



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVK202403

**MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING
(MEAL) Supervisor**
Demawso, Kayah State
Duration: 5 months with possibility of extension
Starting Date: As soon as possible

ACTION CONTRE LA FAIM (ACF): For almost 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and work with their communities before and after the disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities. We constantly search for more effective solutions, while sharing our knowledge and expertise with the world. We push for long-term change. We will never give up. Until the world is free from hunger. Since 1994, ACF-Myanmar has been assisting vulnerable populations in the Republic of the Union of Myanmar.

As an international humanitarian organization involved in emergency programs all **ACF staff have to be available at any time in order to respond to any emergency work, should the need arise.**

All employees and representatives of Action contre la Faim uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies, including this Policy on Protection from Sexual Exploitation and Abuse.

GENERAL ASSIGNMENT:

Support partners to implement day-to-day monitoring, evaluation, accountability and learning activities according to Action contre la Faim core MEAL standards

TASKS & RESPONSIBILITIES

Objective 1: Provide support for development of strong MEAL system within projects

- Review partners M&E systems
- Propose improvement in partners M&E system according to ACF core standards
- Provide training on M&E tools for better project management to ACF staff in Kayah and partners
- Support project staff in development of relevant M&E tools.
- Support project staff in implementation of M&E activities
- Support project staff in completion of regular M&E tools for reporting
- Ensure communication with Field Manager and MEAL HoD on tools and achievements
- In charge of external reporting requirements of MIMU, tabulate project data as per standard MIMU formats.
- Support PMs in learning events and presentation, share MEAL field findings and challenges and recommendations
- Support program unit in conducting monitoring visits and assist in external visitors specific to MEAL

Objective 2: Provide support in implementation of quality assessment and data management

- Support development of Terms of Reference for ACF and partners MEAL activities ensuring integration of ACF standards and linking with MEAL HoD at coordination level to ensure quality
- Develop questionnaires and create Kobo format for data collection
- Provides training on data management cycle to ACF and partner teams



Job Vacancy Announcement

Action Contre La Faim-Myanmar

JVK202403

- Lead and support program teams in implementing surveys and MEAL activities as per guidelines
- Participate to data collection and quality check at field level during the strategic indicators measurements
- Support in uploading Kobo form in tablets
- Support in uploading database from Kobo
- Support project staff to produce relevant analysis and reporting based on survey data with the validation of MEAL HoD

Objective 3: Support the establishment of accountability system for ACF and partners activities in Kayah especially community consultation and Complaint Feedback and Response Mechanism

- Support in development of Complaint Feedback and Response Mechanism (CFRM) adapted to the context and in ad equation with ACF policies
- Train ACF and partners teams on the established CFRM
- Focal point for receiving complaint and feedback and ensuring their good follow up within the mechanism
- Train and support ACF and partners project staff in creating space for community consultation and community complaint and feedback reporting
- Sensitize community, beneficiaries about feedback and complaints mechanisms
- Support the development and deployment of contextually appropriate IEC material to share with communities

Objective 4: Undertake Meal Supervisory activities

- Sensitize/orientate and supervise enumerators, data entry teams on Meal activities;
- Mentor Enumerators and Data entry teams with the aim of strengthening their technical capacity
- Identify and report partner MEAL training needs and discuss with supervisors.
- Coordinate MEAL activities with other team members to optimize the use of resources.

Demonstrate personal commitment in promoting Gender Equality and ACF Gender Minimum Standards

- Promote Humanitarian Principles (ACF Charter), Gender Equality and ACF Gender Minimum Standards within the humanitarian and/or development work.
- Promote and ensure to follow safeguarding policy within the humanitarian and/or development work

DEGREE AND SKILLS REQUIRED

- Bachelor Degree in any applied social and natural sciences, with at least 3 year of experience in positions directly related to Monitoring, Evaluation, Accountability and Learning (MEAL).
- Humanitarian experience in INGO is demanded.
- Knowledge of key MEAL and humanitarian standards and principles
- Good knowledge of project cycle management (PCM) tools
- Strong computer knowledge (Word, Excel and Microsoft Assess) demanded
- Good analytical, organizational and planning skills
- Basic knowledge in statistics preferred
- Experience in handling data entry, cleaning and analysis
- Experience with evaluations and monitoring including feedback and complaints response mechanisms



Job Vacancy Announcement Action Contre La Faim-Myanmar JVK202403

- Experience in working on a variety of surveys
- Training and capacity-building skills
- Flexibility, adaptation, ability to meet deadlines
- Good level of English is required, both spoken and written
- Willingness and interest to work in IDP & conflict context
- Ability and willingness to travel regularly to field sites
- Knowledge of Kayah & local languages appreciated

HOW TO APPLY

If you feel confident for this position please send your letter of application together with updated Curriculum Vitae including 2 references (references will be checked) and the final clearance from your previous employer.

To: **No.99/F (3), U Aung Kain Street, Than Lwin Road, Bahan Township, Yangon.**

OR

Via an email: recruitment@mm-actioncontrelafaim.org

CLOSING OF APPLICATION: 23th May 2024, Thursday

- Only complete files will be considered. Do not enclose any original document with your application, as they will not be returned to you.
- Only short-listed candidates will be contacted by Action Contre la Faim and women are encouraged to apply.