



Until we are all equal

## Plan International Myanmar

### Terms of Reference

<b>Position</b>	: MERL and AAP Officer
<b>Report to</b>	: MERL and AAP Coordinator
<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 ensures proper collection and tracking of indicators for earthquake response projects in Mandalay and Sagaing regions and to support the operation of monitoring, evaluation process. The person needs to take part in projects' database management, data analysis, data quality control process, reporting and regular update information on PMERL system.

This position is also responsible for the operation of PIM's earthquake response-related feedback and compliant mechanisms, including regular collection, compilation, analysis and reporting of feedback and complaints from the communities. This also includes maintaining and responding to PIM's AAP mobile hotline. 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



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support the provision timely and effective response to the feedback by the project implementation team, coordinating with project manager(s), MERL & AAP Coordinator and the Response and Recovery Manager, on order to improve interventions based on community feedback and concerns.

The post holder will work closely with the earthquake response project staff. Where appropriate, the post holder will work collaboratively with project teams and local partners. In the event of a rapid onset emergency, s/he will support the MERL & AAP Coordinator in the rapid needs assessment process. The post holder will work collaboratively with other project team and consortium partners.

## DIMENSION OF THE ROLE

The post holder will conduct regular coordination with project team to track and document implementation progress against the project indicators and agreed targets throughout the project cycle. S/he supports monitoring the quality of implementation and act as accountability focal point for the Mandalay office. This position coordinates with the MERL team in the Country Office to link and synthesize evidence for updates and management response. He/she contributes to the capacity building and technical training to project implementation staff and use of monitoring tools.

## ACCOUNTABILITIES

- Maintain updated database to ensure all information is readily available for reporting.
- Conduct regular meetings with project managers to track and document implementation progress against the project indicators and agreed targets throughout the project cycle.
- Conduct regular follow-up with project teams to see that M&E plans link to the project log frames and are being followed or adapted as necessary.
- Contribute in learning activities, joint meeting and monitoring visit among consortium partners on project activities.
- Perform regular monitoring visits of project implementation with support and coordination from project teams.
- Support the MERL & AAP Coordinator in the development of monthly reports by providing accurate evidence on project progress against the achievement of output, and outcome targets.
- Support in the development field and country level M&E framework alongside the MERL team.
- Support in the implementation of field research in coordination with MER team / consultants as necessary.
- Facilitate the identification of evidence-based gaps in project service provision in coordination with MER team and relevant management.
- Monitor the quality of implementation and act as accountability focal point.
- Maintain responsibility for the operation of the 24-hour PIM AAP mobile hotline.
- Regular, timely update of the earthquake response-related CFM database.
- Regular update indicator tracking data on PMERL system.
- Take lead on the field level monitoring and reporting of the implementation progress of the project and activities against set indicators.
- Develop beneficiary feedback / complaint addressing mechanism under the supervision of MERL & AAP Coordinator ensure it is working according to the core humanitarian standards.
- Main database of performance indicators by project to feed into reporting needs of the Project Coordinators and Response & Recovery Manager.

## 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 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 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.
- 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

This position is based in the field where there is a complex and sensitive situation, 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. However, S/he will need to refer to experienced managers for support or consultation when faced with more difficult 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)
MEAL & AAP Coordinator	Guidance, coordination and reporting, seeking technical support	High
PM / PC / POs	Coordination and program integration, data collection, evaluation and documentation	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, 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:

- University degree in the relevant field and minimum 3 years of proven experience in community based, M&E, statistics, and development and humanitarian operations.
- Understanding of development issues in the M&E sector, relevant policies and frameworks.
- Understanding of community development and local civil society development.
- Strong M&E Systems and reporting experience.
- Ability to use digital data collection (Kobo, Epi Data, etc) and one statically software (SPSS, STATA, etc)
- Understanding of participatory methodologies.
- 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 area 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:

- Strong communication, interpersonal, and teamwork skills.



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- Proven ability to manage multiple priorities.
- Able to work under pressure for multiple tasks to meet dead line.
- Diplomatic, calm and deliberate when handling sensitive issues.
- Good analytical skills.
- Excellent organizational and time management 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 Officer\_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.*