



Phoo Pwint Wai Thi

19 Street, between 59 & 60. Block (44), Dawnabwar,
Aungmyaethazan Township, Mandalay.
Office Phone: +95 9 765 453 844

Job Title	: Monitoring, Evaluation, Accountability and Learning (MEAL) Manager
Organisation	: Phoo Pwint Wai Thi (PPWT)
Duty Station	: Mandalay, with travel to PPWT programme locations and occasional travel to Yangon or other locations as required
Reports to	: Director
Supervises	: MEAL Officers and other personnel assigned to the MEAL function
Contract Type	: Full-time

1. Job Purpose

The Monitoring, Evaluation, Accountability and Learning Manager is responsible for establishing, managing and continuously strengthening PPWT's organisation-wide monitoring, evaluation, accountability and learning systems.

The position provides strategic and technical leadership to ensure that PPWT can:

- measure progress against its organisational strategy;
- monitor programme and project performance;
- consolidate results across projects and programmes;
- maintain credible, accurate and reliable data;
- strengthen accountability to programme participants and stakeholders;
- identify performance gaps, risks and areas requiring management attention; and
- use evidence, feedback and learning to improve organisational and programme decisions.



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The MEAL Manager will lead and supervise the MEAL Team and work closely with the Director, Programme and Project Managers, Finance Team, MeConnect and information technology personnel, technical teams and external partners.

The position will ensure that PPWT's organisational strategy, project results frameworks, indicators, data systems, accountability mechanisms, evaluations, research and reporting processes are appropriately aligned.

The MEAL Manager will also contribute to the development and alignment of PPWT's digital data architecture, including MeConnect and other organisational databases, by defining programme data requirements, indicator structures, validation standards, accountability information requirements and reporting needs.

The MEAL Manager is not responsible for software coding, system development, server administration or technical system maintenance. These responsibilities remain with the relevant technical or information technology personnel.

2. Key Working Relationships

Internal

The MEAL Manager will work closely with:

- Director;
- Programme Manager;
- Project Managers;
- MEAL Officers;
- MeConnect and information technology personnel;
- Finance Manager and Finance Team;
- Monastic Integration and technical teams;
- Human Resources and Operations personnel; and
- PPWT Management and Leadership Teams.



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External

The MEAL Manager may work with:

- donors and funding partners;
- consortium and implementing partners;
- consultants, researchers and evaluators;
- government and education sector stakeholders;
- monastic education authorities;
- schools, principals, teachers, students, parents and communities;
- research institutions; and
- relevant coordination and technical working groups.

3. Key Responsibilities

A. Organisational MEAL Strategy and System Development

1. Lead the development, implementation and continuous improvement of PPWT's organisation-wide MEAL strategy and system.
2. Ensure that PPWT's MEAL system is aligned with the organisation's strategic direction, programme priorities and management requirements.
3. Develop and maintain an organisational results framework that enables PPWT to measure progress towards its strategic objectives, outcomes and intended impact.
4. Establish clear linkages between PPWT's organisational strategy, programme frameworks, project results frameworks, annual work plans and management reporting processes.
5. Develop and maintain organisation-wide MEAL policies, standards, procedures, tools, templates and technical guidance.
6. Establish consistent approaches for monitoring outputs, outcomes, programme quality, organisational performance and longer-term change.
7. Ensure that MEAL systems are practical, proportionate and appropriate to PPWT's organisational capacity and operating context.
8. Periodically review the effectiveness of PPWT's MEAL systems and recommend improvements to the Director and Management Team.



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9. Support the integration of monitoring, evaluation, accountability and learning into organisational planning, budgeting, implementation and decision-making.
10. Maintain awareness of relevant developments in monitoring, evaluation, accountability, research and data management and advise PPWT management where changes may affect the organisation.

