

# MEAL Officer – Full-time Consultancy

*Monitoring, Evaluation, Accountability & Learning*

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| <b>Job Title</b>        | MEAL Officer – Full-time Consultancy                            |
| <b>Location</b>         | Yangon, Myanmar (Travel to project areas as and when necessary) |
| <b>Reports To</b>       | Senior MEAL Coordinator                                         |
| <b>Matrix Reporting</b> | Programme Coordinator                                           |
| <b>Contract Period</b>  | 6 months                                                        |

We are an international organization and seeking a capable and detail-oriented MEAL Consultant to lead monitoring, evaluation, accountability, and learning functions for across multiple humanitarian and development projects in Myanmar. This is a dedicated field-based MEAL role embedded within the programme team, providing the MEAL infrastructure, partner capacity, and data quality assurance.

The workload is intermitted, linked to programme cycles and funding availability while maintaining continuity and learning through a longer term arrangement. This position will retain the required MEAL capacity and technical support to project focal points while aligning the level of engagement required under supervision of Senior MEAL Coordinator with actual programme needs and priorities.

The MEAL Consultant will report to the Senior MEAL Coordinator and work in close coordination with the project focal.

The role requires proven experience in humanitarian MEAL systems, strong data management skills, and the ability to build partner capacity in M&E. The MEAL Consultancy will be based in Yangon with frequent travel to project sites.

## Key Responsibilities

### MEAL System Design & Implementation

- Under the guidance of the Senior MEAL Coordinator, support the development and roll-out of the project MEAL framework, including the logframe, MEAL plan, indicator tracking matrix, and data flow procedures for several projects according to the project life cycle.
- Develop and adapt qualitative and quantitative data collection tools appropriate to the multi-sector programme and the specific access and literacy constraints of the operating context.
- Ensure the project MEAL system — including tools, data flows, and reporting schedules — is clearly understood and consistently applied by programme staff and all implementing partner organisations.
- Conduct and coordinate post-distribution monitoring (PDM), cash distribution monitoring, beneficiary satisfaction surveys, and rapid assessments as required.
- Maintain an up-to-date beneficiary database and project indicator tracker, consolidating data to provide an accurate and timely picture of programme performance across both geographies.
- Analyze monitoring and survey data, identify trends, gaps, and lessons, and present findings clearly to the programme team, partners, and other stakeholders.

### Accountability to Affected Populations (AAP) & Safeguarding

- Under the guidance of the Senior MEAL Coordinator ensure the roll-out, and operationalization of complaints and feedback mechanisms (CFM) across all project sites, ensuring mechanisms are accessible, safe, and appropriate for the affected population.
- Assess partner competencies with a view to ensure all partner organizations have functioning AAP systems in place, including clear communication channels, feedback handling procedures, and timely response protocols.

- Regularly review CFM data, identify issues or patterns, and escalate safeguarding or protection concerns immediately in line with our Code of Conduct and reporting procedures.
- Promote a culture of accountability and do-no-harm across the programme, integrating AAP principles into partner training and programme design.
- Coordinate with the project partner focal to ensure CFM findings are systematically fed back into programme decision-making and update Senior MEAL Coordinator to ensure effective AAP systems are in place across projects.

### **Partner Capacity Strengthening in MEAL**

- Deliver MEAL training to implementing partner organizations and offer targeted, hands-on mentoring to selected partners according to need, priority, and resource availability, promoting sustainable capacity strengthening through accompaniment, collaboration, and mutual respect.
- Strengthen partner capacity to conduct process monitoring, output tracking, beneficiary data collection, and self-reporting through training, coaching, and regular field-based support.
- Ensure partner M&E focal persons understand and are able to use data collection templates, reporting tools, and database systems effectively.
- Conduct regular data quality review meetings with partner M&E focal persons to identify and address gaps in data accuracy, completeness, and timeliness.
- Support partners to conduct their own learning and reflection processes, identifying best practices and integrating lessons into ongoing and future programming.
- Work with the Senior MEAL Coordinator to review, adapt, and develop M&E tools and systems for partner organisations as the programme evolves.

