

## TERMS OF REFERENCE

Position	<b>MEAL Assistant</b>	No. of post: <b>1</b>
Office	<b>Magway Township</b>	Reporting to: <b>Project Manager</b>
ToR approved by	Executive Director	ToR Approved on: 22/04/2025
Resuming duty:	<b>ASAP</b>	VA0112025

**Due to the urgency, Positive Action may recruit the position before the deadline.**

### About Us:

**Positive Action (PA)** is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement the Lifesaving Humanitarian Assistance Project, PA is seeking motivated and committed individuals to apply for the position of "**MEAL Assistant.**" The position is based in Magway Township, with frequent travel to the target villages in Salin Township.

### Duties and responsibilities:

#### 1. Monitoring Support

Assist in conducting routine monitoring of project activities using approved tools and checklists. Support data collection in the field, including surveys, post-distribution monitoring, and observation checklists. Ensure timely and accurate data entry and submission to the Project Manager.

#### 2. Evaluation and Assessment Support

Participate in needs assessments, baseline studies, and endline evaluations. Ensure that data is collected ethically and with informed consent from participants.

#### 3. Accountability and Feedback Mechanisms

Assist in setting up and maintaining community feedback and complaint mechanisms. Record, report, and refer complaints and feedback in a confidential and timely manner. Ensure communities are informed about available feedback channels and response processes.

#### 4. Learning and Documentation

Collect and document lessons learned, success stories, and field observations during project implementation. Support the organization of reflection meetings and learning reviews with the field team and stakeholders. Maintain proper filing of monitoring reports, feedback records, and other MEAL documents.

#### 5. Data Management and Reporting

Ensure collected data is clean, complete, and submitted according to the MEAL reporting schedule. Support basic data analysis and visualization (e.g., charts, summary tables) as requested by Project Manager. Assist in updating indicator tracking tables and output-level monitoring matrices.

#### 6. Capacity Building and Team Collaboration

Participate in orientation and training sessions on data collection tools, digital platforms, and MEAL standards. Provide support to other team members in understanding and using MEAL tools during implementation. Promote a culture of accountability, learning, and evidence-based decision-making within the field team.

## 7. Compliance and Safeguarding

Ensure data confidentiality, secure storage of records, and compliance with safeguarding and Do No Harm principles. Report any safeguarding concerns, misconduct, or protection-related issues observed during monitoring.

### Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;
- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;
- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

### Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

### Requirements

- ✓ **Must be a Myanmar citizen;**
- ✓ A Bachelor Degree holder or similar competencies with at least 1 years' experience in MEAL position;
- ✓ Previous Humanitarian Response Project Implementation experience in crisis-areas, as a MEAL staff preferred;
- ✓ Experience in multi-cluster projects as a MEAL staff;
- ✓ Good written and spoken English will be an asset;
- ✓ Proficient computer skills required.

### Other information

- ✓ The initial duration of the present agreement is one year, renewable;
- ✓ Deadline for application is the **30<sup>th</sup> of April 2025**;
- ✓ Please send application and CV with cover letter to [positiveaction.hrrecruitment@gmail.com](mailto:positiveaction.hrrecruitment@gmail.com) (or) PA office – No.378, 6<sup>th</sup> street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ [https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive\\_link](https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive_link)

Please **only** include “**VA0112025**” in the **subject** of the email.

**Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTQI+, minorities and under-represented groups.**



## Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.

### Positive Action

No.378, 6th Street, (B) Group, AungSayTaNar Qtr, Magway Tsp, Magway Region, Myanmar,  
Tel: +959429587756, [positiveactionmp@gmail.com](mailto:positiveactionmp@gmail.com)