B. Strategic Plan and Organisational Performance Monitoring

1. Coordinate the regular monitoring of progress against PPWT's organisational strategy and agreed organisational priorities.
2. Develop and maintain a consolidated organisational performance monitoring system.
3. Consolidate results from PPWT projects and programmes to provide an organisation-wide view of performance, achievements, gaps and risks.
4. Analyse whether project and programme results collectively contribute to PPWT's strategic objectives.
5. Identify areas where projects, programme approaches or implementation priorities are not sufficiently aligned with PPWT's organisational strategy.
6. Prepare periodic organisational performance analyses for the Director and Management Team.
7. Develop and maintain an organisational results dashboard or other appropriate management reporting mechanism.
8. Provide timely alerts when organisational or programme results are behind plan, data quality is inadequate or corrective action is required.
9. Support organisational and programme review meetings by presenting evidence, explaining performance trends and highlighting issues requiring management decisions.
10. Track agreed management actions arising from organisational performance reviews.

C. Project Results Frameworks and MEAL Planning

1. Review and strengthen project Theory of Change, logical frameworks, results frameworks and indicator plans.
2. Ensure that project indicators are clearly defined, relevant, measurable and appropriately aligned with PPWT's organisational results framework.



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3. Support programme and project teams to develop:
 - baselines;
 - realistic targets;
 - indicator definitions;
 - monitoring plans;
 - data collection methods;
 - reporting schedules; and
 - means of verification.
4. Develop and maintain a consolidated organisational indicator registry.
5. Ensure that the indicator registry includes appropriate information on:
 - indicator definitions;
 - calculation methods;
 - data sources;
 - disaggregation requirements;
 - reporting frequency;
 - means of verification; and
 - responsible personnel.
6. Support the development of project-level MEAL plans and ensure that they are implemented during the project cycle.
7. Monitor project performance against approved results frameworks and identify achievements, delays, performance gaps and emerging risks.
8. Provide evidence-based analysis to Programme and Project Managers and support them to identify appropriate corrective actions.
9. Ensure that project monitoring is used for implementation management and programme improvement and is not treated only as a donor reporting requirement.
10. Ensure that project-level MEAL systems are integrated with PPWT's wider organisational MEAL system and do not create unnecessary parallel processes.

D. Proposal Development and Programme Design

1. Provide technical MEAL input into concept notes, proposals and programme design processes.



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2. Support the development and review of:
 - Theory of Change;
 - results frameworks;
 - logical frameworks;
 - indicators;
 - targets;
 - assumptions;
 - risks; and
 - means of verification.
3. Assess whether proposed indicators and targets are realistic, measurable and appropriate to the programme and operating context.
4. Identify baseline, monitoring, evaluation, research, accountability and data management requirements during programme design.
5. Support the preparation of appropriate MEAL work plans and budgets.
6. Review donor monitoring, evaluation and reporting requirements and advise management of their technical, staffing, system and resource implications.
7. Ensure that new project MEAL systems can be integrated into PPWT's organisational results and data systems.
8. Identify and flag donor requirements that may create unnecessary duplication, incompatible data systems or unrealistic reporting burdens.
9. Support programme teams to include appropriate participant feedback, accountability and learning mechanisms within project proposals and implementation plans.

E. Data Quality Assurance and Data Governance

1. Develop and implement an organisation-wide Data Quality Assurance framework.
2. Establish standard procedures for:
 - data collection;
 - verification;
 - validation;
 - cleaning;
 - storage;
 - analysis;



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- reporting; and
 - archiving.
- 3. Plan and oversee regular Data Quality Assessments, data audits and verification exercises across PPWT projects and programmes.
- 4. Assess data according to relevant quality dimensions, including:
 - accuracy;
 - completeness;
 - consistency;
 - timeliness;
 - validity; and
 - integrity.
- 5. Ensure that data discrepancies, missing information and data quality concerns are documented, communicated and addressed.
- 6. Develop and maintain appropriate data documentation, including:
 - data dictionaries;
 - indicator reference sheets;
 - coding structures;
 - data collection guidance; and
 - standard operating procedures.
- 7. Establish appropriate controls for:
 - data access;
 - user permissions;
 - version management;
 - confidentiality;
 - backup;
 - retention; and
 - authorised data sharing.
- 8. Ensure that personal, school, teacher, student and participant information is collected, processed, stored and shared responsibly.



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9. Ensure that monitoring, evaluation and research data comply with PPWT policies, ethical standards and relevant data protection requirements.
10. Ensure that information used in donor reports, management reports, proposals, presentations and external communications can be verified through appropriate evidence.
11. Coordinate with programme and finance teams where programme achievements and financial information need to be analysed together.
12. Provide technical oversight to MEAL Officers responsible for data collection, processing, validation and management.

