

Terms of Reference

Position Title: MEAL Specialist

Duty Station: Hpa-An, Kayin State (with regular travel to project locations)

Contract Type: Fixed Term renewable contract

Background

HEKS/EPER Myanmar Ltd. has been operating in Myanmar since 2017, focusing on strengthening food security, resilient livelihoods, and inclusive economic development. As part of this commitment, HEKS/EPER Myanmar Ltd. is implementing the ADAPT Project, which aims to strengthen resilient and inclusive agrifood systems through market systems development, climate-resilient agriculture, private sector engagement, and innovative partnerships.

The project supports smallholder farmers, rural entrepreneurs, agri-food micro, small, and medium-sized enterprises (MSMEs), and improved access to finance in targeted areas. It applies to a Market Systems Development (MSD) approach to address systemic constraints affecting smallholder farmers, MSMEs, and other market actors across agricultural value chains in challenging contexts.

Purpose of this position

The MEAL Specialist leads and coordinates monitoring, evaluation, accountability, and learning activities primarily for the ADAPT Project. The position ensures that the project has practical and effective MEAL plans, reliable and secure data management systems, timely and meaningful analysis, inclusive accountability mechanisms, and evidence-based learning to inform project decisions, reporting, and organizational learning.

Job Description:

This position will directly report to the Consortium Project Manager under the ADAPT Project. The Portfolio Manager (Programme Quality) will provide technical supervision on MEAL standards, indicator definitions, methodologies, data quality, evaluation, accountability, learning, data governance, and the design of new data systems.

Key Responsibilities

MEAL planning and results management

- Develop and update MEAL plans, results chain frameworks, indicator reference sheets, monitoring schedules and reporting systems for the projects.

- Ensure alignment with project log-frames, theories of change and HEKS/EPER programme quality standards.
- Support target setting, progress reviews and indicator tracking, maintaining a clear audit trail from source data to reported results.

Development and management of the new data systems

- Act as the main functional focal point between the technical consultant, project teams, partners and programme quality staff.
- Define system requirements, including indicators, workflows, user access, validation rules, dashboards, reporting outputs, and offline functionality.
- Coordinate system review, user acceptance testing, issue tracking and technical sign-off.
- Maintain data dictionaries, master data, SOPs, user guides, access controls, backups and system records.
- Train users, provide first-line support and manage routine system updates and improvements after consultant handover.

Monitoring data quality analysis and reporting

- Develop and maintain quantitative and qualitative data-collection tools, including mobile forms and monitoring checklists.
- Coordinate routine monitoring and data collection, conduct data quality checks and follow up on accuracy, completeness, consistency and data-protection issues.
- Produce dashboards, management summaries and quality-assured MEAL inputs for internal and donor reporting.

Evaluations research and evidence

- Coordinate baselines, outcome studies, midline and endline assessments, evaluations and related consultants.
- Apply appropriate qualitative and quantitative methods, including outcome harvesting, case studies and resilience or market-systems measurement.
- Ensure ethical, conflict-sensitive and safe data collection, including informed consent and protection of respondents.

Accountability safeguarding and inclusion

- Support accessible and confidential feedback and complaints mechanisms, including referral and closure tracking.
- Analyze feedback trends and refer safeguarding or PSEAH concerns through approved organizational channels.
- Integrate gender, age, disability, displacement and other inclusion considerations into MEAL tools, analysis and reporting.

Learning adaptive management and partner capacity

- Facilitate learning reviews, After Action Reviews and reflection sessions, and track agreed actions.
- Document lessons, good practices, challenges and evidence for adaptation or scale-up.
- Strengthen partners' MEAL capacity and raise data quality or delivery risks promptly with Project Managers and the Portfolio Manager Programme Quality.

Minimum Qualifications and Experience:

- Master's or Bachelor's degree in Social Sciences, Development Studies, Statistics, or related fields.
- At least 5 years of experience in MEAL roles within development or humanitarian projects.
- Strong working knowledge of KoboToolbox or ODK, advanced Excel and a dashboard or visualization tool such as Power BI. Experience with statistical software, GIS, database administration, or SQL is an advantage.
- Experience developing MEAL plans, results frameworks, indicator reference sheets, surveys, sampling approaches, data-quality processes and evaluations.
- Demonstrated experience supporting more than one project or partner and managing competing reporting schedules and priorities.
- Practical experience translating programme requirements into a digital data system or management information system and coordinating with a technical consultant, vendor or developer through testing, rollout and handover.
- Sound knowledge of responsible data management, informed consent, confidentiality, feedback and complaints mechanisms, and safeguarding referral principles.
- Strong analytical, report-writing, facilitation and capacity-strengthening skills, with the ability to explain technical issues clearly to non-specialists.
- Knowledge of LIFT or UNOPS reporting formats and indicators is an asset.
- Demonstrated ability to work independently as well as collaboratively in a team.
- Ability to work under pressure. Must demonstrate positive behaviors and attitudes, including adaptability, problem-solving, and emotional intelligence, while fostering mutual respect among team members.
- High flexibility and curiosity for innovative solutions to longstanding challenges.
- Demonstrated cultural sensitivity and sound judgment.
- Proven success in working collaboratively with different stakeholders, including experience working in the private sector.
- Willingness and ability to travel regularly to project locations, subject to organizational security procedures and access conditions.

**Safeguarding and Organizational Responsibilities:**

The MEAL Specialist must comply with HEKS/EPER policies and procedures, including the Code of Conduct, PSEAH and safeguarding requirements, anti-fraud and conflict-of-interest requirements, security procedures and data protection standards. The position must protect the dignity, safety and confidentiality of communities, project participants, partners, and colleagues and must promptly report concerns through designated channels.

Final Provisions:

The MEAL Specialist may be asked to perform other duties relevant to the project's success and organizational needs. Job responsibilities will evolve based on learning, performance, and project requirements.

We offer:

- An opportunity to contribute to a strategic and impactful resilience project.
- A competitive compensation package.
- A learning-oriented and collaborative working environment.

How to Apply:

Please send your cover letter, CV, and two references to nang.sankham@heks-eper.org by 16th October 2026. Only shortlisted candidates will be contacted. The selection process will include an interview and a written test. Due to the urgent need, early applications are encouraged, and a **rolling basis** will be applied.

Subject line for application: MEAL Specialist