



READVERTISEMENT

**Join us: MONITORING, EVALUATION & LEARNING
MANAGER – DONUTS PHASE 2**

27.01.2026



ABOUT US

Fairtrade is a movement for change that works directly with businesses, consumers and campaigners to make trade deliver for farmers and workers. It is a global movement with a strong and active presence in markets around the world. The international Fairtrade system works on behalf of farmers and workers to drive sustainable livelihoods, empower producers and workers, and make trade fair.

ABOUT THE JOB

The MEL Manager provides strategic and technical leadership for the Monitoring, Evaluation and Learning function of the DONUTS 2 Programme. The role is responsible for updating coordinating and maintaining and leading the development of a programme wide MEL system that facilitates:

- high quality, timely and reliable data collection processes and clear guidance on data collection methodologies and tools across all projects.
- generation of evidence for programme decision-making and adaptive management.
- robust design and oversight of programme evaluations.
- harmonised MEL tools, indicators, methodologies, data and reporting standards across the programme.
- a learning processes that supports reflection, knowledge sharing and continuous improvement.

LOCATION: Nairobi Kenya

REPORTING LINES:

Post-holder reports to: Programme Manager - DONUTS

Staff reporting to this post: None

BUDGET RESPONSIBILITY: Yes



DUTIES & RESPONSIBILITIES

Key Performance Areas

MEL System Design and Management

- Lead the implementation of the DONUTS 2 MEL system, aligned with the programme Theory of Change and Results Framework.
- Lead the DONUTS MEL team, including Fairtrade Africa's regional MEL focal points
- Develop and standardise MEL tools, protocols, templates and guidance for the programme teams
- Manage programme repositories and digital data systems.

Monitoring, Data Quality and Reporting

- Coordinate and support the regional specialists and projects' teams in quarterly and annual monitoring processes across the programme
- Lead data quality assurance (DQA), including checks, field verification and validation reviews.
- Consolidate and analyse data for reporting on programme results through donor reports and internal programme updates.
- Ensure secure storage and proper management of all programme MEL data.

Evaluation Management

- Design ToRs and manage external consultants for evaluations (baselines, midterm and endline etc) and studies.
- Provide technical oversight of survey design, sampling, data collection, and analysis.
- Facilitate utilisation of evaluation findings in programme decision-making.

Learning, Knowledge Management and Adaptive Planning

- Lead the programme learning agenda, reflection processes and evidence-based adaptations.
- Organise learning workshops.
- Facilitate knowledge exchange between program stakeholders.

Capacity Strengthening and Technical Support

- Build MEL capacity of regional programme teams and partners.
- Provide ongoing technical backstopping to programme teams.

Programme Management and Coordination

- Participate actively in the DONUTS programme management team to support strategic steering.
- Coordinate the MEL working groups across the programme.
- Support proposal development, planning and budgeting with MEL inputs.
- Provide evidence for risk management, planning reviews and strategic decision processes.

SKILLS & EXPERIENCE REQUIRED

Qualifications

- Master's degree in Monitoring & Evaluation, Statistics, Economics, Social Sciences or related field.

Experience and Competencies

- Minimum 5 years' experience managing MEL in complex, multi-country or multi-partner programmes.
- Proven experience designing MEL frameworks, indicators and data systems.
- Experience managing evaluations (baseline, midline, endline).
- Strong quantitative and qualitative analysis capabilities.
- Excellent communication and coordination skills.
- Ability to develop MEL guidance, tools and capacity-building materials.
- Proficiency in data analysis software and digital survey platforms.
- Strong organisational skills and ability to manage multiple workstreams simultaneously.

HOW TO APPLY

APPLICATION DEADLINE is 8th February 2026

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website:
<https://fairtradeafrica.net/vacancies-and-tenders/>

If you have any queries, please e-mail recruitment@fairtradeafrica.net

or call **+254 202721930** or **+254 704180169** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (**MEL MANAGER – DONUTS**) and be e-mailed to recruitment@fairtradeafrica.net

All applicants should state how they meet essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form.

This position is being re-advertised. Candidates who had previously applied for this role are kindly advised not to reapply, as their earlier applications are still under consideration.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.