MEL Coordinator, FREE FemFocus – Job Description

WOMEN WIN is recruiting a Monitoring, Evaluation and Learning (MEL) Coordinator for FREE FemFocus, a five-year programme supporting women entrepreneurs in Kenya, Nigeria, South Africa and Uganda. The role is based in one of those four countries.

About Women Win

Founded in 2007, Women Win is a global women's fund guided by the vision of a future where every girl and woman exercises their rights. We collaborate with diverse partners to increase the assets, access, voice, and agency of women, girls, and gender expansive people around the world, investing in and supporting a global portfolio of partners while influencing cross-sector stakeholders and brokering unusual partnerships. Women Win works to advance girls' and women's rights amidst the scarce resources currently available for feminist movements.

Who we are

We take our mission seriously — and we take play just as seriously. We're driven by purpose, energised by change, and we believe that joy, curiosity, and genuine care for one another are just as essential as technical excellence. The people who thrive here are those who can hold complexity with creativity — and who find their best work happens in collaboration with others.

About FemFocus

FREE FemFocus is Women Win's five-year programme (July 2026 - June 2031) supporting civil society organisations that advance women's entrepreneurship in Kenya, Nigeria, South Africa, and Uganda. Hosted with the FREE Fund, it provides grants, capacity strengthening and network brokering to organisations that deliver the work on the ground. We do not deliver services to women entrepreneurs ourselves.

The programme is funded by the Netherlands Ministry of Foreign Affairs, which selected Women Win for the Encouraging Women's Entrepreneurship instrument of its FemFocus grant policy framework.

FREE FemFocus is built on two principles: it is African-led, and it uses participatory grantmaking, so in-country partners and experts help shape the Fund's priorities and decisions.

Position summary

The MEL Coordinator manages day-to-day MEL for FemFocus across Kenya, Nigeria, South Africa and Uganda: coordinating data collection across the portfolio, turning it into insight that partners and Women Win can use, and contributing evidence to reporting. The role also contributes to Women Win's wider MEL and knowledge management work.

MEL for FemFocus should serve local learning and adaptation as well as donor accountability, and this role will help build that approach during the inception phase.

The ideal candidate is technically solid in MEL and curious about doing it in a more participatory, feminist way, moving easily between data platforms and conversations with partners.

The role works closely with the FemFocus Programme team, Impact and Learn team, and grantee partners.

Core accountabilities

Monitoring, evaluation and learning (MEL)

- Manage day-to-day MEL delivery for FemFocus, ensuring quality, consistency, and alignment with Women Win's MEL values and the Ministry's requirements;
- Help design and refine FemFocus's MEL approach during inception, working with partners, women entrepreneurs, and colleagues so that they help define success, key questions, and useful evidence;
- Coordinate data collection across the portfolio and the four countries, ensuring quality, consistency, and ethical, safe data practice;
- Analyse and synthesise data to surface patterns and insights, and share them back with partners in usable form;
- Provide technical MEL guidance to programme teams and partners across the full cycle, building on partners' existing systems rather than adding to their load;
- Contribute MEL evidence, visualisation, and storytelling to annual narrative reporting for the Ministry and to other external documents (proposals, communications, thought pieces);
- Support use of digital MEL platforms (e.g. Salesforce, Tableau, FormAssembly, Dovetail).
- Contribute to organisation-wide MEL for Women Win

Knowledge management and learning hubs

- Support implementation of Women Win's knowledge management strategy for FemFocus and maintain shared repositories (e.g. Notion, Box);
- Help design tools and processes that support knowledge flows across the organisation and with partners;
- Facilitate learning and exchange sessions for partners, online and in person, with learning that runs in both directions;
- Capture and share what FemFocus teaches us with sister funds and the wider feminist funding ecosystem.

Miscellaneous

- Take part in team meetings, planning, and cross-functional initiatives.

About you

Education: Degree or equivalent experience in a relevant field.

Experience: The candidate should have:

- 3–5 years' professional experience in a relevant field, including designing and implementing tools and approaches to monitor, evaluate, and learn from programmes;
- Experience with both quantitative and qualitative analysis;
- Strong Excel proficiency and working knowledge of data visualisation tools such as Power BI, Flourish, or Tableau;
- Experience with reporting requirements across a variety of funders;
- Working knowledge of CRM platforms or databases;
- A solid understanding of MEL concepts and methodologies;
- Strong written synthesis skills, turning data and evidence into clear, accessible knowledge products;
- Excellent listening and communication skills, including maintaining relationships with local partners in digital and remote settings;
- Cultural awareness and the ability to work well in an international environment;
- Comfort with digital tools, and curiosity to test innovative approaches to MEL and knowledge management;
- The ability to deliver quality technical work independently and to quickly pick out what matters most;
- A collaborative approach that fosters teamwork;
- A feminist mindset and an affinity for feminist approaches.

Lived and contextual experience counts alongside formal qualifications.

Preferred (nice-to-have):

- Salesforce experience;
- Knowledge of participatory, feminist approaches to MEL;
- Experience measuring impact for women's economic programmes;
- Experience organising or maintaining knowledge and documentation systems;
- Presentation and facilitation skills, particularly with cross-cultural and multilingual groups.

Practical details

Start date: Ideally in January 2027.

Location: Must be based in Kenya, Nigeria, South Africa, or Uganda, with the right to live and work there. The role is remote-based, and working hours need to overlap with CET to connect with colleagues and collaborate with the team.

Travel: Ability and willingness to travel approximately 20% of the time. This includes travel to partner convenings and learning sessions, and attendance at Women Win in-person team meetings and retreats.

Languages: Strong written and spoken English. Additional local or regional languages are a plus.

Working hours: Full time position (40 hours).

Salary: Coordinator level position with compensation based on the Women Win salary scale. Women Win believes in global pay equity, meaning that team members' compensation is equalised regardless of location. Salaries are based on Women Win's salary scale, which considers the expected level of competency and complexity of the role and strives to create consistency across the organisation. Women Win believes in putting our best offer upfront and standardising benefits for all candidates, in the interest of fairness for all team members.

Contracting: Your contract will be issued via our Employer of Record partner. An Employer of Record (EoR) is a third-party organisation that becomes your legal employer for payroll, taxes, and statutory benefits in your country, while you work day-to-day as part of the Women Win team.

Benefits: As part of our complete offer and in line with our commitment to collective care, Women Win offers the following benefits:

- 25 days of paid vacation time annually
- 3 shut down weeks annually
- Monthly wellbeing allowance
- Remote work and flexible work arrangements
- Home office contribution

How to apply:

Applications are open. The deadline is **Sunday 22 November 2026, 17:00 CET**.
You can only submit your application through this **SurveyMonkey form**. In this form, you will be asked to upload your CV and to answer a set of questions.

Applications received in any other way will be disregarded. Applications will be reviewed on a rolling basis.

Notes:

- Women Win strives to be a diverse and inclusive organisation and encourages applicants from all backgrounds to apply. We are unable to sponsor work permits or provide individual feedback to applicants not shortlisted. If you require a reasonable accommodation due to a disability, please contact hr@womenwin.org. We do not accept agency resumes.
- We completely understand and see the value of using AI in the process of writing your CV and answering our questions. We have also used AI to help us with writing this job description! However, we want to make sure we don't lose the human in the process. So while we don't discourage using AI for your application, we do encourage you to use your own words and authentic voice to ensure your application stands out.
- To all recruitment agencies: WW does not accept agency resumes. Please do not forward resumes to our jobs alias, our employees or any other organisation location. WW is not responsible for any fees related to unsolicited resumes.