

Vacancy MEAL Officer

Position Title: MEAL Officer
Location: Mandalay
Line Manager(s): MEAL Manager
Starting: July 1, 2025
Duration: 6 months (with possibility of extension)

Position Summary

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer is under the supervision of the Yangon based MEAL Manager and works in close collaboration with the Emergency Response project staff, sectoral experts, and partner organizations. He/she is responsible for the development and maintenance of information and reporting processes and products to ensure professional, high-quality and strict adherence to organisation and its donors' MEAL requirements. The MEAL Officer also plays an important role in improving information management, data quality, strengthening knowledge sharing and learning across the organization and its partnerships. He/she is also responsible for CFRM (Community Feedback and Response Mechanism).

Key Responsibilities:

M&E quality management

- With the support of the MEAL Manager, ensure M&E planning, monitoring and evaluation processes comply with internal Policies, guidelines and RDD strategy – Strategic indicators) and external (donor) requirements
- Maintain consistency in monitoring and evaluation processes across all projects implemented in Mandalay.
- Ensures lessons learned are collected and feedback provided to Senior Management for action.

M&E planning

Project level:

- Provides technical support during project MEAL planning, including developing the Results Framework, Indicator Tracking Table (ITT), methodologies and tools to both organisation and partner staff
- Carry out MEAL inductions to project and partner staff on the MEAL plan, deadlines, CRFM protocols set for the project and means of verifications required

Response Program level:

- Maintains an overview/calendar of planned MEAL-related activities (baselines, mid-term, endline surveys, other data collection and research activities, and evaluations) to be undertaken in ongoing projects in Mandalay, including reporting deadlines.

Implementation, progress tracking and reporting

- Coordinates assessments and compiles assessment data into brief reports providing essential key figures and analysis
- Ensures timely implementation of baseline and endline surveys, PDMs and other studies, responsible for drafting survey reports

- Provides technical support in activity and results-based monitoring (surveys, FGDs, KIIs, etc.) including ensuring that implementing partners and enumerators follow the instructions/agreed methodology
- Checks the quality of data collected from the organisation and partners continuously and follows up on any errors or challenges arising in the process, responsible for compiling data in Project Indicator Tracking Table
- Supports Program Managers in setting up and maintaining the databases
- Conducts data analysis and supports project teams in interpretation of findings, formulating recommendations and reporting
- Supports project team and partners in preparation for regular project review meetings, including regular update of ITT and meaningful reporting on indicators, and organize dedicated MEAL meetings as needed
- Initiates independent monitoring visits of projects with the aim of receiving or validating data/information on specific projects and strengthening accountability (activity monitoring, distribution monitoring, post-distribution monitoring, Beneficiary Feedback Mechanisms, etc.) /If the situation allows
- Ensures that all the data related to the projects is updated and stored safely (primarily responsibility of PMs/POs);
- Supports consultants in conducting evaluations/studies providing information packages about the project and assisting them in the field if required
- Design sampling methodology and brief enumerators on sampling methods and tools, programs survey questionnaire in Kobo
- Compile, edit and submit cluster and other relevant data reports on a regular basis Accountability, learning, dissemination and use of findings.

Accountability, learning, dissemination and use of findings

- Supports project teams and partner organisations to ensure dissemination of the projects Complaint and Feedback Response Mechanism (CFRM) and how to use it
- Ensures proper functioning of CFRM system across the projects
- Ensures implementing partner's CFRMs is functional and effective, lead or coordinate CFRM material printing, dissemination and ensure timely reporting from partners in case they oversee CFRM channel
- Serves as a focal point for Kachin CFRM, records any complaints or feedback received from Organization beneficiaries and other stakeholders and coordinates with relevant staff, partners, MEAL and CFRM Specialist to provide timely and adequate response
- Produce brief reports and submit to Senior MEAL and CFRM Coordinator on a quarterly basis
- Ensures CFRM analysis are being conducted regularly and lessons learned are feeding programming
- Facilitates capturing (template Follow-up on findings and recommendations from M&E) and discussion of the most important findings and recommendations from M&E (regular and dedicated meetings) and systematically support the project team in using M&E results and findings for modification of project strategy and/or formulation of action points
- Supports project teams in transferring agreed action points into implementation work plans
- Facilitates dissemination of assessment and M&E findings to stakeholders via preparation of learning/M&E briefs and fact sheets and presentations

Capacity building

- Identifies M&E capacity development needs of staff and partner organizations, provides or organizes external training

- Ensures that all project teams' members and implementing partners' staff understand and know how to use M&E tools. This is to be achieved through intensive, direct on job training with a focus on practical application of M&E tools;
- Trains project teams and implementing partners in using Organization's CFRM and/or ensuring implementing partners own CFRMs are effective;
- Trains project teams and implementing partners in assessment methodologies and tools

Other

- Continuously learn about new technologies and methodologies in M&E and share this knowledge with project teams and implementing partners
- Carry out any other relevant duties mutually agreed with MEAL Manager, Head of Programmes and/or Humanitarian Programme Manager.
- Conduct her/himself both professionally and personally according to Organization's Code of Conduct and project Working Agreements.
- Fulfil other tasks assigned by the line manager related to responsibilities listed above.

Skills and Qualifications

- University degree in social studies, statistics, development studies, or a related field
- At least 3 years of proven experience, with an INGO or NGO
- Technical knowledge in MEAL and data management methodologies
- Proven knowledge of qualitative/quantitative research methods
- Demonstrated experience with MS Office and data analysis – e.g., SPSS, Stata, R, or Python
- Skilled in the use of Kobo Toolbox, remote monitoring, and surveys
- Experience with GIS, Power BI, Tableau, or other relevant software is a plus
- Excellent organisational skills and attention to details
- Willingness to travel to the field
- Ability to multi-task, follow procedures and meet deadlines
- Ability to work both independently and in a flexible manner
- Proven knowledge and respect of key humanitarian principles
- Ability to listen, communicate positively, and resolve conflicts that may arise desired
- Fluency in Burmese and in English required

Application Procedure: Interested candidates should send an application letter along with an updated CV (with at least 2 contacts for reference), no later than **July 4, 2025** to the following mail address recruitment.mmr@proton.me with the Subject **"250620_ MEAL Officer - Mandalay"**. Please note that only short-listed candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.