F. Monitoring, Analysis and Reporting

1. Lead the analysis and interpretation of quantitative and qualitative monitoring information.
2. Prepare clear and concise management reports highlighting:
 - progress;
 - achievements;
 - performance gaps;
 - emerging trends;
 - operational and strategic risks;
 - data limitations; and
 - recommended management actions.
3. Provide verified and consolidated results information for:
 - organisational reports;
 - donor reports;
 - proposals;
 - presentations;
 - management meetings; and
 - external communications.
4. Review the results, indicators and MEAL sections of donor reports before submission.
5. Ensure consistency between reported achievements, approved indicators, supporting evidence and organisational database records.



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6. Support Programme and Project Managers to prepare evidence-based reports that explain results and change, rather than reporting only completed activities.
7. Develop and maintain practical data collection and reporting schedules.
8. Monitor whether responsible teams submit required information within agreed reporting timelines.
9. Present data in formats that can be understood and used by management, programme teams, schools, donors and other stakeholders.
10. Provide regular updates to the Director and relevant managers on major performance, data quality and reporting concerns.

G. Accountability to Affected Populations and Stakeholders

The MEAL Manager will lead and oversee the development, alignment and effective implementation of PPWT's organisation-wide Accountability to Affected Populations, or AAP, system.

The MEAL Manager and MEAL Team are accountable for ensuring that appropriate AAP standards, processes, mechanisms and monitoring arrangements are established and consistently implemented across PPWT programmes and projects.

The MEAL Manager is not expected to personally receive, investigate or resolve every feedback or complaint case.

Operational AAP responsibilities may be delegated to MEAL Officers, project-level focal persons or other designated personnel. Responsibility for responding to or resolving an individual issue will remain with the relevant authorised programme, management, safeguarding, human resources, finance, fraud investigation or other organisational function.

The MEAL Manager will retain overall accountability for the quality, consistency, functionality and continuous improvement of PPWT's AAP system.

Specific Responsibilities

1. Develop and maintain PPWT's organisation-wide AAP framework, minimum standards, procedures, tools and guidance.



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2. Ensure that AAP principles and processes are integrated into programme design, proposals, implementation plans, monitoring frameworks, evaluations and reporting arrangements.
3. Establish clear organisational roles and responsibilities for:
 - receiving feedback and complaints;
 - recording cases;
 - categorising issues;
 - referring cases;
 - responding;
 - following up;
 - escalating concerns; and
 - closing cases.
4. Develop clear referral and escalation pathways for different categories of feedback and complaints.
5. Ensure that safeguarding concerns, fraud allegations, staff grievances and other sensitive cases are promptly referred to the appropriate authorised person or organisational process.
6. Support programmes and projects to establish accessible, safe, confidential and context-appropriate feedback and complaint mechanisms.
7. Ensure that feedback channels are appropriate for relevant stakeholder groups, including:
 - children and young people;
 - teachers;
 - principals and school leaders;
 - parents and communities;
 - persons with disabilities;
 - people with limited literacy;
 - people with limited digital access; and
 - people living in remote or conflict-affected locations.



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8. Ensure that programme participants and stakeholders receive appropriate information about:
 - PPWT and its programmes;
 - programme activities and available services;
 - participation or selection processes;
 - expected standards of staff behaviour; and
 - available feedback and complaint channels.
9. Assign or delegate routine AAP implementation, monitoring and documentation responsibilities to MEAL Officers or designated project personnel.
10. Provide technical guidance and oversight to personnel responsible for operating project-level feedback and accountability mechanisms.
11. Monitor whether programmes and projects are implementing agreed AAP processes and minimum standards.
12. Regularly review whether feedback and complaint mechanisms are accessible, functioning, safe and responsive.
13. Maintain or oversee an appropriate system for recording, categorising, referring and tracking feedback and complaints.
14. Follow up with responsible programme, management or operational teams to confirm that feedback and complaints have been reviewed, responded to and appropriately closed.
15. Identify delayed, unresolved, recurring or high-risk issues and escalate them to the relevant manager or the Director.
16. Analyse feedback and complaint information to identify:
 - recurring concerns;
 - programme quality issues;
 - barriers to participation;
 - exclusion risks;
 - service gaps;
 - staff conduct concerns; and
 - areas requiring organisational improvement.



