



## **Terms of Reference (TOR)**

**Job Title: MEAL Specialist**

**Job Location: Hpa-An, Kayin State**

**Contract Duration: 1 year**

### **Background**

HEKS/EPER works globally for a more humane and equitable world, supporting people to overcome hardship and live with dignity. HEKS/EPER commenced working in Myanmar in 2017 as part of an initial pilot phase to explore new and innovative approaches towards development cooperation. HEKS focuses on sustainable support for smallholder farmers by promoting systemic change in the agri-food sector and creating opportunities for skills development, entrepreneurship, and employment-especially for disadvantaged groups.

HEKS/EPER (Swiss Church Aid) is commencing implementation of a new climate resilience project in South-East Myanmar, aiming to strengthen climate-resilient food systems and improve income-generating opportunities for vulnerable populations. The project applies to a Market Systems Development (MSD) approach and is implemented by a consortium of HEKS/EPER and national/local partners in Kayin, Kayah, Mon, and Southern Shan States. The MEAL Specialist leads the design and implementation of Monitoring, Evaluation, Accountability, and Learning systems to ensure project effectiveness, quality, and impact. He or she provides technical support for data collection, analysis, reporting, and adaptive learning to guide evidence-based decision-making.

### **Minimum Qualifications and Experience:**

- Master's or Bachelor's degree in Social Sciences, Development Studies, Statistics, or related field.
- At least 5 years of experience in MEAL roles within development or humanitarian projects.
- Proficiency in data collection and analysis tools (e.g. KoboToolbox, Power BI, SPSS, Excel).
- Experience designing MEAL frameworks, results-based management systems, and managing evaluations.
- Strong report writing, facilitation, and training skills.
- Knowledge of LIFT or UNOPS reporting formats and indicators is an asset.
- Demonstrated ability to work independently as well as collaboratively in a team.



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- 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.

**Job Description:**

**The MEAL specialist will report directly to the Consortium Project Manager and will be responsible for carrying out the following key responsibilities:**

- Lead the development, finalization, and implementation of the project MEAL Plan during the inception phase.
- Ensure alignment of MEAL framework with LIFT's Theory of Change and logframe.
- Develop quantitative and qualitative tools for routine monitoring and outcome assessment.
- Support partners in data collection, management, and analysis.
- Coordinate baseline, midline, and endline surveys, including the development of TORs and oversight of consultants.
- Lead learning reviews, After Action Reviews (AARs), and periodic reflection sessions.
- Establish accountability mechanisms and feedback channels for beneficiaries.
- Prepare timely and accurate monitoring and evaluation reports for internal and external use.

**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.



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**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](mailto:nang.sankham@heks-eper.org) by 7<sup>th</sup> May 2025. 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**