

TERMS OF REFERENCE

Position	MEAL Officer	No. of post: 1
Office	Sagaing Township	Reporting to: Project Manager
ToR approved by	Executive Director	ToR Approved on: 26/05/2025
Resuming duty:	ASAP	VA0142025

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 MPCA Project in Sagaing, PA is seeking motivated and committed individuals to apply for the position of "**MEAL Officer**." The position is based in Sagaing Township, with frequent travel to the target areas.

Duties and responsibilities:

1. Monitoring and Data Collection Oversight

Lead the planning and implementation of routine monitoring of project activities using approved tools and checklists. Oversee and guide field-level data collection processes, including beneficiary identification, registration and post-distribution monitoring (PDM). Coordinate with the implementation team to ensure the development and consistent use of tools and data collection formats. Ensure quality assurance of data collection and timely submission to the Project Manager.

2. Accountability and Feedback Mechanisms

Establish and maintain community feedback and complaint mechanisms in line with organizational standards. Ensure proper documentation, referral, and resolution of feedback and complaints in a confidential and timely manner. Lead awareness-raising activities to inform communities about available feedback channels and response processes.

3. Learning and Documentation

Document lessons learned, success stories, and field observations for knowledge sharing. Organize and facilitate learning reviews and reflection meetings with field teams and stakeholders. Ensure systematic filing of MEAL documents including monitoring reports, feedback records, and learning documents.

4. Data Management and Reporting

Supervise data quality checks and oversee timely submission of MEAL data in accordance with reporting schedules. Lead data analysis, interpretation, and visualization (e.g., dashboards, charts, and summaries). Maintain and update indicator trackings.

5. Coordination and Capacity Building

Coordinate closely with the donor MEAL focal person to align on tools, reporting formats, and data quality standards. Provide training and ongoing support to field teams and the Data Assistant on MEAL tools and digital data collection platforms. Promote a culture of accountability, continuous learning, and data-driven decision-making within the team.

6. Compliance and Safeguarding

Ensure compliance with data protection standards, safeguarding policies, and Do No Harm principles. Report any observed safeguarding concerns or misconduct to the appropriate channels. Monitor field-level adherence to MEAL and safeguarding protocols.

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;***
- ✓ Bachelor's degree in social / development sciences, Information Technology or other related subjects, and or similar experience.;
- ✓ Solid understanding and experience of working with Spread Sheets (MS-Excel) and relational databases, Kobo tools, Power BI, MIS systems.
- ✓ Professional working experience with international organizations preferable
- ✓ Experience in MPCA projects as a MEAL staff preferable;
- ✓ Good written and spoken English will be an asset;
- ✓ Excellent on Computer proficiency

Other information

- ✓ The initial duration of the present agreement is “**3 months**”, renewable;
- ✓ Deadline for application is the **1st of June 2025**;
- ✓ Please send application and CV with cover letter to positiveaction.hrrecruitment@gmail.com (or) PA office – No.378, 6th 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/149dHvoYnd77vopHnNSFEr1bLN0yM0Xjk?usp=drive_link

Please **only** include “**VA0142025**” 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.