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17. Prepare periodic AAP analysis and management updates, including key trends, unresolved issues, risks and recommended actions.
18. Ensure that lessons arising from participant and stakeholder feedback are incorporated into programme reviews, management decisions and organisational learning.
19. Track management actions arising from AAP findings and follow up on agreed improvements.
20. Conduct periodic reviews or quality checks of project-level AAP systems and recommend corrective actions where required.
21. Build the capacity of MEAL Officers, project staff and relevant focal persons to understand and implement PPWT's AAP procedures.
22. Ensure confidentiality, informed consent, data protection, do-no-harm and ethical standards throughout the collection, management and use of feedback and complaint information.

H. Research, Evaluation and Organisational Learning

1. Develop, maintain and periodically review PPWT's organisation-wide research, evaluation and learning agenda in alignment with PPWT's strategic priorities, programme needs and identified evidence gaps.
2. Identify priority research and evaluation questions that can inform organisational strategy, programme design, implementation quality, advocacy and management decisions.
3. Lead or oversee organisational and project-level research, evaluations, assessments, baselines, endlines, situation analyses and other evidence-generation activities.
4. Determine whether individual research and evaluation assignments should be led directly by the MEAL Manager, delegated to MEAL Officers, assigned to other PPWT personnel or commissioned to external consultants or research partners.
5. Ensure that delegated or externally commissioned research activities have clear Terms of Reference, roles, timelines, deliverables and quality assurance arrangements.
6. Develop or review research and evaluation protocols, including:
 - research questions;
 - study design;
 - methodology;



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- sampling approaches;
 - data collection tools;
 - analysis plans;
 - ethical and safeguarding considerations; and
 - reporting and dissemination plans.
7. Ensure that research methodologies are appropriate, credible and feasible within PPWT's operating context.
 8. Ensure that research and evaluation activities comply with relevant ethical standards, informed consent requirements, safeguarding procedures, confidentiality and data protection requirements.
 9. Provide technical oversight to MEAL Officers, enumerators, consultants, researchers and other personnel involved in research and evaluation activities.
 10. Coordinate with external researchers, universities, consultants, donors and technical partners where research collaboration is required.
 11. Review and quality-assure research and evaluation outputs to ensure that findings are supported by evidence and that limitations, assumptions and data gaps are clearly presented.
 12. Ensure that research findings are clearly distinguished from interpretations, recommendations and unverified assumptions.
 13. Facilitate validation, reflection and learning processes with relevant staff, participants, partners and stakeholders where appropriate.
 14. Translate research and evaluation findings into practical recommendations for organisational strategy, programme design, implementation and management decisions.
 15. Establish and maintain a system for tracking management responses and follow-up actions arising from research, evaluations and assessments.
 16. Support the production and dissemination of:
 - research reports;
 - evaluation reports;
 - evidence briefs;
 - learning papers;
 - case studies;
 - presentations; and
 - other knowledge products.



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17. Maintain an accessible organisational repository of research, evaluations, assessments, datasets, tools and learning products.
18. Ensure that PPWT's research and evidence are appropriately used in proposals, donor engagement, programme development, strategic communication and sector dialogue.
19. Identify opportunities for PPWT to contribute evidence and learning to the wider monastic education and education sector.
20. Promote a culture of inquiry, reflection, evidence use and continuous improvement across PPWT.

I. MeConnect and Digital Data Systems

1. Define PPWT's programme, monitoring, accountability and reporting information requirements for MeConnect and other digital platforms.
2. Ensure that MeConnect data structures are appropriately aligned with:
 - PPWT's organisational results framework;
 - project indicators;
 - programme monitoring requirements;
 - participant and user information requirements;
 - accountability information; and
 - management reporting needs.
3. Work with MeConnect, information technology and programme personnel to define:
 - data fields and definitions;
 - indicator mapping;
 - user and participant categories;
 - data validation rules;
 - access and permission requirements;
 - reporting requirements;
 - dashboard requirements;
 - data update responsibilities; and
 - accountability data requirements.
4. Contribute to the development and alignment of PPWT's wider database architecture from a programme, MEAL and data-use perspective.



