



Badili Africa
YWCA Parkview Flats, 2nd floor,
Mamlaka Road,
P.O Box 86197-00200,
Nairobi, Kenya.
www.badiliafrica.org
info@badiliafrica.org

Terms of Reference (TOR)

Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer

I. General Information

Organization: Badili Africa

Duty Station: Nairobi, Kenya (with regular field travel)

Contract Duration: 12 Months, renewable subject to performance and availability of funding.

Type of Contract: Full-Time

Reporting to: Programs Coordinator

Application Deadline: 16th May 2026

II. About Badili Africa

Badili Africa is a Pan-African women's rights organization based in Nairobi, Kenya. The organization works to cultivate and strengthen the leadership capacities of grassroots women and young women in urban (informal settlements), rural, and learning institutions by nurturing safe, transformative spaces that enable women and girls to organize as leaders and to influence local development plans, policies, and governance processes.

Badili Africa also works towards ending gender-based violence against women and girls as a key barrier to meaningful participation in political, social, and economic processes. Through feminist organizing, civic education, advocacy, creative arts, and digital engagement, the organization advances inclusive governance and social justice.

III. Background and Purpose of the Role

Badili Africa seeks to recruit a competent, dynamic, and values-driven Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer to strengthen organizational monitoring systems, improve evidence generation, support learning processes, and enhance accountability to communities, partners, and donors.

The MEAL Officer will support the design and implementation of monitoring and evaluation systems across all programs and projects. The role holder will ensure high-quality data collection, management, analysis, reporting, and learning processes that demonstrate impact and support evidence-based



programming and decision-making.

The officer will also contribute to proposal development, donor reporting, documentation of impact stories, and strengthening accountability systems rooted in feminist and participatory approaches.

IV. Role Summary

The MEAL officer will lead the development and operationalization of monitoring, evaluation, accountability, and learning systems for Badili Africa's programs. The officer will work closely with program teams to track project implementation, monitor indicators, assess program outcomes, and ensure quality and timely reporting.

The position requires a strong understanding of participatory and gender-responsive MEAL approaches, data management systems, donor reporting requirements, and learning methodologies. The officer will support organizational learning and ensure program interventions remain evidence-driven and community-centered.

V. Key Responsibilities



A. Monitoring and Evaluation

The MEAL Officer will:

- Design and implement MEAL frameworks, tools, indicators, and tracking systems for the projects.
- Develop data collection tools, including surveys, questionnaires, scorecards, trackers, and reporting templates.
- Coordinate baseline, midline, and end-line assessments and routine monitoring activities.
- Monitor program implementation progress against approved work plans, indicators, targets, and deliverables.
- Conduct regular field monitoring visits to assess quality, effectiveness, and compliance.
- Support the development of logical frameworks, theories of change, and results frameworks for projects and proposals.
- Ensure programs integrate gender-responsive and feminist monitoring approaches.
- Track project performance indicators and generate periodic performance updates

B. Data Management and Analysis

The officer will:

- Lead collection, cleaning, verification, storage, and analysis of quantitative and qualitative data.
- Establish and maintain accurate databases for all projects and organizational programs.
- Ensure data quality through routine data quality assessments and validation exercises.
- Analyze program data to identify trends, lessons, gaps, and opportunities for improvement.
- Use digital data collection platforms such as Kobo Toolbox, ODK, Excel, SPSS, Power BI, or similar systems.
- Maintain secure and confidential handling of organizational and participant data.

C. Reporting and Documentation

The officer will:

- Prepare timely and high-quality internal and donor reports.
- Develop monthly, quarterly, annual, and project-specific MEAL reports.
- Support documentation of impact stories, case studies, lessons learned, and best practices.
- Produce visual data presentations, dashboards, infographics, and summaries for communication and advocacy purposes.
- Support teams in preparing presentations and evidence-based program updates.
- Ensure proper documentation and archiving of project data and reports.



D. Accountability and Community Feedback

The officer will:

- Strengthen accountability systems and community feedback mechanisms.
- Support the development of safe and accessible channels for participants and stakeholders to provide feedback.
- Track and document complaints, feedback, and response actions.
- Promote participatory approaches that center the voices and experiences of women, girls, and marginalized communities.
- Ensure ethical standards and safeguarding principles are upheld in all MEAL processes.

E. Learning and Knowledge Management

The officer will:

- Facilitate reflection sessions, learning forums, and after-action reviews.
- Support organizational learning by synthesizing evidence and translating findings into actionable recommendations.
- Coordinate learning documentation across projects and programs.
- Share emerging lessons, innovations, and good practices internally and externally.
- Contribute to organizational publications, policy briefs, newsletters, and learning products.

F. Capacity Building and Technical Support

The officer will:

- Train staff, volunteers, interns, and partners on MEAL tools, methodologies, and reporting standards.
- Provide ongoing technical support on data collection and reporting processes.
- Build staff capacity on results-based management and data utilization.
- Support teams in integrating MEAL into program design and implementation.

G. Proposal Development and Resource Mobilization

The officer will:

- Contribute to proposal writing, especially MEAL sections, indicators, and log frames.
- Support the development of donor reporting frameworks and performance matrices.
- Provide evidence, statistics, and program data for fundraising and donor engagement.
- Support the development of organizational impact reports and institutional learning



documents.

VI. Qualifications and Experience

Education:

- Bachelor's degree in Monitoring and Evaluation, Statistics, Development Studies, Social Sciences, Project Management, Public Policy, or a related field.
- Additional certification in MEAL, data analysis, project management, or statistics will be an added advantage.

Experience

- A minimum of 4–5 years of relevant experience in monitoring, evaluation, accountability, and learning within NGOs, women's rights organizations, or civil society organizations.
- Demonstrated experience designing and implementing MEAL systems and frameworks.
- Experience in feminist, governance, civic engagement, youth, or gender-related programming is highly desirable.
- Proven experience in donor reporting and results-based management.
- Experience using digital data collection and analysis tools.

VII. Required Skills and Competencies



The successful candidate should demonstrate:

- Strong analytical and problem-solving skills.
- Excellent report-writing and communication skills in English and Swahili.
- Strong quantitative and qualitative data analysis skills.
- Proficiency in Kobo Toolbox, Excel, SPSS, Power BI, or related platforms.
- Strong organizational and time management skills.
- Ability to manage multiple assignments under tight deadlines.
- High attention to detail and accuracy.
- Strong facilitation and training skills.
- Ability to work independently and collaboratively within teams.
- Sensitivity to cultural, political, and gender dynamics.
- Commitment to feminist principles, social justice, and community-centered programming.

VIII. Core Values and Attributes

The ideal candidate should:

- Demonstrate integrity, professionalism, and accountability.
- Be committed to women's rights, inclusion, and transformative leadership.
- Be adaptable, innovative, and solutions-oriented.
- Possess strong interpersonal and stakeholder engagement skills.
- Be passionate about evidence-based programming and social impact

IX. How to Apply



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Kindly send your updated resume (no more than 4 pages) and a 1-page motivation letter, as a single document, demonstrating your experience against the above criteria, to badili@badiliafrica.org by **May 16th, 2026**, with the subject line **MEAL Officer**

Note: Women are highly encouraged to apply.

Badili Africa is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by law.

Canvassing will lead to automatic disqualification.