

## Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

## What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

### MEAL Advisor National Only

Basic Salary + 13<sup>th</sup> Month Pay Benefit + Other Benefits

<b>Grade:</b>	F
<b>Duty station:</b>	Mandalay
<b>Supervisor:</b>	Program Quality and Inclusion Director
<b>Number of Post:</b>	1
<b>Contract Type:</b>	Fixed Term
<b>Application Deadline:</b>	21 April 2025

*Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.*

## PURPOSE OF THE ROLE

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Advisor will lead the MEAL framework for a earthquake response projects. The purpose of this position is to ensure the provision of technical advice and substantive support to CARE Myanmar Partner MEAL staff in the area of monitoring, evaluation, learning, and accountability under the supervision of the Program Quality and Inclusion Director. This position will ensure effective monitoring and evaluation (M&E) systems, accountability mechanisms, and adaptive learning practices by CARE and partners. The MEAL Advisor will work closely with implementing partners to design, implement, and maintain robust MEAL processes that align with the project's objectives and donor requirements. This position plays a critical role in ensuring evidence-based decision-making and continuous improvement across the earthquake response's activities.

This position may be required to travel to project implementation areas.

## **MAIN RESPONSIBILITIES**

### **MEAL SYSTEM DESIGN AND IMPLEMENTATION \_\_\_\_\_30% of time**

- Act as the primary MEAL focal point for the earthquake response project, ensuring alignment and collaboration among partners.
- With CARE partners, develop and implement a MEAL framework and plan for the earthquake response project, ensuring alignment with donor requirements and partner strategies.
- As guided by CARE Myanmar remote monitoring guidelines, design tools and processes for data collection, analysis, and reporting, ensuring consistency and quality across implementing partners.
- Provide technical guidance to partners on MEAL methodologies, tools, and technologies.

#### **MONITORING AND EVALUATION**

- With the partners, oversee the collection, analysis, and interpretation of data to measure project performance against targets and outcomes.
- Conduct regular data quality assessments and provide recommendations for improvements.
- Coordinate assessments, planning workshop, mid term and after action review as required in the earthquake response project.
- Develop Activity Tracking System, and Indicators Tracking Sheet, and train partner for the use of the template

#### **ACCOUNTABILITY**

- Establish and operationalize the project feedback and complaints mechanisms that ensure beneficiaries and stakeholders can voice concerns and suggestions.
- Promote accountability practices and ensure compliance with safeguarding and protection policies.
- Conduct regular monitoring visits to the projects; and ensure accountability measures are working in project activities.

#### **LEARNING AND KNOWLEDGE MANAGEMENT**

- Facilitate learning workshops and sessions with implementing partners to reflect on achievements, challenges, and lessons learned.
- Document and disseminate best practices and success stories to internal and external stakeholders.
- Support adaptive management processes by ensuring that learning informs project adjustments and strategy shifts.

### **DATA MANAGEMENT \_\_\_\_\_20% of time**

- Under the technical guidance of the Program Quality and Inclusion Director, develop database systems according to the requirements of CARE and the donors.
- Ensure project staff and partners collect accurate data and information as detailed in the Monitoring & Evaluation plan including beneficiary tracking, and data verification.
- Consolidate and validate Monthly Activity Tracking System data, Monthly Progress Report data.

- Ensure that data is complete and to high quality, analyze MEAL data and develop M&E reports and contribute to donor level reports.
- Provide technical support to staff and partners for data treatment and analysis as well as monitoring reports.
- Make sure that data is available for project management, organizational communications, and fundraising.
- Ensure CBFM data reporting in a quarterly basis regularly submitted by the partners.

## **REPORTING** \_\_\_\_\_ **20% of time**

- Lead the preparation and submission of high-quality MEAL reports to the donor and other stakeholders.
- Ensure that MEAL data and findings are integrated into narrative reports and presentations.
- Ensure that all MEAL reports from partner in line with the requirement of CARE and its donor.
- Ensure that all MEAL reports from partners and CARE are qualified and consistent based on CARE and donor standard.
- Provide all necessary MEAL information for the relevant donor reports and ensure the reports are well-articulated with evidence-based analysis.
- Support the Program Quality and Inclusion Director to complete CARE's annual PIIRS system and ensure CARE Myanmar can demonstrate to its full reach and impact.
- Support the Program Quality and Inclusion Director to develop the Country Office Annual report.

## **CAPACITY BUILDING** \_\_\_\_\_ **20% of time**

- Provide training and capacity-building support to staff and partners on MEAL practices.
- Strengthening partners' ability to design, implement, and maintain effective MEAL systems.
- Provide technical support, mentoring and training for partners related to monitoring, evaluation, learning and accountability.
- Provide technical support on the use of M&E tools, donor reporting template.
- Facilitate training sessions for partner staff on project monitoring, data treatment and any other M&E related topics.

## **PARTNERSHIP AND NETWORKING** \_\_\_\_\_ **5% of time**

- Represent CARE in relevant coordination meetings, technical working groups, and external forums.
- Participate in related forums, workshops, meetings, or other events as required.

## **OTHER RESPONSIBILITIES AS ASSIGNED** \_\_\_\_\_ **5% of time**

### **Responsibilities on Safety and Security and Safeguarding and Child Protection:**

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.
- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

## **EXPERIENCE AND QUALIFICATIONS:**

### **Education/Training**

#### **Required**

- Minimum bachelor's degree in development, Social Science, Statistics, Research method or equivalent;
- Minimum 5 years working experience in monitoring, evaluation, learning, and accountability, data analysis area especially in an International Non-Government Organization (INGO) or similar organization; preferably experienced in humanitarian /crisis response MEAL.

#### **Desired**

- Research, survey experiences in INGOs
- Experience in working with local partners

### **Experience/Technical Skills**

#### **Required**

- Demonstrated ability to transmit high level monitoring, evaluation, learning and accountability technical knowledge to staff and partners;
- Ability to write clear and well-argued assessments and evidence-based project reports for both internal and external stakeholders;
- Computer literacy in data management and analysis programs: advanced Excel, Power Bi or any other software for data analysis, and mobile data collection applications (e.g. KoBo, ComCare);
- Strong experience in database development, and data tracking system development

#### **Desired**

- Experience in translation of MEAL template (English to Myanmar and Myanmar to English)
- Strong power point presentation skill

## **HOW TO APPLY**

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. Only successful candidates will be contacted for an interview.

Human Resources Department  
CARE International in Myanmar  
No. 3, Mya Sabai Street, Parami Yeikthar,  
Yankin Township, Yangon, Myanmar.  
Email: [MMR.Jobs@care.org](mailto:MMR.Jobs@care.org)

## **OUR COMMITMENT TO INCLUSIVE WORKFORCE**

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

## **OUR VALUES AND COMMITMENT TO SAFEGUARDING**

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.