



**Adventist Development and Relief Agency Myanmar
Vacancy Announcement**

Position Title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Department: Program
Reports to: Project Manager
Supervise: None but need collaboration with project team
Location: Kale (or as assigned)

About ADRA

ADRA Myanmar is an 'implementing office' within the ADRA network and a registered and recognized INGO in Myanmar. Established in 1984, ADRA Myanmar is one of the oldest offices in ADRA providing development and relief assistance opportunities throughout the country. ADRA Myanmar operates under multi sectors that cater to Education, Food Security & Livelihoods, Health, Nutrition, WASH and Humanitarian response.

Job Summary

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer will be responsible for designing and implementing MEAL systems to track project progress, measure impact, ensure accountability to stakeholders, and facilitate organizational learning. The role involves data collection, analysis, reporting, and providing evidence-based recommendations to improve program effectiveness and compliance with donor requirements.

Role Purpose

The MEAL Officer ensures that projects are delivered effectively, efficiently, and accountably by establishing robust monitoring frameworks, conducting assessments/studies/monitoring, and promoting a culture of continuous learning. The role contributes to evidence-based decision-making, enhances transparency, and strengthens the ADRA's ability to achieve its mission through data-driven insights and adaptive management.

Overall responsibilities

- Uphold the mission, vision and values of ADRA Myanmar.
- To adhere the rules and regulations, procedures, and policies of ADRA Myanmar.
- To adhere the rules and regulation, procedures and policies of ADRA Myanmar ant its donors.

Key Responsibilities

A. Monitoring & Data Management

- Develop and implement MEAL frameworks, tools, and indicators aligned with project goals.
- Conduct routine field monitoring to assess activity implementation and data accuracy.
- Manage real-time data tracking systems (e.g., digital platforms like KOBO, logalto, activityinfo).

- Perform data quality audits (DQAs) to ensure reliability and validity of reported data.
 - Update and maintain program dashboards for visual tracking of key metrics.
- B. Evaluation & Impact Assessment**
- Co-lead baseline, mid-term, and end-line evaluations, for the data collection, drafting the survey/assessment reports
 - Conduct participatory evaluations with beneficiaries to assess relevance and effectiveness.
 - Analyze and interpret data using statistical tools (SPSS, Excel, Power BI) for decision-making.
 - Draft study/assessment reports with actionable recommendations for program adaptation.
 - Support operational research to generate evidence for program innovation.
- C. Accountability & Feedback Mechanisms**
- Design and manage community-based feedback mechanisms (e.g., key interviews, focus groups).
 - Ensure adherence to international accountability standards (e.g., CHS, Sphere).
 - Document and address complaints and feedback with timely resolution tracking.
 - Facilitate community participation in MEAL processes (e.g., participatory rural appraisals).
- D. Learning & Capacity Building**
- Organize periodic learning sessions to share insights across teams and partners.
 - Develop knowledge products (case studies, infographics) to showcase impact.
 - Maintain a centralized repository of MEAL reports, tools, and lessons learned.
 - Promote adaptive programming by integrating findings into work plans.
- E. Reporting & Compliance**
- Draft donor reports with robust MEAL data and analysis.
 - Ensure alignment with grant agreements and indicator frameworks (e.g., logframes).
 - Support audits and third-party monitoring by providing verified MEAL documentation.
- F. Capacity Building and Coordination**
- Train staff and partners on MEAL tools, data collection, and gender-sensitive approaches.
 - Coordinate with government agencies, NGOs, and clusters for harmonized MEAL practices.
 - Represent the organization in MEAL technical working groups or forums.
 - Mentor field teams to strengthen grassroots-level monitoring and reporting.

Skills and Competencies

- Must demonstrate strong interpersonal and communication skills.
- Ability to work under pressure and meet deadlines.
- Adaptability in fast-paced, multi-cultural environments.
- Team player with strong collaboration and facilitation abilities.
- Strong organizational and problem-solving skills.
- Comfortable using digital tools and mobile data collection platforms.

Job Requirement:

A. Education & Professional Qualifications

- Bachelor's degree in a relevant field such as Monitoring & Evaluation, Statistics, Social Sciences, or Development Studies is required.
- A postgraduate degree or certification in MEAL, data analysis tools (e.g., SPSS, Power BI, Kobo), or project management (e.g., PMP, CHS) is highly preferred.

B. Experience

- Minimum 2-4 years of proven experience in MEAL roles within humanitarian or development projects, preferably with NGOs, INGOs, or UN agencies.

- Demonstrated experience in designing MEAL systems, digital data collection, and accountability mechanisms.
- Proven track record in designing MEAL tools, conducting surveys, and managing data systems or databases.
- Experience with accountability mechanisms (e.g., feedback systems, community engagement).

C. Technical Skills

- Strong skills in quantitative & qualitative data analysis (Excel, SPSS, STATA, NVivo, or Power BI).
- Familiarity with digital data collection tools (Kobo, CommCare, ODK, SurveyCTO).
- Knowledge of logframes, theory of change, and indicator tracking.
- Basic understanding of research methodologies (evaluations, case studies).

D. Soft Skills & Competencies

- Analytical thinking with attention to detail.
- Strong report writing and presentation skills.
- Ability to train and mentor staff on MEAL processes.
- Cultural sensitivity and ability to work in diverse teams.

E. Language & Communication

- Fluency in English (Preferred).
- Knowledge of local languages (Preferred)

F. Additional Preferences

- Experience in specific sectors (e.g., Education, TVET, Health, WASH, Shelter/NFI, Food Security, etc.)
- Familiarity with donor requirements (e.g., USAID/BHA, EU, FCDO, MHF, UN reporting).
- Willingness to travel to field locations for monitoring.

Work Environment

- Office space and furniture
- IT support facilities
- Moderate noise
- Smoking, drug, alcohol free workplace

This position is a contract position (renewable based on funding and performance). Remuneration is as per ADRA Myanmar's approved wage scale. **Interested candidates are requested to submit their applications before the 10th of June 2025 to:** HR Recruitment Team recruitment@adramyanmar.org

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks.