VACANCY ANNOUNCEMENT

MONITORING, EVALUATION AND LEARNING MANAGER- YANGON

I. Context

> *Médecins du Monde (MdM) is an international humanitarian organization whose mission is to provide medical care for the most vulnerable populations, the world over, including France. It seeks to stimulate voluntary commitment from doctors, other health care providers, and from those whose expertise in other fields is needed for its activities, to enlist all competent support required for the achievement of its projects, and to seek at all times to encourage close working relationships with populations in its care.*

MdM has been operating in Myanmar since 1994. Its strategic objective is to increase the access to Harm Reduction (HR) services (especially DU and SW) by addressing health, social, legal and normative barriers though a community-led approach and partnership.

Its main programme delivers comprehensive Community Based Harm Reduction (HR) and HIV/AIDS prevention and care, focusing on the high-risk groups of people who use drugs and their female partners in Kachin State and Female Sex Workers and Men having Sex with Men in Yangon area.

The project is implemented with a comprehensive approach, including a wide range of activities for prevention (drop-in centres, outreach activities including harm reduction, methadone substitution therapy) and care (STI diagnosis and treatment, HIV diagnosis and treatment, including ARV).

In Kachin, the project is implemented in 3 main sites (Moegaung, Hopin and Mohnyin). In Yangon, the project is implemented through partners.

II. Hierarchical & Functional links

MEL Manager works directly under the supervision of Program Coordinator. MEL Manager has functional link with MEL Coordinator where MEL Coordinator is considered technical supervisor of MEL Manager.

III. Job Purpose

MEL Manager is in charge of managing the Monitoring, Evaluation, Accountability and Learning portfolios of Linitiative Project and ensuring credible data and reports. She/He is responsible for coordinating with partners and ensure MEAL activities implemented by Partners are in line with Linitiative Project guidelines and protocols. She/He is also responsible for ensuring efficient and effective use and maintenance of M&E systems, and compliance to M&E and data management guidelines set out by MdM and Linitiative.

IV. Tasks and Responsibilities
Data management

- Responsible for development and revision of MEAL plan, MEAL framework and relevant SOPs.
- Responsible for developing and maintaining MEAL system (including data reporting platform required by MdM and Linitiative project)
- To ensure efficient and effective implementation of MEAL systems (including quality and availability of data for analysis, reporting and presentation).
- To perform assessment of consistent practices and understanding of M&E and data management guidelines by partners and provide guidance and capacity building on M&E and data collection tools, procedures, practices and guidelines to them as needed.

- To communicate feedback (from field monitoring visits, Routine Data Quality Assurance (RDQA) and reporting) to partners, stakeholders and relevant staff for learning and corrective adaptation.
- To perform RDQA and report findings to Program Coordinator and MEL Coordinator.

Monitoring and Evaluation
- To conduct on site monitoring to project areas, partner offices and reports to Program Coordinator and MEL Coordinator.
- To lead in all assessments, capitalization, evaluations and operational research related to the Project. These include the development of terms of reference (ToR), tools (questionnaire, database), training facilitation, implementation of M&E tools, data analysis and reporting.
- To ensure effective dissemination of findings and follow-up of recommendations.
- To monitor the planning and implementation of M&E, capitalization and research activities of Linitiative Project.
- To update the M&E Plan and annexes aligned with programme implementation and provide induction on the revised M&E Plan and annexes.
- To develop or adapt M&E training modules and conduct M&E training for all relevant staffs including partners' staffs.
- To represent MdM in meetings and workshops related to M&E.
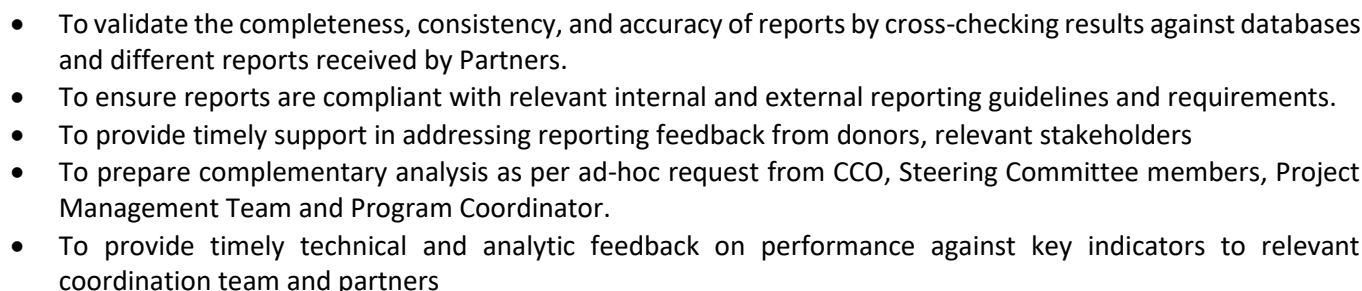
Accountability and Learning
- To ensure setting up of relevant contextualized feedback and complaints infrastructures, mechanisms, and approaches to receive feedback and complaints from beneficiaries in close coordination with partners;
- To coordinate and manage complaints and feedback as assigned by Project Management team and Steering Committee Members and also in close coordination with partners.
- Foster and develop a culture of learning within consortium partners;
- Establish information sharing mechanisms for partner staff to document and share examples of good and bad practice, and learning;
- Identify opportunities for research and learning questions in collaboration with MdM HQ, MdM Country Coordination Office and the Consortium Partners;

