



CESVI

Job Vacancy

Position	: MEAL Officer (Education in Emergency, Partnership) (1 post)
Reports to	: Grant Manager
Duty Station:	: Yangon with regular field visits to partners' project areas
Duration of Assignment	: 6 months and renewable based on performance and project requirement

CESVI is a non-religious, non-profit International NGO delivering humanitarian and development work in Livelihood, Food Security, Climate Smart Agriculture, Water Stewardship, Agricultural Value Chain, WASH, Education in Emergency, Community Development and Governance. CESVI's area of intervention in Myanmar is currently focused on Dry Zone. Consolidation of the presence in these areas and possible expansion in the neighbouring regions, including Chin and Southern Shan State, are the core areas of interest for present and future project developments.

Position Summary

The MEAL Officer will support the effective implementation of monitoring, evaluation, accountability, and learning (MEAL) activities in coordination with consortium partners. The role focuses on tracking progress, ensuring data quality, providing technical support to partners, and promoting evidence-based learning to improve Education in Emergency programming.

The Monitoring and Evaluation Officer (M&E) will play a crucial role in supporting the project team under the direction of the Grant Manager for the Project. The M&E officer will primarily assist the project team and CESVI's consortium partners in gathering, entering, and analysing both quantitative and qualitative data from various resource, ensuring data quality and timely reporting.

In addition to supporting the project, the M&E Officer will implement CESVI's internal MEAL system and Donor MEAL system across various project areas. This includes designing data collection methods, maintaining records, and analysing data to support informed decision-making and continuous improvement. The role ensures accurate data is gathered and shared with relevant teams to track progress and assess project impacts.

Essential duties and responsibilities

- Being the reference person for EiE MEAL Plan Design and Implementation.
- Assist Grant Manager and in developing and refining various data collection tools, both quantitative and qualitative.
- On a monthly basis, participate in Technical Management Unit meeting and yearly Steering Committee Meeting representing Cesvi and in internal coordination meetings.
- Maintain effective collaboration and coordination with project consortium and implementation partners
- Coordinate the MEAL team between the the consortium members in setting up the monitoring framework, harmonizing monitoring tools and setting monitoring related protocols as well as

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Collaborate the program staffs in information management systems, including checking and improving the quality of databases to allow for more timely and accurate analysis of data.

- Provide MEAL-related training courses for the partners' field staffs and beneficiaries on indicator measurement methodology and tools, MEAL assessment, reporting to program team if necessary and Support project staffs to ensure the understanding of M&E tools for a proper data and information gathering process and in implementing and complying with Cesvi procedures.
- Ensure the monthly collection of data of the respective partners' targeted townships and assessment of their quality.
- Provide feedback to Grant Manager and consortium members with relevant information on targets and achievements and Support teams in processing data and information for the preparation of monthly/quarterly reports.
- Carry out in drafting periodic reports for the Grant Manager based on the external reporting procedures of ECHO and Perform regular field visits at partners' operational areas, in order to conduct routine data quality assurance including on-site data verification and to assist the partners' staffs in ensuring the quality of the data collected.
- Provide the data and information requested by Grant Manager
- Gather and share learning (data, best practices, achievements, photos) with Grant Manager and Program Staffs and being the reference person for the Project Complaints and Feedback Mechanism and contribute to the efficient functioning and monitoring of Community Feedback mechanisms
- Periodically perform various other tasks according to the Grant Manager's instructions.

Specific responsibility

1. Monitoring & Data Collection

- Coordinate with partner MEAL staff to implement the consortium's M&E framework and tools.
- Support the development of data collection methodologies tailored to the EiE context (including accessibility for children with disabilities).
- Conduct and support regular field monitoring visits (remotely or in person).
- Ensure timely collection and consolidation of quantitative and qualitative data from partners.
- Assist in developing and testing tools for surveys, assessments, and evaluations.

2. Evaluation and Learning

- Contribute to baseline, midline, and endline studies in coordination with partners.
- Support partners in documenting lessons learned, best practices, and success stories.

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- Assist in organizing learning sessions and reflection meetings among partners and stakeholders.

3. Capacity Building and Technical Support

- Provide technical support and guidance to local partners on MEAL plans, logframes, and indicator tracking.
- Deliver training sessions on data collection tools, mobile data apps (e.g., KoboToolbox), and indicator definitions.
- Support partners to strengthen accountability systems (feedback, complaints, response mechanisms).

4. Reporting and Donor Compliance

- Assist in preparing high-quality, timely, and accurate donor reports in collaboration with consortium MEAL leads.
- Ensure data used for donor reports is valid, verified, and consistent with project targets.
- Contribute M&E inputs for monthly, quarterly, and final project reports.

5. Coordination and Communication

- Act as a focal point for M&E coordination among consortium partners.
- Participate in MEAL working group meetings and inter-agency coordination meetings as required.

Additional Responsibilities

- Support Grant Manager in preparing the project's progress reports and presentations that are reliable, accurate, analytical and timely and support in reviewing Project's M&E database report of the partner organizations.
- Collect feedback, complaints and data and prepare the related forms, documents and database of the Project Complaints and Feedback Mechanism and keep the PCFM database update daily as well as handle the received feedbacks and complaints as per PCFM procedures.
- Train the field staff on the PCFM entry points, tools, format and mechanism.

Qualification and experiences

- Bachelor's degree in education, development studies, social sciences, statistics, or related field.
- A minimum of 2-years relevant working experience in Education in Emergency and MEAL field.
- Excellent interpersonal and communication skills.
- Ability to organize own work to meet deadlines.
- Language requirement -Fluency in Myanmar and English.
- Knowledge and experience in the working environment of INGOs, NGOs and humanitarian organizations.
- Experience working in a consortium or multi-partner environment is an asset.

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- Knowledge of EiE frameworks and familiarity with ECHO indicators is a strong advantage.
- Proven skills in data analysis, monitoring tools (Kobo, ODK, Excel), and basic report writing.
- Strong computer skills (Word, PowerPoint, Internet & Email), including expertise in Excel as an MIS, M&E tool as well as to prepare relatively complex spread sheets required. Also, she/he has to support 5W and 3W data.
- Good interpersonal skills, team work, decision making.
- Good communications skills and accountability; team player with a positive attitude toward problem solving and conflict resolution; ability to effectively liaise with donors and partners and to build staff capacities;
- Willingness and ability to travel to project areas and to visit project's locations.
- Ability to work under difficult situations.
- Ability to work under pressure, flexible to work overtime and adapt to different situations from different donors as required.

Safeguarding

- CESVI has a zero tolerance approach to any harm to, or exploitation of, a child or a vulnerable adult by any of our staff, related persons or partners.
- CESVI commitment to being a safe organization begins with the staff recruitment process which includes meticulous checks, such as criminal records checks or check disclosure of previous convictions, to ensure children and vulnerable people are safeguarded and abuse is prevented. Safeguarding checks are part of the selection process performance.

Deadline for Applications: 9 July 2025

How to apply

CV & Cover Letter only to be sent to

myanmar.ala@cesvioverseas.org

or hard copies to be sent to

- No.8, room 2B, MyaZayYar street, MyaZayYar Condo, Kamayut (3) Ward, Yangon.

DO NOT send original documents and/or heavy attachments/Certificates beside the CVs

Notes:

- For Internal candidates: please inform the Line Manager at the moment of your application
- Additional information will be required only in case of pre-selection and short listing
- **Only those who meet the basic requirements will be considered for the short listing**
- **Only those shortlisted will be contacted for an Interview**
- As the post is required as soon as possible, CESVI reserves the right to select candidates and fill the position before the final date for applications.

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