Job Title: Monitoring, Evaluation, Research, and Learning (MERL) Coordinator 1

Location:Lagos
Reports to: Senior MERL Coordinator
Job Type: [Full-Time)
Department: Monitoring, Evaluation, Research, and Learning

LEAP Africa is a non-profit organization focused on raising dynamic, innovative, and principled leaders who will drive positive transformation in Africa. We provide relevant and tailored interventions that support effective youth transitions in the area of education, entrepreneurship & employability, civic participation and social mobility for young Africans.

We are on a strategic journey towards building a world-class institution that will be an ecosystem builder, a thought leader, and a development hub for young people. We are seeking to hire a Monitoring, Evaluation, Research and Learning Coordinator to support the organization by supporting the MERL unit in actualizing all set goals.

Job Summary:

The MERL Coordinator will support the monitoring, evaluation, research, and learning activities of the organization, ensuring that programs and projects are effectively assessed, learning is integrated into decision-making, and quality data is collected and analyzed for continuous improvement. This position will play a key role in ensuring that MERL systems align with organizational goals and contribute to the strategic development of programs and impact measurement.

Key Responsibilities:

- Coordinate the design, development, and implementation of all the MERL functions to ensure organizational effectiveness for LEAP Africa.
- Conduct rigorous research, and write and publish research papers on local and international platforms to mainstream the thought leadership strategy arm of the organization.
- Coordinate the harvest of stories of change and develop evaluation, impact, and research reports and products, including policy briefs, info-graphics, articles, and Op-ed
- Work with the programmes team and partner in the conceptualization, design, and development of impact measurement frameworks, indicators, and monitoring plans for all assigned project(s).
- Support the harmonization of all data sources into one central database and develop robust data pipelines for efficient extraction and innovative usage.
- Coordinate the development of the annual impact assessment and report reach to gauge organizational and program effectiveness.
- Engage in knowledge building and sharing with regard to data management and analytics for the
  organization, including documentation of lessons learned/ best practices and contributing to   LEAP Africa's knowledge management initiatives.
- Coordinate the process of curriculum development, and review and the mapping of best practices research for the LEAP Africa's curriculum and pedagogy.
- Coordinate and carry out fundraising efforts in seeking and applying for funding, relevant research grants, and partnerships (both local and international) to support MERL initiatives and LEAP programmes.
- Carry out writing activities - white papers, concept notes, evaluation reports, Infographics, peer reviews and articles, editing, etc.
- Carry out rigorous analyses of data, including visualization of project data and dashboard designs to display project impact, synthesize insights, and clearly

communicate findings with actionable recommendations.

- Develop systems-level advocacy materials in line with the organization's strategic pillars and lead Incentivizing learning, agile project, and stakeholder management and lead knowledge sharing
- Collapse research findings and evaluation learnings into policy briefs and advocacy statements for the organization.
- Coordinate community building, and create and maintain partnerships with other relevant local and international NGOs.
- Support to manage the budget for assigned projects/programmes and ensure the transparent and efficient use of the organization's funds.
- Carry out all other tasks assigned by your supervisor(s).

Key Performance Indicators
- 2 research papers published on local and international platforms.
- 5 thought leadership pieces (articles, op-eds, infographics) produced and published.
- Timely completion of 3 evaluation, impact, and research reports.
- 2-3 projects managed from end-to-end
- 2-3 partnerships secured and managed annually.
- 1 policy briefs, info-graphics, and articles developed from stories of change.
- 3 impact measurement frameworks and indicators.
- 2 development plans for direct reports annually.
- 1 Peer reviews and feedback received on publications and reports.
- 100% adherence to data governance standards and compliance with regulations.
- 100% compliance with financial process

Behavioral and Leadership
- Provide supervision and guidance to the Officers, Associates, and Interns under your supervision.
- Support to drive and communicate LEAP Africa's vision and mission
- Model and collaborate to ensure the team embraces our core values and inspires

others to align their actions and behaviors accordingly

● Provide strategic direction and guidance in the development and execution of initiatives that promote a culture in line with LEAP Africa's values of Audacity, Respect, Integrity, Innovation, Synergy, and Excellence, leading to a better organizational culture.

● Support to empower and support team members at all levels by fostering a culture of trust, collaboration, and accountability, encouraging individuals on collective ownership of organizational values and goals.

● Facilitate and support change management processes in organizational transitions and cultural transformation.

● As a supervisor, demonstrate effective conflict resolution skills in addressing interpersonal conflicts or disagreements related to values alignment, promoting open dialogue, understanding, and reconciliation; escalate persisting issues to P&C.

● Serve as a role model for ethical leadership, demonstrating integrity, authenticity, and transparency in all interactions and decisions and holding oneself and others accountable to high ethical standards.

● Foster a culture of continuous improvement by encouraging feedback, learning, and adaptation, leveraging insights to refine leadership strategies and practices in alignment with organizational goals and values.

1. Educational Background

● A Bachelor's or Master's degree in a relevant field

2. Experience

● Experience in monitoring and evaluation (typically 5 years or more).
● Experience in program implementation, research, or data management, especially in the development sector.
● Strong knowledge of data analysis, survey design, and evaluation methodologies.
● Hands-on experience with M&E tools, frameworks, and platforms.

3. Technical Skills

- Data collection and analysis: Proficiency in software tools like SPSS, Stata, Excel, or other data management systems.
- Survey design and conducting needs assessments.
- Understanding of data quality management and statistical methods.
- Knowledge of qualitative and quantitative research methods.

4. Project Management Skills

- Ability to manage and coordinate various stakeholders and teams.
- Planning, organizing, and overseeing project activities.
- Familiarity with donor reporting requirements and knowledge of project management frameworks (such as logical frameworks or results-based management).

5. Communication and Reporting

- Strong written and verbal communication skills.
- Ability to effectively share data insights and recommendations to stakeholders and team members.
- Ability to train and mentor members

6. Soft Skills

- Strong problem-solving and critical thinking abilities.
- Attention to detail and strong organizational skills.
- Adaptability to changing project needs and circumstances.
- Teamwork and the ability to work across different cultures and contexts.

Application Process:

To apply, please submit your CV , portfolio and cover letter to careers@leapafrica.org