

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one MEAL Specialist for the Myanmar Country Programme. The position will be based in Yangon and requires frequent travel to project locations.

Job Description: MEAL Specialist (SG 07)

I. Job Details

Department: Programmes

Country / Location: Yangon (frequent field visits required)

FundsPro Cost Allocation: THRIVE – Transforming Household Resilience through Inclusive Value Chains and Ecosystems

Job Name: MEAL Specialist (m/f/d)

Title of Job Holder: MEAL Specialist

Salary Group: SG 07

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): None

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The MEAL Specialist is responsible for the technical quality and effective functioning of the monitoring, evaluation, accountability and learning system for THRIVE.

The position ensures that WHH and consortium partners generate reliable and timely information on implementation progress, outputs and outcomes and use this evidence for project management, donor reporting, accountability and learning.

The MEAL Specialist provides technical leadership for MEAL across WHH's direct implementation in Kyaiklat, Bogale and Pyapon and supports coherent MEAL arrangements across partner implementation, including PARTNER's implementation in Labutta and the activities of other THRIVE consortium partners.

The position works closely with project management, technical specialists, implementing teams and consortium partners to ensure that MEAL is integrated into implementation and supports evidence-based adaptation throughout the Action.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Develop, maintain and continuously improve the THRIVE MEAL system in line with the approved project design, Theory of Change, logframe, indicators and donor requirements.
- Develop and maintain appropriate MEAL plans, indicator definitions, data-collection tools, reporting formats, databases and guidance required for consistent monitoring across the Action.
- Establish clear processes and schedules for collecting, verifying, analysing, consolidating and reporting project data from WHH and consortium partners.
- Ensure that project indicators are measured consistently and that the methods, definitions, disaggregation and evidence used are appropriate to the approved results framework.
- Maintain systems for monitoring progress against outputs, outcomes, targets and implementation milestones and provide timely analysis to project management.
- Establish and apply proportionate data-quality assurance processes, identify weaknesses in project data and coordinate corrective measures with responsible teams and partners.
- Ensure that MEAL tools and processes appropriately capture relevant disaggregation, including sex, age and disability where required and appropriate.

- Support the establishment and maintenance of systems that reduce duplicate counting and enable reliable consolidation of participation and results across different THRIVE interventions.
- Analyse project evidence and identify trends, gaps, unexpected results and areas requiring further investigation or management attention.
- Develop appropriate approaches for evaluations, assessments, reviews and learning exercises within the scope of the project.
- Maintain appropriate documentation of MEAL methodologies, datasets, analyses, data-quality processes and evidence supporting reported results.
- Ensure that MEAL processes follow applicable requirements for responsible data management, confidentiality, informed participation and protection of personal information.

2.2 Duties without own area of responsibility

- Provide technical guidance, coaching and capacity strengthening to WHH implementation teams and consortium partner personnel on monitoring, data quality, analysis, accountability and learning.
- Support technical specialists to translate their intervention approaches into practical monitoring questions, indicators and evidence requirements.
- Support the Head of Project and Deputy Head of Project with analysis of implementation progress and results for management decision-making and adaptive management.
- Contribute verified results information and analysis to donor reports, consortium reviews, management updates and other project documentation.
- Work with the Project Officer – Grant and Compliance to ensure consistency between reported results, supporting evidence and relevant donor requirements.
- Work with programme and finance colleagues where implementation and financial information need to be reviewed together for management purposes, while respecting the responsibilities of each function.
- Support project teams and partners to use community feedback and monitoring evidence in planning and implementation decisions.
- Contribute to consortium learning, reflection and knowledge-management processes.
- Support preparation and technical oversight of external evaluations, studies or assessments where required.
- Contribute MEAL expertise to project planning, reviews and adaptive-management discussions.

2.3 Specific activities and duties of the position / Position specific qualifications

- Maintain a consolidated MEAL framework covering THRIVE implementation across all eight target townships and the respective responsibilities of WHH and consortium partners.
- Ensure that MEAL arrangements reflect the revised Ayeyarwady implementation model, with WHH directly implementing the activities transferred from PARTNER in Kyaiklat, Bogale and Pyapon and PARTNER retaining its agreed implementation responsibilities in Labutta.
- Establish and maintain effective MEAL arrangements for WHH's direct implementation in Kyaiklat, Bogale and Pyapon, including appropriate data flows, responsibilities, monitoring schedules, quality checks and documentation.
- Maintain technical coordination with PARTNER regarding MEAL for implementation in Labutta and ensure that data can be appropriately consolidated with results from WHH's directly implemented townships.
- Coordinate MEAL requirements and data consolidation with Fresh Studio, Humanity & Inclusion, Village Link, WWF and other relevant THRIVE implementation actors in accordance with their agreed responsibilities.
- Ensure that changes in implementation responsibility between PARTNER and WHH do not create gaps, duplication or breaks in monitoring records, participant information or reporting against relevant indicators.
- Maintain clear indicator definitions, data sources, calculation methods, reporting frequencies and responsibilities across the consortium.
- Support development and consistent application of beneficiary and participant registration, verification and deduplication procedures across THRIVE activities.
- Develop practical mechanisms for identifying and addressing potential double counting where households or individuals participate in multiple agriculture, livestock, fisheries, market, climate-resilience, livelihood or other THRIVE interventions.
- Ensure that monitoring data are appropriately disaggregated to support analysis of participation and results for women, youth, persons with disabilities and other relevant groups.
- Work with Humanity & Inclusion and relevant project colleagues to ensure that Disability, Gender and Age considerations are appropriately reflected in relevant monitoring tools and analysis.
- Work closely with the Agriculture Specialist to establish useful monitoring of agriculture and agroecology interventions, including adoption and performance of promoted approaches where relevant to the results framework.
- Work with the Market System and Value Chain Specialist to develop appropriate approaches for monitoring changes in market access, services, relationships and economic resilience.