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5. Support the alignment of MeConnect, Podio and other organisational information systems where relevant.
6. Promote consistent data definitions and reduce unnecessary duplication across PPWT's digital systems.
7. Review whether information generated through MeConnect and other digital platforms is:
 - complete;
 - credible;
 - relevant;
 - timely;
 - appropriately disaggregated; and
 - usable for management and programme decisions.
8. Establish or oversee appropriate procedures for validating data generated through MeConnect and other digital platforms.
9. Advise on how MeConnect data can contribute to:
 - programme monitoring;
 - user engagement analysis;
 - service quality assessment;
 - organisational learning;
 - research; and
 - strategic decision-making.
10. Ensure that digital databases include clear arrangements for:
 - data ownership;
 - user access;
 - update responsibilities;
 - validation;
 - confidentiality;
 - data protection; and
 - reporting.
11. Provide programme and MEAL guidance to technical personnel responsible for software and database development.



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12. Develop or review business requirements, indicator specifications and reporting requirements for MEAL-related digital systems.
13. Provide quality assurance and data-use guidance without undertaking software coding, technical architecture development, server administration or system maintenance.
14. Support the development of management dashboards, automated reports and data visualisations where appropriate.

J. MEAL Team Leadership and Management

1. Provide leadership, technical direction and day-to-day management to MEAL Officers.
2. Develop team work plans and allocate responsibilities according to organisational priorities, project requirements and staff capacity.
3. Assign appropriate monitoring, evaluation, accountability, data management, reporting and learning responsibilities across the MEAL Team.
4. Delegate routine MEAL and AAP activities to MEAL Officers where appropriate.
5. Ensure that delegated responsibilities have clear:
 - expected outputs;
 - technical standards;
 - reporting lines;
 - timelines;
 - referral processes;
 - escalation procedures; and
 - quality assurance arrangements.
6. Retain accountability for ensuring that organisation-wide MEAL and AAP systems are consistently implemented, monitored and improved, even where operational activities are delegated.
7. Set clear performance expectations and monitor the quality and timeliness of team deliverables.
8. Conduct regular supervision, coaching, feedback and performance review processes for direct reports.
9. Identify staff capacity development needs and provide or arrange appropriate training, mentoring and technical support.



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10. Ensure that MEAL Officers apply consistent organisational tools, standards and methodologies across projects.
11. Support the MEAL Team to manage multiple project requirements without creating fragmented, duplicated or parallel systems.
12. Regularly review the quality and timeliness of:
 - monitoring data;
 - data validation;
 - accountability records;
 - feedback follow-up;
 - analysis;
 - reports; and
 - learning outputs.
13. Promote collaboration, professional accountability, ethical practice and continuous learning within the MEAL Team.
14. Participate in the recruitment, induction and capacity development of MEAL personnel when required.
15. Address performance, conduct or quality concerns in accordance with PPWT policies and procedures.
16. Manage MEAL team activities and resources in accordance with approved budgets, work plans and organisational policies.
17. Review and approve team requests, travel, timesheets, settlements and other management processes within the authority delegated to the position.

K. Coordination and Management Support

1. Participate in relevant management, programme planning, proposal development and review meetings.
2. Provide evidence-based advice to the Director and Management Team.
3. Coordinate closely with programme, project, Finance, MeConnect, Human Resources, Operations and technical teams.
4. Support managers to understand and use MEAL information in programme and operational decisions.



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5. Identify operational, technical, data, staffing and system risks affecting the MEAL function.
6. Recommend appropriate corrective or risk mitigation actions to the Director and relevant managers.
7. Support coordination between programme and finance information where integrated analysis is required.
8. Represent PPWT in relevant MEAL, research, evaluation, data and accountability discussions when assigned.
9. Liaise professionally with donors, consortium partners, consultants, government stakeholders and other external organisations.
10. Contribute to organisational planning, programme reviews and strategic discussions.
11. Carry out other relevant responsibilities assigned by the Director, consistent with the purpose and level of the position.