### **Data Management & Database**

- Develop and maintain a spatially enabled, centralized project database that warehouses programme data from all partner organisations, meeting the reporting requirements of the MEAL system and donor frameworks.
- Ensure accurate, consistent, and timely data entry and management by partner staff; provide training and guidance on database use and maintenance as required.
- Consolidate and cross-check partner data to allow meaningful comparison of performance across the programme; identify and flag discrepancies or data quality concerns for resolution.
- Maintain a clear and accessible documentation system for all MEAL-related records, including data collection instruments, monitoring visit reports, PDM findings, and CFM logs.

### **Digital Tools & Systems**

- Contribute to harmonization of KoBo-based digital data collection, processing, and use.
- Support to partners to get clear of KOBO using and data collection process, identifying best practices.

### **Reporting & Learning**

- Support the Senior MEAL Coordinator in compiling donor reports, drawing on consolidated data from the programme.
- Review partner monitoring and narrative reports, provide structured feedback, and support partners in improving reporting quality and compliance with donor frameworks.
- Prepare monitoring visit reports and MEAL update notes for the programme team following field visits.
- Document and disseminate lessons learned and good practices from the response, contributing to organizational learning and future programme design.
- Make data-driven presentations on programme performance and MEAL findings to the programme team, partners, and other relevant stakeholders as required.

### **Coordination & Integration**

- Serve as the MEAL focal point for agreed programme areas, with roles and responsibilities clearly defined and coordinated in collaboration with the Senior MEAL Coordinator in Yangon.
- Coordinate closely with Project partner focal to ensure MEAL activities are integrated into field operations and partner interactions.
- Participate in programme coordination meetings and contribute MEAL perspectives to programme planning, review, and adaptation processes.

## Qualifications

- University degree in Statistics, Social Sciences, Development Studies, Humanitarian Affairs, International Relations, or a related field. A postgraduate qualification or relevant professional certification in MEAL is an advantage.
- Minimum 4 years' experience in monitoring, evaluation, accountability, and learning roles within humanitarian or development programming.
- Demonstrated experience designing and implementing MEAL systems for multi-sector humanitarian programmes, particularly in emergency response contexts.
- Experience with MEAL — including PDM design, beneficiary satisfaction surveys, and outcome monitoring — is strongly preferred.
- Experience developing and managing complaints and feedback mechanisms (CFM) and accountability to affected populations frameworks.
- Proven experience building the MEAL capacity of local partner organizations through training, coaching, and accompaniment.
- Experience working in remote or access-constrained environments and conducting monitoring through partner and remote management modalities.
- Experience in data management, including developing and maintaining beneficiary databases and indicator tracking systems.

## Skills & Competencies

- Strong quantitative and qualitative data collection, analysis, and reporting skills.
- Proficiency in data management tools and software — advanced Excel skills are essential; experience with KoBoToolbox, ODK, or equivalent mobile data collection platforms is required.
- Solid understanding of humanitarian minimum standards and quality frameworks, including Sphere, Core Humanitarian Standard (CHS), IASC AAP commitments, and protection mainstreaming principles.
- Ability to develop clear, accessible data collection tools adapted to low-literacy and remote contexts.
- Strong facilitation, training, and capacity-strengthening skills, with the ability to convey technical MEAL concepts to non-specialist audiences.
- Strong written and oral communication skills in Myanmar language; good written and oral English is required.
- Highly organized with strong attention to detail and the ability to manage multiple data streams and reporting deadlines simultaneously.
- Ability to work independently and as part of a geographically dispersed team.

## Terms and Conditions

- Duration: 6 months (full-time)
- Working hours: 8 hours per day, 5 days per week, with flexibility based on operational needs
- Location: Based in Yangon, with travel as required
- Consultancy fee: Monthly all-inclusive rate, excluding travel reimbursement
- No additional allowances or benefits
- Travel expenses for work-related activities will be reimbursed

## Submission

Expressions of Interest should be emailed to [hmr.mmr23@gmail.com](mailto:hmr.mmr23@gmail.com) no later than **Sunday, 11-Oct-2026 (23:59 MMR time)**. Applications should include:

- A brief Expression of Interest (EOI) outlining your suitability for the role and motivation for taking on this 6-month assignment and expected consultancy fees
- An up-to-date CV, including your contact details (name, address, phone number, and email)
- At least two professional referees from your most recent organizations, preferably supervisors or managers, who can speak about your relevant working experience, including their name, position, organization, and contact details