Partnerships
- To coordinate MEAL Working Group meetings with MEAL representatives from consortium partners, minutes are shared with key stakeholders and follow-up on recommended action points
- To ensure continuous coordination and collaboration on MEAL activities within the Linitiatve team, partners and Country Coordination Officer through regular communication, feedback and meeting.
- To conduct routine periodic partner monitoring and provide regular guidance and support to ensure partner's effective implementation of MEAL according to best practice and donor requirements.
- To support partner organizations in developing the TOR/JD for their M&E Officer and other staff if requested.
- To support the partner organization in assessing the existing skill and gap of M&E Officers and others if required.
- To cooperate with Partners to develop and deliver M&E related training and capacity building if required.
- To work closely with Partner Organizations to develop M&E system and to implement efficiently and effectively
- To ensure the Partners' Program and M&E teams share/send all required data and reports in time and those are in line with internal and relevant external reporting guidelines.

Reporting
- To prepare monthly, quarterly, six-monthly and annual MEAL reports to Linitiative Project as per reporting schedule.

- To validate the completeness, consistency, and accuracy of reports by cross-checking results against databases and different reports received by Partners.
- To ensure reports are compliant with relevant internal and external reporting guidelines and requirements.
- To provide timely support in addressing reporting feedback from donors, relevant stakeholders
- To prepare complementary analysis as per ad-hoc request from CCO, Steering Committee members, Project Management Team and Program Coordinator.
- To provide timely technical and analytic feedback on performance against key indicators to relevant coordination team and partners

This list of activities is not exhaustive and may change depending on the situation. The line manager may request for additional relevant tasks to participate based on program need.

V.   Profile of the candidate

Education (Essential)	• Bachelor or Master Degree in Social Science, Information Management, Statistics or relevant field, or Diploma in Monitoring and Evaluation or Project Management.
Professional Experience	• At least 4 years' proven experience in developing and implementing of M&E tools and methodologies. • At least 3 years' proven experience in data management and analysis. • Experience in Harm Reduction, SRHR and Public Health program is an asset. • Experience in creating Power Bi Dashboards and GIS maps for Project is an asset. • Experience in working in consortium or managing partners is an asset.
Languages	• Burmese. • Fluent level of English (written and oral).
Knowledge	• Solid understanding of M&E. • Strong knowledge and proven experience of using Excel. • Strong Knowledge and/of Experience in Power BI and SQL is an asset. • Knowledge and/or experience of other data management and statistical software (KOBO Toolbox, SPSS, etc.). • Knowledge and/or Experience in the Health Sector and/or HIV/AIDS is an asset.
Skills Required	• Ability to cooperate with external counterparts and stakeholders • Ability to assess training needs and deliver data management and MEAL related training. • Meticulous, flexible and ability to work under pressure and deadlines. • Ability to work independently, in a team and across departments. • High level of integrity.

MdM SALARY RANGE AND SOCIAL BENEFITS:

Salary Range: MMK 2,835,355

Social and other benefits: MdM medical benefits, 13 months bonus, severance payment, public holidays, leave benefits (annual leave, sick leave, maternity leave, paternity leave, family leave, casual leave), seniority payment, Travel and Food allowance, Monthly phone top up allowance.

APPLICATION PROCESS:

If interested, please submit your cover letter and CV quoting " **MEL Manager** " as the subject matter to email. **recruitment.yangon@medecinsdumonde.net OR** mail to

MdM Country Coordination Office, Yangon
House No (53/A1), Thiri Mingalar Street 2, Ward 8, Kamayut Township, Yangon, Myanmar.
By 5pm on 5th June 2025.

Only shortlisted candidates will be contacted.

Our objective is to create an inclusive workforce that is reflective of the populations we support; we strongly encourage applications from those who are marginalized and considered as vulnerable groups.