

VACANCY ANNOUNCEMENT (Tdh-027-2025)

Position	: Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant
Project	: Quality Basic Education Pathways for Children in Myanmar
Location	: Based in Mandalay
Duration	: One year (Possible extension based on fund available)
Supervisor	: MEAL Officer

Terre des hommes (Tdh) is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

Overview:

The MEAL Assistant will play a crucial role in supporting Monitoring, Evaluation, Accountability, and Learning (MEAL) functions for the Quality Basic Education Pathways (QBEP) for Children project in Myanmar.

The project aims to ensure that, children—especially the most disadvantaged—acquire knowledge and skills in an inclusive, safe, and quality learning environment, enabling them to complete pre-primary education, transition to secondary school, and complete lower secondary education.

With the support of the MEAL Officer and MEAL Manager, the MEAL Assistant will contribute to the effective planning, implementation, monitoring, and evaluation of the project. Key responsibilities include assisting with data collection, analysis, and reporting, as well as supporting community engagement and feedback mechanisms to enhance project quality, accountability, and performance.

MAIN RESPONSIBILITIES:

Technical Support

- Support the collection, cleaning, and basic management of datasets related to project activities.
- Assist in checking data quality to ensure accuracy and consistency.
- Help maintain project databases and ensure data is properly stored and organized.
- Support data entry and assist in basic analysis using Excel or SPSS under the guidance of the MEAL Officer.
- Assist in preparing basic data summaries and visualizations (e.g., tables, charts) to inform program staff and stakeholders.
- Help prepare data collection forms and questionnaires using KoBo Toolbox, and assist in checking and validating submitted data.
- Support the tracking of project indicators and data collection schedules.
- Assist in compiling information for regular internal and external reports on project progress.

- Help with the preparation of presentations, summaries, and reports for meetings and stakeholders.
- Support compliance with data reporting timelines and formats.
- Work closely with the MEAL Officer, program staff, and partners to support ongoing data needs.
- Participate in team meetings and provide MEAL-related support as requested.

Monitoring

- Assist in the development and application of data collection protocols to support consistency and accuracy across project activities.
- Support the correct use of monitoring tools during implementation and provide assistance to staff and community volunteers during data collection and monitoring.
- Help maintain the monitoring schedule, including tracking when and how often data collection activities take place.
- Assist in documenting how each monitoring indicator will be measured, based on guidance from the MEAL Officer or Manager.
- Support the organization of training and capacity-building sessions for staff and volunteers involved in MEAL activities.
- Provide opportunities for ongoing training and capacity-building activities to enhance the skills of those involved in the monitoring process.

Reporting

- Define the format for monitoring reports and set clear timelines for their submission.
- Submits timely and quality on-site monitoring reports, including recommendations for project modification.
- Assists MEAL Officer with the timely delivery of regular reports on project outcomes for donor reporting and ad hoc coordination purposes.

Learning and Training

- Helps build the skills of the teams and partners he/she supports in MEAL.
- Helps capitalize on knowledge in MEAL-related issues.

Child Safeguarding Policy and Operational Risk Management

- Complies with Tdh-L's Safeguarding Policies (Child Safeguarding, PSEA and Staff Misconduct).
- Complies with Tdh-L's Safety and Security Policy and Anti-Fraud and Corruption Policy.
- Reports any breach in policies during his/her professional activities.
- Undertakes to ensure that these policies are implemented as successfully as possible in the organization and in the areas for which he/she is responsible.

Other Duties

- Undertakes such additional tasks as may be required, especially when urgent action is required to respond to emergencies.
- Respects this job description which may be amended by consent of the Country Representative to reflect and correspond to future changes and developments in the Tdh-L country programme.

Requirements:

- Bachelor's degree in a relevant field (e.g., Social Sciences, Statistics, Development Studies).
- Proficiency in data collection tools and statistical analysis software, **particularly Excel, SPSS, and KoBo Toolbox**.
- Minimum of 2 years of experience in Monitoring and Evaluation within humanitarian or development contexts.



- Excellent communication and interpersonal skills.
- English and Burmese fluency is required.

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply.

How to Apply and Submission of Expression of Interest: Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/single/9Ruuz7zr> no later than **by 5:00 pm on Sunday May 25, 2025**. Only shortlisted candidates will be contacted.