Country Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator

National Position

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International is working in Myanmar since 2001 and currently employs more than 240 national staff in Rakhine, Shan and Kayin States. Our work aims at ensuring communities having access to primary health care services. We also offer comprehensive WASH and disaster risk reduction/ climate change adaptation solutions and provide relief after disasters. MI strives to enable and empower the most vulnerable communities in marginalized areas through a participatory and sustainable approach.

In support of the work in Yangon, Myanmar, Malteser International is looking for a motivated Country Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator – (m/f/d) - National Position.

As the Country MEAL Coordinator, your pivotal role includes to ddevelop and oversee the implementation of a comprehensive monitoring, evaluation, and accountability (MEAL) framework for the projects, ensuring standardized data management, evidence generation, and research coordination to support effective program learning, reporting, and impact assessment across Malteser International programs and projects in the Country. Under the direct supervision of the Country Program Coordinator (CPC), you will be instrumental in overseeing and elevating the success of these initiatives.

Your responsibilities:

I. General

- Provide strategic leadership and direction in the review, development and implementation of a harmonized monitoring, evaluation and accountability framework of the project and oversee its implementation across the targeted projects.
- Update and support the implementation of an effective and coordinated Monitoring, Evaluation, Accountability and Learning (MEAL) framework and system of the Myanmar Country Program in a service-oriented manner.
- Develop capacity of staff and partners on the Monitoring, Evaluation, Accountability and Learning (MEAL) framework, data management, data analysis and results-oriented programming, monitoring and evaluation methods and principles. Close cooperation is also desired with the program locations as well as countrywide projects personnel.
- Introduce the Monitoring, Evaluation, Accountability and Learning (MEAL) framework to staff (including new staff as part of the induction)
- Ensure record-keeping and storage of data and information.
- Maintain working relationships with monitoring and evaluation (M&E) counterparts in other relevant international and local Non-Government Organizations (NGOs) in Myanmar, Malteser International country programs elsewhere and the Quality Assurance Department of Malteser International Headquarter in Germany (via the Program Managers in Cologne).

- Review project Monitoring, Evaluation, Accountability and Learning (MEAL) and progress reports, consolidating them for analysis and reporting.
- Organize and/or facilitate MEAL-related training for MI and partner organizations.

II. Monitoring and Evaluation

- Provide hands on technical assistance by ensuring a consistent approach that enables standardized procedures of data collection, analysis, feedback and reporting by the project team including those of partners.
- Support the location's project and Monitoring, Evaluation, Accountability and Learning (MEAL) personnel in setting up, understanding, and implementing Monitoring, Evaluation, Accountability and Learning (MEAL) plans, including Indicators Performance Tracking Tables (IPTT) and data collection tools for all projects and programmes.
- Manage MEAL-related consultancies, such as base- and endline surveys, case studies, evaluations; integrates technical input of technical coordinators and CPC when applicable. Carry responsibility for storing consultancy outputs.
- Support the country program and partners in the application of innovative methods and tools (for example Kobo collect) and ensures the maintenance and continuous improvement of Kobo-based data collection and analysis.
- Support locations directly in carrying out data analyses.
- Quality assurance of location survey designs and tools with input from Country Program Coordinator (CPC) and technical coordinators.
- Work with staff to improve the use of qualitative data collection tools, e.g. People First Impact Method (P-FIM), Focus Group Discussions (FGDs) and others.
- Evaluate other evaluation methods, e.g. Resilience Star, for its application in certain project settings, e.g. eastern Shan State.
- Oversee the baseline, mid-term, and endline evaluations for projects.

III. Generation of Evidence, Learning and Accountability

- Lead the coordinating and documentation of project learning and evidence generation for key internal and external audiences, including for donor reporting, advocacy work and visibility measures as required.
- Identify lessons learned and best practices from previous program/project implementation and evaluations and actively promotes learning through documentation and sharing of lessons learnt by means that promote active learning, i.e. review workshops and similar.
- Work with technical coordinators, Country Program Coordinator, countrywide project, and program location teams to ensure that lessons learned, and best practices are incorporated into the design of new projects/programs.
- Support locations to establish functional and practicable Community feedback and response mechanisms (CFRM) in line with MI standards. Assists locations to analyse and adapt Community feedback and response mechanisms (CFRM).
- Follow up on People First Impact Method (P-FIM) as assessment and Monitoring and Evaluation (M&E) tool and training of staff on People First Impact Method (P-FIM) in coordination with People First Impact Method (P-FIM) practitioners. Identify ways to use it as an evaluation tool.
- Establish training and multiplication calendar for staff that received trainings.
- Ensure the gender, age, and disability inclusion (GADI) is taking into consideration in all project proposals and MEAL-related activities.
- Lead the project learning workshop with the project coordinators.

- Undertake any additional responsibilities as assigned by the Supervisor/ Country Program Coordinator (CPC) or management at both the Country Office (CO) and Headquarters (HQ) levels.

Your profile:

- University degree in a speciality relevant to the humanitarian and development sector
- At least 8 years of experience in humanitarian- and/or development work and
- At least 5 years of proven experience in designing and implementing MEAL frameworks and systems.
- Demonstrated experience in working in multi-sectoral programs and understanding of a broad range of program quality issues and the practical issues faced by program managers in demonstrating impact.
- Proven skills in MS-Word, Excel, KOBO Toolbox, Power BI, database management as well as statistical packages (SPSS)
- Experience with quantitative and qualitative methodologies.
- Ability to work independently to a high standard and able to travel.
- Fluent in written and spoken English.

Competencies

- Advanced quantitative or mixed methods research skills, including ability to review and critically appraise data and empirical literature.
- Strong interpersonal skills, acting as a leader and setting a positive example for team members.
- Experience of and/or good understanding and sensitivity regarding multi-cultural environments.
- Collaborative and team-oriented approach in planning, implementing, and evaluating work.
- Ability to work effectively under basic conditions, handle high workloads, and manage stress. Ability to work remotely and independently.
- Excellent communication skills, including active listening and effective, specific, and positive communication.
- Proficient in taking accurate observations and reporting them to the Program Coordinator and creating basic data and narrative reports.
- Adaptability and willingness to embrace change, and a readiness to exceed the responsibilities outlined in the job profile when necessary.
- Proactive attitude, taking initiative, and maintaining a positive demeanor.

What we offer:

- Start date: as soon as possible.
- Duty Station: Yangon, Country Office, Myanmar, and frequent visit to its project areas
- Duration of contract: until end of December 2024 (extendable)
- Salary according to qualification and experience: 13th Month Salary, Contract End Benefit as well as Health & Life insurances

Working for Malteser International

Malteser is an equal opportunity employer and welcomes applications from all people, regardless of gender, confession or origin. Malteser International conducts background and reference checks. Ethics form part of the Annual Performance Appraisal.

Whether you work as a specialist on overseas service or in one of our regional offices - we offer you a challenging working environment in an experienced international team. More than 1,000 national and international staff are currently deployed in various crisis and disaster areas around the world as well

Contact Details:

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Yankin Township
Yangon 11081
Myanmar

as in our regional offices in Cologne and New York City. For more information, please have a look here.

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How to apply:

If you are interested in this position, kindly submit your extensive application (CV, letter of motivation, copies of educational certificates and three professional references) submit to hr.mmr@malteser-international.org with the subject line "Country MEAL Coordinator, Yangon, Country Office". The deadline for application is **10th May 2024.**

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