

Inclusive Systems Myanmar Limited by Guarantee is registered as an organization, and it is a Social Enterprise of Helvetas Swiss Intercooperation in which operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. ISM is active in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. ISM engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Building on the success of the original Responsible Business Fund (RBF) Myanmar established in 2017, Responsible Business Fund Plus (RBF+) is a Matching Grant Fund (2024–2028) under the EU-supported SLING Action, co-funded by the Embassies of Denmark and Switzerland, and implemented by Inclusive Systems Myanmar and Helvetas Myanmar. RBF+ promotes inclusive growth of agrifood MSMEs in local value chains to enhance economic resilience and environmental sustainability, through three key outcomes: **Outcome 1** : Enhanced capacity and awareness of agrifood sector MSMEs to adopt sustainable inputs, technologies, and services, benefiting at least 60 MSMEs and 20,000 primary agricultural producers.

Outcome 2: Increased productivity, competitiveness, and environmental performance of MSMEs, targeting 4,000,000 EUR in cost reduction, 10 million kWh energy savings, and 1,500,000 Litres in water savings.

Outcome 3: Increased sales in international and domestic markets, aiming for 6,000,000 EUR in new sales by at least 80 Agrifood MSMEs by the end of 2028.

Target Groups

- Direct: Agrifood MSMEs that support farmers with productivity, cost-efficiency, or market access.
- Enabling: Tech suppliers, equipment providers, business associations, and large buyers with a commercial stake in sustainable agrifood systems.

Subject to the donor funding of Responsible Business Fund Plus (RBF+), we are currently looking for an enthusiastic, committed, experienced and reliable

MONITORING AND EVALUATION (M&E) ASSISTANT (100%)

based in Yangon with frequent travel to project areas.

MAIN TASKS

A. Monitoring, Evaluation, and Learning (MEL) Support

- Assist the M&E Manager and Officer in the routine monitoring of grantee activities and project interventions across all outcomes.
- Help collect, compile, and organize data (both qualitative and quantitative) from grantees and Grant teams.
- Participate in site visits to verify activities, outputs, and immediate outcomes of funded projects.
- Support in maintaining a digital and physical filing system for M&E tools, reports, and data entries.
- Assist in administering surveys, pre/post-tests, interviews, and focus group discussions under the supervision of the M&E Officer.
- Help ensure gender-sensitive and inclusive data collection practices are followed.
- Assist in the preparation of infographics, data summaries, or charts for internal and donor reporting purposes.
- Provide support in drafting simple progress updates, field visit notes, or data summaries for M&E Manager.

B. Project Monitoring Support

- Assist in planning and conducting project monitoring visits and field supervision activities.
- Support the tracking of project outputs, outcomes, milestones, and grant performance indicators.
- Collect supporting evidence, including attendance records, photos, case stories, and monitoring documentation.
- Participate in field monitoring missions and document findings, observations, and recommendations.
- Ensure timely follow-up on action points identified during monitoring visits.

C. Data Management and Documentation

- Maintain and regularly update the M&E database and project tracking systems.
- Organize and archive monitoring data, reports, beneficiary records, and supporting documents.
- Conduct routine data quality checks and identify inconsistencies or missing information.
- Support compliance with donor reporting requirements and organizational data management standards.
- Generate data tables, charts, and summaries to support project reporting and decision-making.

D. Learning and Coordination Support

- Support the documentation of project achievements, lessons learned, success stories, and best practices.
- Assist in organizing learning events, workshops, review meetings, and stakeholder consultations.
- Support beneficiary satisfaction surveys and other feedback mechanisms.
- Contribute to knowledge management activities and dissemination of project results.
- Perform other M&E-related tasks assigned by the supervisor.

YOUR QUALIFICATIONS

- Bachelor's degree in Statistics, Economics, Development Studies, Social Sciences, Business Administration, Agriculture, Monitoring & Evaluation, or a related field.
- Basic training or exposure to Monitoring and Evaluation tools or project management.
- Understanding of Logical Frameworks (Log Frames) or Result Frameworks is a plus.
- Familiarity with gender and social inclusion in data collection is an asset.
- No prior experience is required; however, 6 months to 1 year of relevant internship or volunteer experience in a development project, NGO, or local organization is a plus.
- Knowledge of monitoring methodologies and indicator tracking.
- Basic report writing and presentation skills.
- Ability to coordinate data collection processes involving multiple stakeholders.
- Accountability for data quality and reporting outputs.
- Ability to work independently while maintaining effective teamwork.
- Strong communication and interpersonal skills.
- Analytical and detail-oriented mindset.
- Open-minded, flexible, proactive, and collaborative approach.
- Ability to work under pressure and meet reporting deadlines.
- Strong stakeholder engagement and facilitation skills.
- Advanced English in four skills (must be able to participate in group discussion meetings and taking note/report writing).
- Fluent in Burmese (must have public speaking skills and must be an active listener in group discussion meetings).
- Proficiency in Microsoft Word/ PowerPoint and Advanced Microsoft Excel skills.
- Ability to use databases and online reporting systems.
- Competency in email and internet applications.
- Experience with Kobo Toolbox, ODK, Power BI, SPSS, STATA, Tableau, or similar data analysis and visualization tools.

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **a letter of motivation, work certificates and diplomas** by **27 October 2026 at 5:00 pm**. Please note that **three references (must be included one HR referee from recent organization)** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please submit your electronic application through this link <https://apply.helvetasmyanmar.org/>

Visit our website : <https://inclusivesystems.org>, <https://www.rbfmyanmar.com/>