- Coordinate with other THRIVE technical specialists and consortium partners to ensure that monitoring approaches are appropriate to climate resilience, natural-resource management, livestock, fisheries and aquaculture, digital services, financial inclusion and other relevant components.
- Establish regular data-quality reviews and provide practical feedback to WHH teams and consortium partners where inconsistencies, missing evidence or methodological weaknesses are identified.
- Produce concise periodic analysis of progress against THRIVE outputs, outcomes and indicators for use by the Head of Project, Deputy Head of Project, PMU and consortium coordination structures.
- Identify significant underperformance, unexpected results or evidence gaps and bring them to the attention of project management and responsible technical colleagues for analysis and follow-up.
- Support the project to distinguish between activities delivered, people reached, changes in practice and higher-level results so that reporting accurately reflects the level of evidence available.
- Support baseline, endline and other project studies, assessments and evaluations required by the approved MEAL framework and donor commitments.
- Coordinate the technical preparation of terms of reference, methodologies and data requirements for external MEAL studies or evaluations where applicable, while respecting procurement and contractual responsibilities assigned to other functions.
- Ensure that findings from monitoring, assessments, evaluations and community feedback are presented in forms that can be practically used by project teams and consortium partners.
- Facilitate regular reflection and learning processes that bring together implementation evidence from WHH's directly implemented townships and partner locations.
- Support comparison and learning between WHH implementation in Kyaiklat, Bogale and Pyapon and PARTNER implementation in Labutta without treating differences in results as evidence of performance differences unless the underlying data and context support such conclusions.
- Support project management and technical teams to document adaptations made in response to evidence and track whether those adaptations improve implementation.
- Maintain appropriate records and evidence supporting results reported to the European Union and support preparation for monitoring visits, reviews, audits and evaluations where MEAL documentation is required.

- Undertake regular field monitoring visits, subject to WHH security and access procedures, to verify data, review implementation evidence, engage with project teams and communities and assess the practical functioning of MEAL systems.

III. Job requirements

1. Knowledge/ Qualifications

Professional / Formal Qualification

- University degree in Development Studies, Social Sciences, Statistics, Economics, Information Management, Monitoring and Evaluation or another relevant field.
- Postgraduate qualification or specialised training in monitoring and evaluation, research, statistics or a related discipline is an advantage.

Professional Experience

- At least 5 years of relevant professional experience in monitoring, evaluation, accountability and learning or closely related programme-quality functions.
- Demonstrated experience developing and managing MEAL systems for complex development or humanitarian programmes.
- Experience with results frameworks, indicators, quantitative and qualitative data collection, data-quality assurance, analysis and reporting.
- Experience providing technical guidance and capacity strengthening to implementation teams or partner organisations.
- Experience working with consortium or multi-partner programmes is strongly desirable.
- Experience with EU-funded or comparable institutional donor programmes is an advantage.
- Relevant experience in Myanmar is desirable.

Professional Skills and Competencies

- Strong knowledge of monitoring and evaluation concepts, results-based management and practical MEAL methodologies.
- Strong quantitative and qualitative analytical skills.
- Ability to develop practical indicators, monitoring tools, databases and data-quality processes appropriate to programme implementation.
- Good understanding of beneficiary registration, data disaggregation and approaches to preventing duplicate counting.
- Ability to critically assess the strength and limitations of project evidence and avoid conclusions that are not supported by the available data.

- Good understanding of accountability, responsible data management, confidentiality and data-protection principles.
- Ability to communicate findings clearly to technical and non-technical colleagues and translate evidence into practical recommendations.
- Strong facilitation and capacity-development skills.
- Strong documentation and report-writing skills.
- Good command of written and spoken English and Myanmar language.
- Willingness and ability to undertake regular travel to project implementation areas.
- Strong digital skills for data management, analysis, visualisation, collaboration and reporting.
- Demonstrated experience using generative AI tools responsibly for project management, analysis, synthesis of monitoring information, planning and reporting, with appropriate human verification and safeguards for confidentiality, personal data and analytical accuracy.

3. Disciplinary Leadership of staff

None

4. Leadership and Responsibility

- The MEAL Specialist has technical responsibility for the THRIVE MEAL system and the quality of consolidated project monitoring and results information within the responsibilities assigned to the position.
- The position provides functional and technical guidance to WHH project personnel and consortium counterparts involved in monitoring, data management, accountability and learning.
- The position has no disciplinary leadership responsibility.
- The MEAL Specialist may identify data-quality concerns and require clarification or correction of information before it is consolidated but does not independently make programme, financial, contractual or personnel decisions.
- Responsibility for the quality of source data remains shared with the teams and partners generating and verifying that information; the MEAL Specialist is responsible for establishing and applying appropriate quality-assurance processes.
- Significant evidence gaps, data-integrity concerns or issues affecting donor reporting must be referred to the Head of Project and relevant responsible functions.
- External representation on MEAL-related matters is undertaken only within delegated authority.



Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.