

VACANCY- ANNOUNCEMENT

Department: **MEAL**
Position: **MEAL Officer**
No. of Post: **1**
Location: **Taunggyi**
Duration: **12 months with possible extension**

Expected Start Date: **As soon as possible**
Vacancy Posting Date: **30 April 2025**
Vacancy Closing Date: **13 May 2025**

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

MISSION

The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer is responsible for the development and implementation of appropriate and viable appraisal, monitoring, and evaluation systems that are in line with Acted's global MEAL procedures and contributing to ensuring that Acted's projects and programs perform as planned.

Acted is currently looking for one qualified person to fill the position of **MEAL Officer**.

OBJECTIVES

1. Implement solid MEAL systems and mechanisms that are in line with global MEAL procedures and deliver effective research/outputs in a way to inform timely decision making and the adoption of sound corrective measures.
2. Ensure lessons learnt and best practices are discussed and documented.
3. Contribute to the effective functioning of the beneficiary complaints and response mechanism and enhance the trust and confidence of beneficiaries, identify areas of our work that need to be improved, and ensure that Acted learns from the feedback provided through this process.
4. Ensure the operations and delivery of MEAL functions through effective management of MEAL team members

DUTIES AND RESPONSIBILITIES

1. Appraisal, Monitoring and Evaluation Systems

1.1. *Technical and Systems Development*

- a) Contribute to the development and updating of the country MEAL strategy, the consolidated MEAL work plan and MEAL frameworks for all ongoing projects.
- b) Ensure that MEAL findings are reflected, and their recommendations are incorporated in future concept notes, proposals and implementation plans.
- c) Implement the MEAL policies and procedures as described in the Acted MEAL standard guidelines and make sure that the tools are followed as applicable.
- a) Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.

1.2. *MEAL Implementation and Management*

- a) Develop the ToRs and mission plans and carry out assessments, monitoring and evaluations (baselines, mid-terms, endlines) as reflected in the ToR and mission plan.
- b) Develop and oversee the implementation of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans.
- c) Closely supervise data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards.
- d) Maintain electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information, including reporting on Acted's 16 global strategic program indicators.
- e) Analyze MEAL data and produce reports, fact sheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner.
- f) Measure and report on qualitative and quantitative input, process, output, outcome, impact, objective, and goal-level performance indicators for all projects.
- g) Provide data to the Project Development Team for use in the preparation of reports to donors and other stakeholders, as required.
- h) Contribute to donor proposals and fundraising efforts (particularly logical-framework designs, formulation of SMART indicators, and MEAL budgets) and reports.
- i) Provide MEAL-related capacity building and awareness to implementing partners and other institutions supported by Acted as appropriate.
- j) Represent Acted in different forums on MEAL-related issues when required.

2. Learning

- a) Contribute to proactive dissemination and use of knowledge gained through MEAL activities among Project Managers, Technical Coordinators, and Project Development Manager/Officers.
- b) Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required.

- c) Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of projects and influence the strategic development of future projects and activities.
- d) Support project implementation and improvement by providing timely information around project successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program.

3. Beneficiary Complaints and Response Mechanism

- a) Establish, implement, and monitor the beneficiary Complaints and Response Mechanism (CRM) for the country mission in line with Acted standard beneficiary CRM procedures.
- b) Ensure the effective functioning of the beneficiary CRM and that beneficiary complaints/feedback is adequately captured, analyzed, addressed and responded to in a timely manner and utilized by the program and coordination teams.
- c) Build capacity and understanding among Acted staff, partners and contractors on beneficiary accountability and CRM.

4. MEAL Team Management

- a) Ensure that staff under direct responsibility understand and can perform their roles and responsibilities.
- b) Manage MEAL Assistants, Monitors and Enumerators, delineating their responsibilities and following up on the work plans and day-to-day activities.
- c) Ensure a positive working environment and good team dynamics.
- d) Manage interpersonal conflicts among team members.
- e) Undertake regular appraisals of relevant staff.
- f) Identify the MEAL training needs of team members and discuss plans with the MEAL Manager for both internal and external pieces of training.
- g) Coach, train, and mentor MEAL Assistants, Monitors, and Enumerators with the aim of strengthening their technical capacity, exchanging knowledge within the MEAL team.

5. Other

- (a) Provide regular and timely updates on progress and challenges to supervisors and other team members.
- (b) Participate in MEAL-related conferences and workshops when possible and stay up to date with best practices and new knowledge created in the field of MEAL.
- (c) Perform any other related activities as assigned by the immediate supervisor.

TECHNICAL SKILLS

- Minimum five years of previous experience in Monitoring and Evaluation, in particular data entry and data collection
- Good knowledge of computer packages such as Microsoft Word, Excel, and PowerPoint.
- Preferred experience of using mobile data collection software such as Kobo or ODK
- Preferred experience supporting local civil society organisations or NGOs from Shan State
- Knowledge of context and experiences in Shan State is an advantage.
- Strong knowledge of qualitative and quantitative M&E methodologies and approaches.
- Good report writing skills to present findings and recommendations clearly and concisely.
- Good English Language skills are desirable.

PERSONAL SPECIFICATIONS

- Bachelor's degree/certificate in relevant field (Data Science, Social work, Development, Livelihoods, Health, Research, Monitoring and Evaluation)
- Excellent communication skills in dealing with beneficiaries, colleagues, and external partners.
- Excellent sensitivity and diplomatic skills in dealing with vulnerable people and commitment and sensitivity to gender equity and gender rights.
- Willingness to go on field trips to project sites, if the security situation allows.
- Be pro-active, self-motivated, and able to organise work independently as well as be willing to work within a team.
Flexible, reliable, and trustworthy.

SUBMISSION OF APPLICATION:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to Acted Myanmar Office – **No.260, Kyauk Ni Lane, Kyaung Gyi Su Quarter, Taunggyi, Shan State..**

Email: recruitment.myanmar@acted.org

Applications should be title with “**Your Name – MEAL Officer**” and be submitted no later than **13 May 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.