



THINK EQUAL GHANA Monitoring and Evaluation Manager Job Description

Role: Ghana Monitoring, Evaluation and Learning (MEL) Manager
Reports to: Ghana Country Manager
Contract: Consultancy role, Full time (40 hours per week) (possibility for extension, subject to funding)
Duration: 12 months
Location: Remote, Country-based (with possibility of occasional travel within the country)
Rate: Billed at \$8.60 per hour (Approx \$1500 per month depending on how many working hours in a month)

Introduction

THINK EQUAL is a global education initiative with a mission to ensure that Social and Emotional Learning (SEL) becomes a mandatory subject for all children in early years settings globally. SEL is the process through which knowledge, attitudes, values and skills such as emotional intelligence, empathy, self-awareness, self-regulation, social awareness, relationship skills and responsible decision making are developed.

To support educators and governments to achieve this mission, THINK EQUAL has developed a global SEL Programme for 3-6 years-olds. The Programme is constructed around narrative children's books, lesson plans and teaching resources which provide the concrete tools educators need to teach SEL in a low-cost and adaptable format.

Context

In Ghana, Think Equal is in the process of implementing its Social and Emotional Learning (SEL) Programme in close partnership with the Ministry of Education (MoE), as part of a pilot to integrate SEL into the public early childhood education system. The programme is currently being delivered in collaboration with an implementing partner, Ghana Education Service (GES), The National Council for Curriculum and Assessment (NaCCA) and the National Teaching Council (NTC) to align with national curriculum priorities, teacher professional development frameworks, and monitoring and evaluation systems.

The Ghana MEL Manager will play a critical role in ensuring the programme's monitoring, evaluation, and learning approach is embedded within existing government structures, supports evidence-based decision making, and generates



credible data to inform programme adaptation, sustainability, and potential national scale-up.

The Ghana Country MEL Manager will work closely with the central Think Equal MEL Manager to ensure we deliver a high quality MEL approach for Ghana. Using and adapting the central MEL tools to the local context, with quality assurance support from the central MEL Manager, they will develop and lead the implementation of a MEL strategy and plan, building the capacity of MoE and GES staff to maintain and sustain effective MEL in the programme.

Responsibilities

Monitoring and Evaluation

- Develop an effective MEL strategy and plan for the TE work in Ghana, supported by the TE MEL Manager, ensuring co-development and input from MoE, GES, other agencies and IP/s.
- Develop appropriate MEL tools and reporting templates to deliver the MEL plan, based on the existing TE MEL tools (adapted for context).
- Develop MEL data systems, templates and routines to effectively capture, store and be able to analyse data from the TE work in Ghana, including integration with government data systems.
- Develop a capacity development plan for MoE and GES (or other) staff, to ensure staff at all levels are equipped to undertake monitoring of the TE programme, it is integrated into existing government processes and is aligned to existing policies and government mandates for MEL.
- Train and quality assure government staff (and IP staff) to ensure they have capacity to deliver the MEL plan, using MEL tools and providing data to the MEL data system.
- Track progress of all MEL activities and ensure accurate MEL data is captured on a regular and ongoing basis by government staff (and/or TE or IP staff), with processes to quality assure data being collected.
- Conduct regular visits to oversee and support the collection of both qualitative and quantitative data from the field by government staff (and IPs), checking data quality through validation, and adherence to ethical standards (confidentiality, child safeguarding, etc.).
- Coordinate baseline, and endline evaluations to assess programme outcomes and impact. Synthesize evidence and lessons learned to inform programme adaptation and decision-making.
- Develop a MEL sustainability plan, considering the roles and responsibilities of government staff and where capacity building for sustainability is required, and deliver training or coaching as needed to deliver the plan.



- Ensure evidence-driven insights are provided to improve programme implementation and the long-term sustainability of the project..
- Contribute evidence to advocacy efforts (e.g., for inclusion of SEL/Think Equal in national curriculum, pre-service teacher training, and CPD accreditation).

Other

- Domestic travel will be required.
- Some international travel may be required – to be agreed in advance.
- Some work outside standard work location hours. Think Equal's core working hours are 14:00-16:00 GMT.
- Undertaking any other reasonable support, initiative and or activity as required (e.g., support specific projects as directed by the Senior Management Team).

Person specification

- Extensive experience (7yrs or more) of monitoring and evaluation of large-scale (national) education projects
- Strong experience working closely with government and related government systems and processes
- Strong experience leading capacity development for MEL
- Strong experience of conducting robust baseline and endline processes
- Strong data analysis and report writing skills
- Excellent data management skills, including strong proficiency in using Excel and data collection tools such as Kobo

Desirable

- Experience in monitoring and evaluating Social and Emotional Learning and Early Childhood Education
- Budget management experience

If you are interested in applying for this position, please complete the application form using the link [here](#) by **3 February 2026 at 12:00pm (GMT)**.