



Until we are all equal

## Plan International Myanmar

### Terms of Reference

<b>Position</b>	: MERL and AAP Coordinator
<b>Report to</b>	: Response and Recovery Manager
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Mandalay
<b>Assignment Type</b>	: Service Agreement
<b>Duration</b>	: Joining date till end of September 2025 with possible extension
<b>Travel percentage</b>	: 60%

### ABOUT PLAN INTERNATIONAL MYANMAR

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

### JOB BACKGROUND

A 7.7 magnitude earthquake struck central Myanmar on March 28, 2025, causing significant loss of life, infrastructure destruction, and compounding an already dire humanitarian crisis. Plan International Myanmar has been on the ground working hard to reach children and their families affected by the earthquake, providing immediate life-saving relief assistance and long-term recovery effort.

### JOB PURPOSE

This position is responsible for ensuring that earthquake response activities are properly monitored and reported. This includes the proper collection and tracking of indicators for Plan International Myanmar's (PIM) earthquake response projects and to operate the monitoring and evaluation processes (e.g., post-distribution monitoring). The position holder will be responsible for projects' database management, data analysis, data quality control processes, reporting and regular updates of project information in the PMERL system. This will ensure timely reporting against indicators and maintenance of up-to-date population data.

This position is also responsible for maintaining oversight of PIM's earthquake response-related feedback and compliant mechanisms, including regular collection, compilation, analysis and reporting



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of feedback and complaints from the communities. Where necessary, s/he will build capacity of staff and partners and provide support to establish and maintain awareness feedback processes in the communities. S/he will support the provision timely and effective response to the feedback by the project implementation team, coordinating with the project manager(s) and the Response and Recovery Manager, on order to improve interventions based on community feedback and concerns.

S/he reports directly to the Response and Recovery Manager. The post holder will work closely with the earthquake response project staff, and supervise the MERL & AAP Officer. Where appropriate, the post holder will work collaboratively with project teams and local partners. S/he will lead the accountability and other monitoring, evaluation and research knowledge portfolio for earthquake response, with support from MER Specialist from Country Office. In the event of a rapid onset emergency, the MERL & AAP Coordinator will provide leadership in the rapid needs assessment process.

## DIMENSION OF THE ROLE

This post holder will prepare and submit monthly/ quarterly and necessary monitoring reports together with project staff to Response & Recovery Manager and the CO MERL Team. S/he will serve as the M&E focal point for the Mandalay office – overseeing and coordinating all MERL staff assigned to individual projects and maintaining updated databases in coordination with MERL Specialist/ Manager at CO to ensure all information is readily available for reporting. S/he monitors the quality of implementation and oversees the accountability portfolio for the Mandalay office.

This position will conduct field monitoring and ensure documentation of status on the ground to be communicated to Line Manager. S/he will train and coach staff for to improve their knowledge of the Monitoring, Evaluation and Reporting concepts and using mobile application technology such as KoBo. This position coordinates and provides technical support to project staff.

## ACCOUNTABILITIES

- Ensure proper data collection against indicators for each earthquake response project in Mandalay and Sagaing and provide analysis of quantitative and qualitative data to be presented to Line Manager for monthly reporting.
- Overseeing MEL data for internal/ external reports and presentations requests from Plan staff and stakeholders responsible for earthquake response projects in Mandalay and Sagaing and to ensure quality project implementation, timely reporting and efficient data collection and management.
- Take lead on the field level monitoring and reporting of the implementation progress of the project and activities against set indicators.
- Lead MER preparedness process and coordination for project and programme review and lesson learn workshop to ensure the programme quality and improvement.
- Develop beneficiary feedback/complaint addressing mechanism under the supervision of M&E specialist to ensure it is working according to the core humanitarian standards.
- Maintain indicator performance database by project to feed into reporting needs of the R&R Manager.
- Presenting and giving feedback to programs based on monitoring finding and project improvements.



