

## Plan International Myanmar

### Terms of Reference

<b>Position</b>	: MER Officer
<b>Report to</b>	: Program Unit Manager
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Sittwe, Rakhine State
<b>Assignment Type</b>	: Service Agreement
<b>Duration</b>	: Joining date till end of December 2025 with possible extension
<b>Travel percentage</b>	: 50%
<b>Application Closing Date</b>	: 3 <sup>rd</sup> July 2025, 5:00 PM

### ABOUT PLAN INTERNATIONAL MYANMAR

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

### JOB PURPOSE

Plan Myanmar is seeking an experienced monitoring and evaluation person to ensure proper collection and tracking of indicators for our projects in Sittwe. This person will work directly under the Program Unit Manager to operate monitoring, evaluation process. The person needs to take part of projects database management, data analysis, data quality control process, reporting and regular update information on PMERL system. In the event of rapid onset emergency, MEAL officer would provide leadership in rapid needs assessment. The person needs to work collaboratively with projects team, PUs and consortium partners.

### DIMENSION OF THE ROLE

- Take lead on the field level monitoring and reporting of the implementation progress of the project and activities against set indicators.
- Develop beneficiary feedback / complaint addressing mechanism under the supervision of M&E specialist ensure it is working according to the core humanitarian standards

- Main database of performance indicators by project to feed into reporting needs of the Project Managers and Program Unit Manager.

## ACCOUNTABILITIES

- Maintain updated database to ensure all information is readily available for reporting.
- Conduct regular meetings with project managers to track and document implementation progress against the project indicators and agreed targets throughout the project cycle.
- Conduct regular follow-up with project teams to see that M&E plans link to the project log frames and are being followed or adapted as necessary.
- Coordinate with the Monitoring and Evaluation team in the Plan Myanmar Country Office (Yangon) to link and synthesize evidence for updates and management response.
- Contribute to the capacity building and technical training to project implementation staff and use of monitoring tools.
- Contribute in learning activities, joint meeting and monitoring visit among consortium partners on project activities.
- Perform regular monitoring visits of project implementation with support and coordination from project teams.
- Support the PUM in the development of monthly reports by providing accurate evidence on project progress against the achievement of output, and outcome targets.
- Support in the development of PU-level and country level M&E framework alongside the MER team.
- Support in the implementation of field research in coordination with MER team / consultants as necessary.
- Facilitate the identification of evidence-based gaps in project service provision in coordination with MER team and relevant management.
- Lead and coordinate of project review and lesson learn workshop to ensure the programme quality and improvement.
- Monitor the quality of implementation and act as accountability focal point.
- Regular update indicator tracking data on PMERL system

## DURATION AND WORKING HOUR OF THE ASSIGNMENT

This position is based in the field where there is a complex and sensitive political situation, it is critical for the post holder to understand a wide range of issues in the local situation and sometimes find immediate solutions with creativity and initiatives. However, S/He will need to refer to experienced managers for support or consultation when faced with more difficult problems. The position will also require using Do-No-Harm approach, forward planning, attention to detail and building of relationships.

## SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT

- Ensure the delivery of MER activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work. This includes in accordance with Ethical and Safeguarding procedure.

- Deliver day to day activities in line with the safeguarding standard Delivering Safe programming, influencing and research work
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy, ethical and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Ensure understanding role and responsibilities for safeguarding and PSHEA in area of responsibility.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

## DEALING WITH PROBLEMS

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## KEY RELATIONSHIPS

Position	Reasons for contact	Level (high, medium, low)
Program Unit Manager	Technical line report. Work together to create consistent reliable data collection and tracking system to make reporting and monitoring more efficient. Coordination and program integration.	High
Project Manager and Project Coordinator	Coordination and program integration	High
Project Officers and Project Assistants	Coordination for data collection, evaluation, documentation and learning	High
Operation Staffs PU level	<ul style="list-style-type: none"> <li>• Coordinate and cooperate for administrative matters related to logistics and procurement</li> <li>• Budget and HR management, staff capacity and compliance to Plan's accountability standards and value and behaviour</li> </ul>	Medium



## PHYSICAL ENVIROMENT:

The post holder will be based in Field office with 50% travel to the field.

## QUALIFICATIONS:

- Bachelor degree and at least two years of progressive work-related experience including at least one year in the field of statistics, development and humanitarian operations, or another related field
- Experience of working with children and communities
- Knowledge of EiE programs
- Strong understanding of international humanitarian standards, Child Protection Minimum Standards, principles and approaches
- Understanding of humanitarian issues
- Strong M&E Systems and reporting experience
- Experience utilizing computers including word processing, spreadsheet and other software packages.
- Ability to use digital data collection (Kobo, Epi Data, etc)
- Ability to use one statically software (SPSS, STATA, etc)
- Understanding of participatory methodologies
- Good negotiating and coordination skills
- Conceptual and analytical skills
- Training and facilitation skills.

## APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org) not later than 3-Jul-25, 5:00 PM.

Subject line for application: "MER Officer (Education) \_Sittwe".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.