthesis reports will be an added advantage.

8. Previous relevant work experience

- a. Proven track record of successfully managing a data repository and applying data analysis/statistical techniques to datasets within health, education, economic empowerment, international development or other fields relevant to RELI Africa's thematic portfolio.
- b. Practical experience of good data quality and data cleaning practices to prepare data sets for use in analytics, data quality assessment methodologies and reporting techniques.
- c. Experience of data flow mapping and data privacy methods.
- d. Experience of capacity building and supporting staff and partner organisations in different contexts (face to face, online) to understand data collection, analysis and synthesis procedures.
- e. Understanding of international development issues and a commitment to promoting equality of opportunity for marginalised groups including children furthest behind.
- f. Familiarity with AI supported tools for data processing.
- g. Practical experience of data collection using digital tools, reporting and visualisation.





9. Competencies

- Analytical and problem-solving skills
- Excellent report writing
- Attention to detail
- Strong stakeholder engagement skills
- Ability to work independently and collaboratively

10. Payment Terms

Payment will be milestone-based and subject to satisfactory delivery of agreed outputs.

11. Ethical and Compliance Requirements

The Consultant must maintain confidentiality, comply with data protection standards, and adhere to RELI Africa policies

12. How to Apply

Interested candidates are encouraged to submit their cover letter and CV as a single PDF document to careers@reliafrica.org cc info@reliafrica.org for the job application by February 28th, 2026. Please indicate "Data Analysis and Monitoring, Evaluation and Learning (MEL) Consultant" on the subject line of the email. Only shortlisted candidates will be contacted.

13. Special Notice

RELI Africa is an equal opportunity employer committed to creating a diverse and inclusive workplace. All employment decisions are made based on qualifications, experience, and organizational needs.

Applicants are not required to make any payments at any stage of the recruitment process.

