

## Terms of Reference (ToR)

### Learning & Documentation consultant

#### 1. Introduction

RELI Africa is a regional network dedicated to strengthening education systems and improving learning outcomes through transforming member organisations, research, and advocacy. Established in 2017, RELI Africa brings together 71 Civil Society Organisations across Kenya, Tanzania, and Uganda. Its thematic focus areas include Learner-Centred Teaching, Equity and Inclusion, Values and Life Skills, and Accountability in Education.

To strengthen evidence generation and systematically document what works across its programmes, RELI Africa seeks to engage a **Learning & Documentation Consultant** to synthesise, analyse, and document the Accelerated Learning Programme (ALP) under the Learner-Centred Teaching Thematic Group in Kenya.

#### 2. Background to the assignment

The Accelerated Learning Programme (ALP) is a key intervention aimed at improving foundational literacy and numeracy among learners who are significantly below grade-level expectations in informal settlements in Nairobi.

The programme applies an evidence-based, level-driven approach supported by accelerated pedagogy. Teachers and Strathmore University students undergo a four-day pedagogy and practicum training to deliver targeted instruction.

Learners are assessed at baseline and grouped using Uwezo literacy and numeracy levels enabling differentiated instruction. Implementation is conducted through structured learning camps, three camps per cohort, each comprising ten one-hour sessions, with baseline and post-intervention assessments used to track learning gains.

Between January 2024 and January 2026, the programme reached 1591 learners, primarily in Grades 3–6 and trained 88 teachers and 84 university students.

RELI Africa has generated substantial programme and assessment data and now seeks to **translate this evidence into clear, accessible documentation and learning products** that articulate the model, demonstrate its effectiveness, and inform improvement and scale.

#### 3. Purpose of the assignment

The purpose of this assignment is to synthesise programme data and implementation insights into clear, high-quality documentation and learning outputs that:

- Articulate the ALP model and its core components
- Demonstrate programme outcomes and effectiveness
- Capture key lessons, success factors, and implementation insights
- Strengthen internal and external learning for programme improvement and scale

#### 4. Scope of Work

The consultant will:

- Review programme documents, datasets, and assessment data
- Analyse and interpret learner performance data (baseline and endline)
- Synthesise quantitative findings with programme design and implementation insights
- Document the ALP model, including its structure, delivery approach, and key components
- Identify and articulate key lessons, success factors, and areas for improvement
- Translate findings into clear, engaging, and user-friendly knowledge products
- Support the development of a simple, practical Monitoring, Evaluation, and Learning (MEL) tool/framework

#### 5. Deliverables

The expected deliverables of this task include.

1. **ALP Model Documentation Report**
  - a. Clear and structured articulation of the programme model, including:
    - i. Design and theory of change (implicit or explicit)
    - ii. Implementation approach
    - iii. Key components and delivery mechanisms
2. **Learning & Insights Report**
  - a. Synthesis of programme data and implementation experience
  - b. Clear presentation of outcomes, effectiveness, and key trends
  - c. Identification of success factors, challenges, and lessons learned
3. **Data Insights Summary**
  - a. Concise analysis of learner assessment data highlighting key findings and implications
4. **Monitoring, Evaluation & Learning (MEL) Tool/Framework**
  - a. A practical tool/framework to support ongoing tracking, reflection, and learning
5. **Learning Brief / Case Study**
  - a. A short, high-quality, user-friendly product for external audiences (e.g., donors, partners, policymakers)

#### 6. Duration

The assignment will be undertaken over **15 working days** from the date of contracting.

#### 7. Required Qualifications and Experience

The ideal consultant should have:

- A Bachelor's degree in statistics, or a related field
- At least 3–5 years of experience in learning, documentation, research, or monitoring and Evaluation, preferably in the education or social development sector
- Demonstrated experience in developing high-quality documentation, including learning briefs, case studies, and programme reports
- Strong ability to synthesise complex information into clear, compelling narratives
- Experience analysing quantitative data, particularly learning or assessment data
- Familiarity with Monitoring, Evaluation, and Learning (MEL) frameworks and approaches
- Strong writing, editing, and communication skills for diverse audiences
- Working knowledge of data analysis tools (e.g., Excel, SPSS, Stata, or similar)



Experience working with civil society organisations and/or foundational learning programmes is an added advantage. The successful candidate will work closely with the RELI Kenya country coordinator.

#### **8. How to Apply**

Interested candidates are encouraged to submit their cover letter and CV, including the expected remuneration as a single PDF document to [careers@reliafrica.org](mailto:careers@reliafrica.org) by **Friday, May 1, 2026**. Please indicate “**Learning & Documentation Consultant – ALP**” in the subject line of the email. Only shortlisted candidates will be contacted.

#### **9. 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.