

## **JOB ADVERT – Monitoring, Evaluation, and Learning Research Officer**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Indigenous Programs
<b>Reports to:</b>	Monitoring, Evaluation, and Learning Manager, Indigenous Programs
<b>Work Location:</b>	Toronto or Vancouver, Canada
<b>Authorized to work in:</b>	Canada (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	CAD 64,396 per annum (before taxes)
<b>Target Start Date:</b>	As soon as possible
<b>Contract Duration:</b>	Full-time, Permanent
<b>Application Closing Date:</b>	September 3, 2025 23:59 EDT – <i>Please note we are only accepting Right To Play internal applications at this stage.</i>

### **ABOUT US:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

For more than 10 years, Right To Play has partnered with Indigenous First Nations, Inuit and Métis communities and organizations across Canada, to deliver community-driven, culturally-relevant, play-based learning (PBL) programs. More information on Right To Play, Indigenous Programs is available [here](#). You can also find out more about the communities we supported in 2024 from [here](#).

### **OUR CULTURE:**

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

The Monitoring, Evaluation, and Learning (MEL) Research Officer is responsible for designing and implementing monitoring, evaluation, and research systems that respect Indigenous research protocols, OCAP principles, and the UN Declaration on the Rights of Indigenous Peoples. The role works with Indigenous partners, advisory circles,



Phone: + 1 416 498 1922



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**Street and Courier Address:** 43 Front St E, Unit 200, Toronto, ON M5E 1B3



**Website:** [righttoplay.com](http://righttoplay.com)

and the Indigenous Programs team to measure, report, and use evidence to advance Indigenous program outcomes and the organization's Strategic Plan including the Reconciliation Action Plan.

The incumbent is required to travel to Indigenous communities and cities across Canada (up to 30%).

## WHAT YOU'LL DO:

### 1. Data collection related to program progress and program outcomes (35% of time):

- Identifies appropriate Indigenous research methodologies and approaches to apply in a MEL context that supports the strategic plan indicators and outcomes
- Ensures that cultural protocols related to partnerships with Indigenous communities, research, data, and dissemination of data are ethically aligned with the First Nations OCAP Principles (Ownership, Control, Access, Possession), The National Inuit Strategy on Research, and Métis ethics
- Leads Participatory and Play-Based program evaluation design and implementation in collaboration with Indigenous community partners
- Implements qualitative (sharing circles, interviews, child observations) and quantitative (surveys) tools to collect data with children, youth, leaders, parents, partners and other stakeholders, and in coordination with the Indigenous researchers and/or research advisory circle Plans and conducts research on best approaches and practices to applying Indigenous evaluation methods and techniques, including analysis of applicability to the current MEL processes
- Coordinates and implements regular monitoring of program outcomes of strategic plan priority areas
- Collaborates with the MEL Manager and MEL Coordinator to utilizes the global monitoring system to track program outputs such as number of trainings conducted and number of program participants
- Coordinates meetings and goals with Indigenous researcher(s), strategic plan research advisory circles, and presents to the Indigenous Programs Advisory Circles
- Supports the Right To Play (RTP) Reconciliation Action Plan committee and work collaboratively to identify goals and monitor the progress

### 2. Data Storage, Analysis, and Reporting (25% of time):

- Collaborates with Indigenous researcher(s) and advisory circles in the planning, development and implementation of play-based learning projects and programs
- Incorporates recommended Indigenous research and methodology approaches
- Supports data entry and transcribing processes both for primary and secondary data
- Conducts data audits and checks data to ensure accuracy in data collection and entry
- Conducts analysis on quantitative and qualitative data such as descriptive analyses and thematic analyses.
- Develops and submits output, outcome, and evaluation reports to the Executive Director and MEL Manager, Indigenous Programs team, Canadian National Office (CNO), and the MEL-HQ team
- Identifies best approach to disseminating data to Indigenous community partners based on Indigenous research and protocols, and provides suggestions on what community partners can do with their data (e.g., apply for funding)
- Supports MEL Manager and other Grant Managers to draft MEL narratives for reports to donors & partners.

