

**Position Title:** Monitoring, Evaluation & Learning (MEL) Volunteer

**Organization:** Silverleaf Academy

**Location:** Arusha, Tanzania (Hybrid/Remote options available)

**Position Type:** Volunteer, Full-time or Part-time

**Duration:** 6–12 months (Flexible based on availability)

**Reports To:** Tech & Data Manager

**Key Collaboration:** Senior Leadership Team, School Leaders, Fundraising Team

### **About Silverleaf Academy**

Silverleaf Academy is Tanzania's first affordable private school network delivering high-quality, values-driven education to low-income families. We combine rigorous academics with life skills and character development to prepare students for long-term success. As we scale nationally, we are deepening our focus on evidence, impact, and accountability. We are seeking an experienced MEL Volunteer to strengthen our measurement systems and embed data use across the organization.

### **Role Summary**

This role is ideal for someone with strong expertise in monitoring, evaluation, and learning—particularly in education or related social impact sectors. The MEL Volunteer will play a central role in refining our impact measurement framework, supporting program evaluations, and strengthening our culture of data use for strategic decision-making.

### **Key Responsibilities**

#### **MEL Framework Development**

- Support the refinement and rollout of Silverleaf's impact measurement framework
- Align MEL tools and indicators with the organization's strategic goals and program outcomes
- Map existing data sources and identify gaps in outcome tracking

#### **Data Management & Analysis**

- Develop or improve tools for collecting, managing, and analyzing quantitative and qualitative data
- Clean, validate, and analyze data on student learning outcomes, teacher performance, and school quality
- Generate periodic reports and dashboards to share insights across teams

#### **Learning & Strategy Support**

- Lead internal reflection sessions to support learning from data
- Translate findings into practical insights for program improvement and strategic decisions
- Support leadership in responding to learning priorities and evidence gaps

## Evaluation & Reporting

- Support baseline, midline, and endline studies, including tool design, data collection oversight, and analysis
- Help prepare high-quality MEL reports for donors, board members, and other stakeholders
- Assist with data visualization and communication of impact stories

## Capacity Building

- Train staff on MEL tools, frameworks, and data literacy
- Strengthen a culture of evidence-based decision-making across departments

## Qualifications & Experience

### Required

- 3+ years of experience in MEL, data analysis, or impact evaluation in a nonprofit or education setting
- Advanced Excel and data visualization skills; experience with Google Sheets, Power BI, or similar tools
- Strong quantitative and qualitative analysis skills
- Excellent written communication and report-writing skills in English
- Strong attention to detail and ability to manage multiple data streams
- Ability to work independently and collaboratively in a cross-cultural environment

### Preferred

- Experience in the education sector or working with school-based data
- Experience designing or implementing MEL frameworks for multi-site organizations
- Familiarity with data collection platforms (e.g. KoboToolbox, ODK, SurveyCTO)
- Previous experience in East Africa or a similar context

## Why Volunteer With Silverleaf?

- Be part of a high-impact education movement improving outcomes for underserved children
- Shape the MEL systems of a growing, mission-driven school network
- Flexible location and schedule, with opportunities for remote or hybrid work
- Direct collaboration with leadership and a chance to shape strategic decisions
- Mentorship, learning opportunities, and a professional reference upon completion

### Volunteer Support May Include:

- Monthly communications stipend
- Shared accommodation in Usa River, Arusha (subject to availability)
- Visa support for international candidates



## **Silverleaf Core Values**

At Silverleaf, our values guide everything we do. We look for Board and Committee Members who reflect these principles in their professional and personal leadership:

- Lead the Way – Take initiative and drive innovation
- Build for the Future – Focus on long-term impact and systems change
- Ask Why and Why Not – Embrace curiosity and challenge assumptions
- Speak, Listen, and Learn – Foster open communication and shared growth
- Unwavering Mission Focus – Center our work on student and community success

## **How to Apply**

1. Fill in the general job application form [\[Google Form\]](#)
2. Submit your CV and a short cover letter to [data@silverleaf.co.tz](mailto:data@silverleaf.co.tz) with the subject line:  
Application for MEL Volunteer – [Your Name]

We welcome applicants from all backgrounds and levels of experience—especially those excited to bring their MEL skills into a fast-paced, purpose-driven environment.

Join us to help drive data-informed education change in Tanzania.