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- Developing questionnaire for regular monitoring or quarterly assessment and develop digitalization tools for submitting feedback by staff and partners.
- Develop Feedback Mechanism Protocol and IEC material to raise awareness of staff and at community level.
- Lead and coordinate of project review and lesson learn workshop to ensure the programme quality and improvement.
- Prepare, contribute and/or submit monthly PU reporting, including but not limited to situation report, monthly government report and internal PU reports.
- Provide CFM/AAP training to field volunteers who are working for programmes in Mandalay and Sagaing and are engaged with PIM.

## DURATION AND WORKING HOUR OF THE ASSIGNMENT

The consultant will be contracted for a period of 4 months, with the expected start date of 1st June 2025. The assignment is a full-time engagement during this period and based in Mandalay Office with 60% travel to project area. Plan International Myanmar will cover for the transportation, Accommodation and per-diem for the required business travel. The consultant is required to work 5 days a week, with 8 hours per working day. Weekends and public holidays, as observed and confirmed by Plan International Myanmar, are entitled.

## SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Ensure the guidance, design and delivery of MERL/AAP activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work. This includes in accordance with Ethical and Safeguarding in MERL work procedure.
- Deliver day to day management and activities in line with the safeguarding standard Delivering Safe programming, influencing and research work
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy, ethical and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Ensure understanding role and responsibilities for safeguarding and PSHEA in area of responsibility.
- Ensure that staff understand their role and responsibilities for safeguarding and PSHEA and manage performance accordingly.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

## DEALING WITH PROBLEMS

The post holder is responsible for addressing technical and implementation related issues and act as a focal to be able to find solution independently. It is critical for the post holder to understand a wide range of issues in the local situation and sometimes find immediate solutions with creativity and initiatives and refer to the Line Manager for higher level problems. The position will also require using Do-No-Harm approach, forward planning, attention to detail and building of relationships.

## KEY RELATIONSHIPS

### Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
R&R Manager	Planning and programmatic reporting, guidance, alignment for full spectrum programming	High
Program team	Supports staff in delivery of project, data collection, targets and implementation.	High
CO MERL Team	Work together to create consistent reliable data collection and tracking system to make reporting and monitoring more efficient.	High

### External contacts:

Agency	Reasons for contact	Level (high, medium, low)
INGO/LNGO/CSO counterparts	Capacity building, networking and partnerships; Strengthen downward accountability	High
Project beneficiaries	Engagement and communications to deliver project targeted activities, regular monitoring, and receiving feedback for project updates.	High

## PHYSICAL ENVIROMENT:

The post holder will be based in Mandalay with 60% travel to the project area.

## QUALIFICATIONS:

### Knowledge:

- Relevant degree holder such as development studies, social services or related area.
- Minimum 3 years of proven experience in M&E, participatory assessment, data processing, analysis, report writing and research.
- Strong accountability knowledge and systems experience.
- Understanding of and experience with facilitating participatory and child friendly feedback meeting and session including girls and women participation.
- Experience utilizing computers including word processing, spreadsheet and other software packages.



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- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Basis knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective areas of responsibility.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.

**Skills:**

- Proven ability to manage multiple priorities.
- Able to work under pressure for multiple tasks to meet dead line.
- Facilitation skills in a focus group discussion setting.
- Conceptual and analytical skills.
- Planning, monitoring, coaching, mentoring, training, and facilitation skills
- Fluency in Burmese and English (written and spoken).

**Behaviours:**

- Ability to emulate Plan International's commitment, both in and outside of the workplace, to empowering girls and young women in securing their rights to equality
- Flexibility in a workspace with growing needs and responsibility
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.
- Demonstrate high degree of professionalism and integrity
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.

**APPLICATION PROCESS:**

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org) not later than 28<sup>th</sup> May 2025, 5:00 PM.

Subject line for application: "MERL & AAP Coordinator\_Mandalay".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.

*Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.*