

## Vacancy Announcement

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

To support and strengthen the DRC programme in Myanmar, we are looking for highly motivated and capable candidates to fill the position of

### **Monitoring, Evaluation, Accountability and Learning Officer-(1) Post**

Duty Station	Myitkyina, Kachin State
Report to	MEAL Team Leader

#### **Overall purpose of the role:**

The MEAL Officer will lead in the generation of a robust evidence base for the Anticipatory Humanitarian Action for Displacement (AHEAD) Project which will inform advocacy and communications activities intended to raise the profile of AHEAD and anticipatory action programming focused on conflict-induced displacement in Myanmar, Kachin State. The MEAL activities will include routine output monitoring, quantitative and qualitative data collection with target communities, the facilitation of learning reviews with project staff, maintenance of project community feedback channels, the production of audio-visual content following the provision of related training, and the production of key activation-based and periodic MEAL reports using provided templates.

#### **Responsibilities**

##### **Output monitoring**

- Lead in the consolidation and review of Means of Verification (MoV) documentation, and enter aggregated output values in the Indicator Performance Tracking Table (IPTT)

##### **Quantitative data collection**

- Translation of quantitative tools provided by HQ
- Training of enumerators on MEAL tools and methodology
- Supervision of quantitative data collection (phone-based or in-person)
- Support with preliminary data cleaning/translation for selected response categories

##### **Qualitative data collection**

- Design, translation of qualitative tools (FGD + IDI/KII guides)
- Direct qualitative data collection (FGD + IDI/KII)
- Training on qualitative data collection to female data collector/s
- Cleaning and analysis of qualitative data (by using the software or other simple tagging/qual coding software)

##### **Learning**

- Facilitation of after-action reviews (post-activation), other group learning sessions
- Regularly present key MEAL findings and feedback to the AHEAD project Manager and Area MEAL Manager
- Participate in and assist in internal or external evaluation processes as required, including the project midterm evaluation (MTR) as well as endline evaluation

- Support analysis, interpretation, and communication of the MEAL findings externally, in the area of responsibility.

#### **Audio-visual content**

- Capture audio-visual content in alignment with standards provided through training delivered by DRC HQ

#### **Community feedback**

- Support the implementation of the different mechanisms for community engagement and feedback in monitoring, evaluation, accountability, and learning in the area of responsibility.
- Support the implementation of DRC's Community Feedback Mechanism.
- Register and follow up on complaints as assigned by the managers and process complaints in a timely, safe, and accountable manner.

#### **Compliance (data handling, adherence to DRC standards)**

- Apply DRC guidance with respect to data handling to ensure General Data Protection Regulation (GDPR) compliance
- Apply accountability and ethical frameworks and principles, including CHS, in line with DRC standards
- Adhere to DRC's Code of Conduct and act in accordance with DRC's protection referral protocols and SOPs

#### **Key outputs (production of MEAL outputs using provided templates)**

- Post-activation report
- Periodic lessons learned report
- Periodic case studies report
- Audio-visual content: photographs with captions; small video interviews with translated subtitles to English
- Production and maintenance of AHEAD-specific community feedback and complaints dashboard
- \* Perform other duties as directed by the NEA MEAL Manager and AHEAD project manager.

#### **Experience and technical competencies:**

- A bachelor's degree in a relevant field (international development, social sciences, statistics, public health, etc).
- Minimum 2 years of relevant work experience in social work, community development, non-governmental organizations, or civil society.
- Experience with MEAL as well as with working with NGOs and/or the humanitarian sector
- Understanding of and ability to work with data collection software, preferably Kobo Toolbox, COMM care, ArcGIS/QGIS/Google Map, ODK, SurveyCTO, Taguette, NVivo, and others as relevant.
- Strong familiarity with qualitative data collection and analysis techniques.
- Basic knowledge of data analysis practices and tools and perform data quality control.
- Good understanding of Core Humanitarian Standards (CHS) and ability to apply accountability and ethical standards in everyday work.
- Good skills in supporting organizational learning in programs.
- Facilitation and training skills with diverse audiences of NGO practitioners.
- Ability to engage with partners and/or a partnership model of working, when relevant
- Experience of working in insecure environments
- Competencies to work and deliver under pressure, within time constraints, and to manage job priorities.
- Good skills in MS Word, Excel, PowerPoint and Office365.
- Ability to think critically and apply critical thinking at work.

- Demonstrated interest and ability to learn.
- Good verbal and written communication skills.
- Fluency in English and local language (Kachin) or the language of communities
- Experience with DRC Core Sectors
- Experience in using information management systems

**All DRC roles require the post-holder to master DRC's core competencies :**

- **Striving for excellence:** Focusing on reaching results while ensuring efficient processes.
- **Collaborating:** Involving relevant parties and encouraging feedback.
- **Taking the lead:** Taking ownership and initiative while aiming for innovation.
- **Communicating:** Listening and speaking effectively and honestly.
- **Demonstrating integrity:** Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

**Conditions**

Contract: DRC will offer the successful applicant a DRC's Regular contract including 3-month probation period. Renewable depends on both funding and performance. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is in Employment Band H-non-management.

**Application and CV**

Interested? Click [here](#) to apply. Please send your application, in English, no later than **23<sup>rd</sup> April 2025**.

CV only applications will not be considered.

**(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)**