

VACANCY ANNOUNCEMENT (Tdh-048-2025)

Position	: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Location	: Based in Mandalay, Myanmar (with frequent travels to project areas)
Duration	: One year (Possible extension based on fund available)
Supervisor	: MEAL Manager

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 Officer is responsible for leading MEAL functions for the projects under Child Health and Child Protection Programs. Serving as a key frontline MEAL staff member, the Officer actively engages with communities, dedicating 40% of their work time to field activities. Collaborating closely with program field staff, the Officer ensures project performance and quality, supporting Project Officers and Program Managers in effective planning, implementation, and monitoring. This role also involves close coordination with the MEAL Manager for guidance and support.

MAIN RESPONSIBILITIES:**Technical Support**

- Support the design and implementation of MEAL plans for CPiE and Health & Nutrition projects.
- Collect, validate, analyze, and report data on project indicators in a timely manner.
- Work with program teams to ensure regular and high-quality monitoring of activities, outputs, and outcomes.
- Coordinate and conduct field visits to ensure data collection tools are being used properly and data quality is maintained.
- Facilitate accountability mechanisms including feedback and complaint handling processes in line with organizational standards.
- Support the analysis of data for donor reports, project reviews, and learning documents.
- Contribute to evaluations, needs assessments, and after-action reviews.
- Promote a culture of learning and adaptive programming across project teams.
- Ensure data integrity and accuracy by performing regular data quality checks.
- Consolidate collected data and ensure data quality for analyzing & reporting purposes using pivot and or other relevant software and visualize progress against key indicators.
- Document and share best practices and success stories to strengthen CSO capacity and inform future programming.
- Ensures ethical principles related to MEAL are respected, especially those concerning gender equality, fairness, diversity, safeguarding, and “Do no harm”. Protects confidential data, applies the

principles of informed consent, and protects children during the collection, processing, analysis, and use of MEAL data.

- Informs the Programme team any unmet targets, contextual changes (risks and opportunities), and negative effects on beneficiaries.
- Participates in team meetings to disseminate information, collect feedback, and share good practices with programme teams.

Monitoring

- Develop and implement robust data collection protocols to ensure consistency and accuracy.
- Ensures monitoring tools are used correctly during the implementation phase and provides support to staff and volunteers during data collection and monitoring activities.
- Establish a monitoring schedule, detailing how often activities will occur and the timing of data collection to capture relevant information.
- Clearly define and articulate how each monitoring indicator will be measured and assessed.
- 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 M&E Manager 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 social sciences, public health, development studies, statistics, or a related field.
- Minimum 3 years of relevant experience in MEAL, preferably in emergency and/or humanitarian settings.
- Experience in Child Protection and/or Health & Nutrition projects is a strong asset.
- Proficiency in data collection, management, and analysis tools (e.g., Excel, Kobo Toolbox, Power BI, SPSS, etc.).
- Strong understanding of accountability and learning frameworks.



- Excellent communication and report-writing skills.
- Ability to work under pressure and manage multiple priorities.
- Experience in developing and managing dashboards to track key project indicators.
- Extensive data management experience/research/survey experience.
- 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/IV6W1rdA> no later than **by 5:00 pm on Sunday June 22, 2025**. Only shortlisted candidates will be contacted.