4. Child Safeguarding, Ethical Conduct and Data Protection

The MEAL Manager must:

1. Ensure that monitoring, evaluation, accountability, research and data collection activities are designed and conducted in ways that are safe for children and vulnerable participants.
2. Integrate safeguarding considerations into:
 - MEAL planning;
 - tool development;
 - staff supervision;
 - field monitoring;
 - research;
 - evaluations;
 - accountability mechanisms; and
 - data management.
3. Ensure that informed consent, assent where appropriate, confidentiality, privacy and do-no-harm principles are applied.
4. Ensure that appropriate referral and reporting procedures are followed when safeguarding concerns are identified.



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5. Ensure that MEAL staff, enumerators, consultants, researchers and data collectors understand and comply with PPWT's:
 - Child Safeguarding Policy;
 - Code of Conduct;
 - data protection requirements; and
 - relevant reporting procedures.
6. Ensure that data collection tools and methods do not expose children or other participants to unnecessary harm, risk or distress.
7. Ensure that sensitive information is accessed only by authorised personnel.
8. Immediately report suspected safeguarding violations through the appropriate PPWT reporting mechanism.
9. Conduct themselves in accordance with PPWT policies and professional standards in both personal and professional conduct.

5. Key Expected Outputs

Key Organisational Outputs

The MEAL Manager will be accountable for ensuring that the following organisational systems and outputs are developed, maintained, quality-assured and effectively used. Specific tasks may be led directly by the MEAL Manager or delegated to MEAL Officers and other designated personnel.

1. Organisational MEAL Systems and Results Architecture

1. An organisation-wide MEAL strategy and operational framework aligned with PPWT's strategic priorities.
2. A consolidated PPWT organisational results framework linking organisational objectives with programme and project results.
3. An organisational indicator registry and data dictionary, including standard definitions, calculation methods, data sources, disaggregation and reporting responsibilities.
4. Project-level MEAL plans that are aligned with PPWT's organisational MEAL systems and reporting requirements.



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2. Performance Monitoring, Data Quality and Reporting

5. A consolidated portfolio monitoring dashboard and a regular organisational performance review process.
6. An organisation-wide Data Quality Assurance framework, DQA schedule and standard procedures for data collection, validation, analysis, reporting and storage.
7. Periodic organisational performance, programme quality and data quality reports, including key findings, risks and recommended actions.
8. Verified and consolidated results information for donor reporting, organisational reporting and management decision-making.

3. Accountability to Affected Populations

9. An organisation-wide AAP framework, minimum standards, standard operating procedures and clear referral pathways.
10. Accessible, safe and context-appropriate feedback and complaint mechanisms across relevant PPWT programmes.
11. A functioning system for recording, categorising, referring, responding to, following up and closing feedback and complaints.
12. Periodic analysis of participant and stakeholder feedback, together with documented management actions and follow-up.

4. MeConnect and Organisational Data Systems

13. Clearly defined programme, MEAL, accountability and reporting requirements for MeConnect and other PPWT databases.
14. Consistent data definitions, validation requirements and reporting arrangements across relevant organisational data systems.

5. Research, Evaluation and Organisational Learning

15. An organisation-wide research, evaluation and learning agenda aligned with PPWT's strategic and programme evidence needs.
16. Quality-assured research and evaluation protocols, including appropriate methodologies, tools, sampling approaches, ethical safeguards and analysis plans.



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17. Quality-assured research, assessment and evaluation reports, evidence briefs and organisational learning products.
18. An organised repository of research, evaluations, datasets, tools, evidence and learning products.
19. A management response and follow-up system for recommendations arising from research, evaluations, assessments and organisational learning processes.

6. MEAL Team Leadership and Capacity

20. An effectively managed and technically capable MEAL Team with clear responsibilities, appropriate delegation, consistent technical standards and ongoing capacity development.

6. Qualifications

Education

- A Master's degree in Monitoring and Evaluation, Statistics, Social Sciences, Education, Development Studies, Public Policy, Research or another relevant field; or
- an equivalent combination of relevant education and professional experience.