### 3. Supporting the Monitoring, Evaluation, and Learning Plan for RTP country's programs (15% of time):



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- Assesses RTP's global indicators and MEL tools for relevance and appropriateness within country's context and proposes revisions as required
  - Identifies gaps between global indicators/data collection tools and country's program outcomes and proposes ways to address gaps
  - Supports the development of MEL frameworks for new programs to include indicators, targets, data collection methods and schedules, and analysis plans and regularly reviews MEL frameworks for existing programs to ensure relevancy and effectiveness
  - Supports the planning and delivery of mid-term and final evaluations
- 4. Capacity building for MEL through training and systems development (15% of time):**
- Collaborates with the Indigenous Programs team and support in the development of a measurement tool for the country RTP's Reconciliation Action Plan and recommendations for next steps
  - Assesses and increase country-level capacity for successful implementation of MEL work including staff skills and knowledge, data entry and data storage systems
  - Collaborates with Training and Curriculum team to provide training on data collection tools, processes and cultural protocols (e.g. OCAP Principles, Indigenous methodologies) to the Indigenous Programs team and community partners and/or stakeholders.
- 5. Supporting the development and strengthening of RTP's global ME framework (5% of time):**
- Participate in RTP's global MEL initiatives including MEL portal, MEL workshops and trainings and consultations. Shares ME best practices, lessons learned and other insights with RTP MEL colleagues
  - Supports other global MEL initiatives as required and as agreed to by the MEL Manager
- 6. Perform other duties as assigned (5% of time)**

## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Indigenous Studies, Social Work, Political science, Indigenous Education and/or equivalent
- Training in research, Monitoring and Evaluation

### EXPERIENCE:

- 2 years of practical experience in applying Indigenous research and methodology approaches and implementing monitoring and evaluation frameworks (developing logic frameworks, outcomes, indicators, targets and data collection plans)
- Experience working with social programs and Indigenous communities
- Experience in leading and conducting data collection, both qualitative (focus groups, interviews, observations) and quantitative (surveys, statistics review)
- Experience conducting rudimentary analysis for quantitative data (descriptive analysis) and qualitative data (identifying key themes and sub-themes) and managing data sets (coordinating data entry, ensuring data quality, managing data confidential storage)
- Education experience in Indigenous research, methodologies, and protocols (e.g., OCAP Principles)



## COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other partners
- Strong analytical and conceptual skills to think and plan strategically and to identify trends
- Strong problem-solving skills
- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, parents, teachers and school administrators, government, and other partners
- Advanced written communication and presentation skills, presenting evaluation findings through a variety of mediums— data visuals (graphs), reports and presentations

## KNOWLEDGE/SKILLS:

- Skills in research and/or program evaluation methodologies and Indigenous methodologies
- Understanding of quantitative and qualitative research approaches and best practices, and of child-friendly data collection methods
- Knowledge of SMART indicators
- Knowledge of issues related to development and humanitarian programming (sport for development, health, education, community development, refugee and internally displaced populations, gender equity, inclusion, and advocacy)
- Knowledge of monitoring and evaluation processes for NGO programs
- Computer literacy in MS Word, Excel and Internet

## LANGUAGES:

- Fluency in spoken and written English.

## BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience designing and leading evaluation or research studies
- Experience conducting data collection using an Indigenous research and methodologies approach
- Expertise and experience in designing data collection tools both qualitative and quantitative
- Experience identifying program implications and recommendations from data findings
- Knowledgeable of OCAP Principles, TRC Calls to Action, UNDRIP and identifies approaches to implementing systemically
- Experience in training and capacity-building (e.g., developing and delivering workshops, mentoring and supporting colleagues, etc.)

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Flexible work policy
- 15 days annual leave per year



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- 3 personal days per year
- 5 Learning and Development (L&D) days per year
- Annual staff recognition awards
- Opportunity to connect with employees across our offices
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/218484-monitoring-evaluation-and-learning-research-officer-indigenous-programs/975503-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.** Right To Play Safeguarding information is available at [here](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

More details about our recruitment process are available at [here](#).



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