1. Presentation of Première Urgence Internationale (PUI)

1.1 Mission
Première Urgence Internationale (PUI) is a non-profit, apolitical, and secular NGO dedicated to defending fundamental human rights. Our mission is to support communities in recovering their independence and dignity through integrated crisis management in health, WASH, food security, shelter, and protection.

1.2 Values
Humanity, impartiality, independence, accountability, and transparency guide our actions in serving vulnerable populations affected by disasters.

---

2. Brief Introduction

PUI is implementing an emergency response project in earthquake-affected areas of Mandalay, targeting 5 townships. The MEAL Consultant will ensure monitoring, evaluation, accountability, and learning systems align with 2 donors requirements and project objectives.

Payment: Upon submission of deliverables per contractual agreement.

---

3. Logistic Support

- **Provided by PUI:** Operational logistics (eg. procurement and supply of Cross-sectional study items).

- **Provided by Consultant:** Technical design of MEAL tools, data analysis, training, and reporting.

---

4. Background

The project requires a MEAL framework to track health services, multipurpose cash assistance, and WASH interventions. The consultant will harmonize project indicators (e.g., beneficiary satisfaction, RNA reports) and ensure accountability.

---

5. Purpose of the Consultancy

- Develop/adapt MEAL tools for real-time data collection (e.g., ODK, Kobo).

- Train staff on indicator tracking (e.g., 4,000 health consultations, 70% satisfaction rates).

- Conduct evaluations and draft reports with actionable recommendations.

6. Essential and Desirable Qualifications

6.1 Qualifications

- Advanced degree in Monitoring & Evaluation, Public Health, or Social Sciences.

- Proven experience in MEAL for humanitarian projects (3–5 years), preferably in fragile contexts.

- Proficiency in data tools (ODK, KoBo), SMART methodologies, and donor reporting.

- Fluency in English; local language skills are a plus.

6.2 Desirable

- Experience in earthquake response or conflict-affected areas.

- Knowledge of Myanmar's humanitarian context.

7. Objectives and Tasks

7.1 Objectives

- Ensure compliance with MEAL requirements.

- Strengthen accountability mechanisms (feedback systems, complaints logging).

- Document lessons learned for adaptive management.

7.2 Tasks

- Design MEAL plans, tools, and sampling frameworks.

- Train enumerators and supervise data collection.

- Analyse data and produce reports (draft/final) with infographics.

8. Scope of Work

8.1 MEAL Framework and Monitoring Tools (15%)

- Collaborate with the Project Manager to review and improve the MEAL framework and monitoring tools. Ensure each indicator is clearly defined and supported by monitoring plan outlining data collection method, measurement approaches, appropriate tools, and means of verification.

8.2. Design and Planning of Key Assessments (30%)
a. Beneficiary Satisfaction Survey

- Develop the Terms of Reference (ToR) for the Beneficiary Satisfaction Survey covering Health Services, Cash, and In-kind Assistance.
- Design culturally and contextually relevant survey tools, including both quantitative and qualitative instruments.
- Define the survey methodology, specifying sampling strategy, sample size, and data collection approach.
- Work closely with the Project Manager to develop a detailed data collection plan with clear timelines and resource needs, lead enumerator training, oversee pilot testing of tools, and supervise data collection to maintain quality and ensure compliance with standards.

b. Post-Distribution Monitoring (PDM)

- Develop the ToR for Post-Distribution Monitoring for both Cash and In-kind Assistance.
- Design PDM tools and finalize the methodology, including sampling, targeting, and indicators.
- Work closely with the Project Manager to develop a detailed data collection plan with clear timelines and resource needs, lead enumerator training, oversee pilot testing of tools, and supervise data collection to maintain quality and ensure compliance with standards.

8.3. Capacity Building (15%)

- Conduct training sessions for enumerators and field staff on data collection protocols, ethical considerations, proper use of tools (digital or paper-based), and data quality assurance.
- Provide remote and/or on-site supervision during data collection to ensure accuracy and compliance with methodologies.

8.4. Data Management and Analysis (20%)

- Lead data cleaning and validation to ensure datasets are accurate and reliable.
- Perform data analysis using appropriate software (e.g., Excel, SPSS, Power BI), integrating quantitative and qualitative data.
- Interpret results, identify key trends and gaps, and provide actionable recommendations.

8.5. Reporting and Learning (20%)

- Prepare clear, concise, and actionable reports based on assessment findings, including Beneficiary Satisfaction and Post-Distribution Monitoring reports.
- Present key findings and recommendations to program teams and management to support evidence-based decision-making and program improvements.
- Facilitate the integration of learning into ongoing project planning and implementation.

9. Geographical Scope

5 townships in Mandalay, focusing on earthquake affected areas with security challenges.

10. Expected Deliverables

Deliverable/Activity	Duration	Timeline	Output
Inception phase: Review MEAL Framework, finalize plans & tools (Kobo, etc.)	5 days	June 10-14	MEAL Plan + Toolset
Develop ToRs and questionaries, survey methodology and data collection plan for PDM and Beneficiary Satisfaction Surveys	5 days	June 17 – 21	Draft ToRs, tools, and plan
Review and feedback by Dy HOM, MEAL/Technical COO	1 days	June 24	Feedback/comments
Finalize ToRs and questionaries and data collection plan	1 days	June 25	Final versions of ToRs/tools
Develop, deploy, and test KoBo questionnaire forms	3 days	June 26-28	Finalized digital forms
Enumerator's training + pilot test	1 days	July 1	Training & pilot
Field data collection (BNS + PDM)	3 days	July 2-4	Clean datasets
Data validation, cleaning, and analysis	2 days	July 5 and 8	Analytical summary
Draft reports (BNS + PDM)	3 days	July 9-11	Drafts Report with infographics
Review and feedback by Dy HOM, MEAL/Technical COO	2 days	July 12 and 15	Feedback/comments
Final report submission (PPT + Infographics)	2 days	July 16-17	Final reports & slides
Present key findings and recommendations to program teams and management	2 days	July 18-19	Briefing to program/management
	30 days		

Report Structure:

- Executive summary, methodology, results (e.g., % beneficiaries reached), recommendations.

- Annexes: Tools, raw data, training materials.

11. Lines of Communication

- **Primary Supervisor:** Head of Mission

- **Technical Support:** MEAL Manager

- **Field Coordination:** Project Manager and Field staff

- **Final Approval:** Head of Mission

---

12. Intellectual Property

All outputs are PUI's property; no dissemination without consent.

---

13. Application Process

Deadline: [31/05/2025]

Required Documents:

1. Cover letter highlighting relevant experience.

2. Technical & financial proposals (include equipment details).

3. CV, references, and samples of past work.

Documents must be submitted by email to

hr.recruitment@premiere-urgence-mmr.org