

Call for MEAL Officer (one position)
Terms of Reference (ToR)

1. Position Information

Job Title : MEAL Officer
Reports To : Program Manager
Location : Kale or Remote
Contract Type : Part-time (20 hours per week)
Duration : 1 August 2025 to 31 December 2026
Basic Salary : 850,000 MMK
Deadline for application : 18 July 2025

2. Background

The Zomi Education Working Group is a grassroots, non-profit organization that aims to create educational opportunities for Zomi children whose education has been disrupted by the pandemic and political crisis. We are seeking a dedicated and detail-oriented MEAL Officer to strengthen data-driven decision-making, ensure program quality, and enhance accountability to beneficiaries and donors.

3. Purpose of the Role

The MEAL Officer will be responsible for creating and executing systems for monitoring, evaluation, accountability, and learning to assess project performance, evaluate impact, and ensure adherence to donor and organizational standards.

4. Key Responsibilities

A. Monitoring and Evaluation (M&E)

- Develop and implement M&E frameworks, tools, and indicators aligned with project goals.
- Conduct field monitoring visits to verify data quality and program progress.
- Manage baseline, mid-term, and endline evaluations (quantitative & qualitative).
- Analyze data and produce monthly/quarterly reports for internal and donor use.

B. Accountability to Affected People (AAP)

- Re-evaluate and strengthen feedback mechanisms (e.g., suggestion boxes) for beneficiaries.
- Ensure complaints are logged, addressed, and reported in line with Core Humanitarian Standards (CHS).

C. Learning and Knowledge Management

- Document lessons learned, success stories, and best practices.
- Organize learning sessions with staff and partners to improve program design.

D. Data Management and Technology

- Maintain digital databases (e.g., Excel, Kobo Toolbox)
- Train staff on data collection tools

E. Reporting and Compliance

- Ensure timely submission of donor reports
- Support audits and evaluations by providing M&E evidence

F. Other Duties

- Perform any other duties as assigned by the Management Team to support the organization's operations.

5. Qualifications and Experience

A. Education

- Bachelor's degree in **Statistics, Development Studies, Social Sciences**, or a related field.
- Training in **M&E, data analysis, or humanitarian standards** (e.g., CHS).

B. Experience

- Experience in MEAL roles (NGO, education, or humanitarian sector) is preferred.
- People who have been working with ZEWG, as a volunteer and another role in previous activities, will be given priority.
- Experience with donor reporting and quantitative & qualitative research methods

C. Skills and Competencies

- Advanced Excel (pivot tables, formulas) and **data visualization** (e.g. Tableau).
- Proficiency in **M&E softwares** (e.g., Kobo Toolbox, ODK, SPSS, STATA, or R).
- Knowledge of **logical frameworks (logframes), theory of change (ToC), and SMART indicators**.
- Strong analytical and critical thinking skills
- Ability to train and mentor field staff on MEAL tools.

D. Language

- Fluency in spoken Zopau and/or Burmese as well as professional writing and speaking skills in English.

E. Personal Attributes

- Culturally sensitive and adaptable
- Commitment to humanitarian principles: humanity, neutrality, impartiality, independence, and integrity

6. Key Performance Indicators (KPIs)

- 90%+ data accuracy in reports.
- 99% timely submission of M&E deliverables.
- 80%+ resolution rate of beneficiary feedback.
- Documentation of at least 2 learning briefs per year.

7. Reporting and Supervision

- The MEAL Officer will report directly to the Program Manager.
- Regular performance reviews will be conducted to assess progress and provide feedback.

8. Work Environment

- This position is a part-time job, and can be done remotely.
- The role may require working outside normal office hours during emergencies or peak periods.

9. Application Process

- Interested candidates can apply for the position by filling up [this application link](#) by 18 July 2025.
- *Things to prepare for the application:*
 - Updated CV/resume, including contact information of 2 professional references.
 - A Cover letter outlining your suitability for the role (Can be written in Zolai, Burmese and English).

10. Application Timeline:

- Deadline: 18 July 2025
- Invitation to submit reference letters: 22 July 2025 (Only shortlisted candidates)
- Deadline to submit reference letters: 25 July 2025
- Interviews for the position: 28 July 2025 (Only who are shortlisted and who submitted reference letters)

11. Notes

- If you have any inquiry for clarification about the position, please reach out to us through info.zewg@zomieducation.org or zewg.edu@protonmail.com. **You can ask questions to these emails but applications sent to these emails will not be considered.**
- ZEWG has the right to not employ anyone who has applied for the position or to cancel this job advertisement due to an unsatisfactory candidate pool, budget cut, and changes in organization structure.