Professional Experience

- A minimum of five years of progressively responsible experience in monitoring, evaluation, accountability, research, programme quality or results-based management.
- Demonstrated experience developing and managing M&E or MEAL systems for donor-funded projects or a multi-project programme portfolio.
- Experience supervising, coaching or technically managing M&E or MEAL personnel.
- Experience developing and managing results frameworks, indicators, monitoring plans and data quality processes.
- Experience conducting or managing assessments, evaluations, research or organisational learning processes.
- Experience working with digital data collection systems, databases and reporting platforms.



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- Experience in education, civil society, humanitarian or development programming is strongly preferred.
- Experience working with schools, education systems or community-based programmes in Myanmar would be an advantage.

7. Technical Knowledge and Skills

The successful candidate should demonstrate:

- strong knowledge of Theory of Change, logical frameworks, results frameworks and results-based management;
- experience developing indicators, baselines, targets, monitoring plans and means of verification;
- strong knowledge of Data Quality Assurance and data governance;
- knowledge of Accountability to Affected Populations principles and feedback and complaint mechanisms;
- experience with quantitative and qualitative data collection and analysis;
- experience designing surveys, assessments, evaluations and research studies;
- ability to interpret evidence and translate findings into practical management recommendations;
- experience managing organisational or project databases and digital data collection systems;
- advanced skills in Microsoft Excel and data management;
- experience with KoboToolbox, Power BI, Podio, MeConnect or similar platforms would be an advantage;
- an understanding of database architecture, data structures and system integration from a programme and MEAL perspective;
- strong analytical, report-writing and presentation skills;
- ability to produce clear and concise professional reports in English;
- strong written and verbal communication skills in Myanmar language; and
- sufficient English communication skills to work professionally with donors, partners, consultants and external stakeholders.



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The MEAL Manager should demonstrate:

- strategic and systems thinking;
- strong analytical judgement;
- attention to evidence and data quality;
- leadership and people management;
- planning and prioritisation;
- problem-solving and decision support;
- professional integrity and accountability;
- ability to challenge assumptions constructively;
- collaboration across technical, programme and operational teams;
- ability to explain complex information clearly;
- commitment to organisational learning and continuous improvement;
- ability to manage multiple and competing demands;
- sensitivity to Myanmar's education, social and operating context;
- commitment to child safeguarding, inclusion and ethical data practices; and
- ability to work independently while maintaining effective coordination with others.

9. Scope of the Position

This Job Description defines the continuing organisation-wide responsibilities of the MEAL Manager.

Project-specific activities, assessments, evaluations, surveys or donor assignments will be reflected in the MEAL Manager's annual work plan, project work plans or other formal assignments rather than being permanently included in this Job Description.

The allocation of individual project responsibilities may change according to PPWT's programme portfolio, organisational priorities and available resources.

10. PPWT Organisational Commitment



Phoo Pwint Wai Thi

19 Street, between 59 & 60. Block (44), Dawnabwar,
Aungmyaethazan Township, Mandalay.
Office Phone: +95 9 765 453 844

Phoo Pwint Wai Thi is committed to:

- child safeguarding;
- accountability to programme participants and stakeholders;
- non-discrimination;
- inclusion;
- professional integrity;
- ethical research and data collection; and
- responsible use and protection of information.
-

Application Requirements

Applicants must submit the following documents:

- **Cover Letter** clearly outlining their suitability for the position, with specific reference to the job responsibilities and selection criteria
- **Curriculum Vitae (CV)** detailing relevant qualifications and professional experience
- **Details of three referees**, including name, position, organisation, phone number, and email address

Please do not attach referee letters at this stage. Referees will only be contacted for candidates who are successful in the interview process.

Applications that do not include a tailored cover letter addressing the selection criteria will not be considered.

Only shortlisted applicants will be contacted regarding the outcome of their application.

PPWT is a Child Friendly Organization

All PPWT staff will be expected to sign and adhere to PPWT's child safeguarding policy



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Note: Applicants are required to submit a cover letter clearly addressing the selection criteria, along with a CV and details of three referees (including name, position, organisation, phone number, and email address), in **PDF format** to:

Contact Details:

Ei Ei Phyo (HR and Grant Officer)

Email – eieiphyo@medg.org

Phone – 09-797145222

Office Address – 19 Street, between 59 & 60, Dawnabwar, Block(44), Aungmyaethazan Township, Mandalay.

The Deadline for submission is on 16 October 2026.