



# OXFAM

**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING  
TOGETHER TO END THE INJUSTICE OF POVERTY.**

## **Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator**

**Employment Term:** Fixed Term (1 Year Contract)

**Level:** National, C2

**Location:** Yangon, Myanmar

**Closing Date:** 15 July 2024

### **The Role:**

Oxfam is looking for **MEAL Coordinator**

### **Job Purpose:**

Oxfam defines an accountable humanitarian programme as one in which the people affected by it are the most influential decision-makers throughout the lifetime of the project and the most important judges of its impact. Oxfam in Myanmar and its local humanitarian partners aim to implement a humanitarian strategy – Programme Based Application (PBA) reaching to the most and conflict-affected people. This will cover crisis-affected and disaster vulnerable women, men, boys and girls with life-saving assistance. The core sectors of coverage include Protection, WASH, EFSVL and NFI through the core approaches of localisation, accountability, safe programming, Gender mainstreaming, Advocacy and Influencing. The humanitarian programme will be delivered in five identified geographies across in Myanmar. The funds will be focused on supportive actions towards the most vulnerable and hard to reach communities. The technical sector and geographical locations identified by the strategy remain the most acutely underfunded. The implementation will be through facilitative partnerships with effective local CSOs at the grassroots level (especially with Women rights Organisations/Women led Organisations) that are based in the targeted areas.

The MEAL Coordinator will play a key role in leading to manage all MEAL parts of the project, inter coordination among humanitarian projects and M&E, developing and organizing humanitarian programme dashboards, supporting local organizations, and contributing to wider Program Quality goal of OiM of achieving knowledge-based organization. Working closely with other MEAL colleagues, program team leads, the MEAL Coordinator will also lead and contribute to database development, knowledge management, community feedbacks mechanisms of the projects. He/she will lead in studies, learnings, evaluations and capture change/outcomes of assigned projects.

### **Key Responsibilities:**

- Ensure effective planning and implementation of monitoring, evaluation, accountability and learning for the assigned projects.
- Developing MEAL framework and plan by incorporating all MEAL activities of each year of the humanitarian strategy that also describes the approaches, methods and indicators that Oxfam uses to measure the outcomes and outputs levels results following project's implementation.



- Ensure that data is frequently and periodically reviewed to assess progress and track how lessons learned are being adapted into ongoing programming; support the project team to make evidence-informed programmatic decisions and will monitor the performance of the project's activities.
- Design and develop database, visualize data to present for management decisions.
- Established quality MEAL practices and tools of assigned projects linking with a centralized OiM's database.
- Lead to support partners for complaints mechanisms capacity building, sharing and review of accountability practices, and analysis of CFM data.
- Ensure all data reporting is met with quality as per respective deadlines.
- Lead on capturing change, outcome and organize review and learning workshop.
- Design and lead baseline/mid-term/end line, Most Significant Change Stories, Outcome Monitoring, Outcome Harvesting and other surveys and internal project evaluations as required.
- Perform quantitative and qualitative data analysis, interpretation, triangulation, visualisation, dissemination (graphs), presentation and reporting.
- Work with project staff and partners to develop regular monitoring processes, including establishing beneficiary databases and required data collection tools.
- Create learning spaces to ensure knowledge generation and use.
- Perform data quality assessment to verify the quality of reported data of partner organisations for key performance indicators and support data management systems.
- Share learning formally with Partners and Program staff at workshops, trainings, reflections, Lessons learned from formal CFM exercises can be documented, and share the reports .
- Provide MEAL technical support to partners and relevant staff, ensuring MEAL data is translated into clear information that can be used to inform decision making.
- Develop and apply feminist principles to programme monitoring, evaluation, accountability and learning (MEAL) throughout its programming, including its humanitarian response.
- Perform the required tasks for MEAL.

***For more information regarding the position, please have a look at the Job Profile [here](#).***

**What we are looking for:**

***Skill and Competence:***

- Minimum of 5 years of working experience in designing and implementing MEAL preferably previous experiences of working in humanitarian and CSO strengthening sector.
- Strong skills and experiences of database development and management (MS Excel, Power BI, MS Access, digital data collection tools and others).
- Demonstrated experiences of working with local and women rights organizations in Myanmar.
- Good facilitation skills such as workshops/ FGDs and experience in building the capacity of varied stakeholders.
- Familiarity with communication and design software is an asset.
- Experience in establishing community feedback mechanisms and the MEAL Approach for the limited access program.
- Ability to manage multiple priorities and work under pressure and deadlines.
- Ability to communicate and influence teams and individuals effectively.
- Good written and verbal communication skills in English and Burmese.
- Ability and willingness to undertake extensive travel in the country.



- Commitment to Oxfam's overall goals and values, including a strong commitment to gender, diversity, inclusion, capacity building and rights-based approaches.

#### **What we offer:**

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave allowances, company sick pay, life assurance and a range of other benefits.

**Find out more about our pay & benefits, please click [here](#)**

#### **How to apply:**

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/vacancy/21297/description> no later than **15 July 2024, 5:00PM (Myanmar Time)**

#### **Our values and commitment to safeguarding:**

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

**Note to candidates:** Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

#### **About Us**

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.



**OXFAM**

Oxfam GB is a member of international confederation of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

**Only short-listed candidates will be notified.**