



SI SEEKS TO RECRUIT a MEAL Coordinator

Solidarités International (SI) is a French humanitarian organisation operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through an improved access to water, sanitation and hygiene as well as food

security and livelihood activities.

Job Location: **Yangon with travels to Fields**

Contract duration: **6 months with possibility of extension**

Beginning of contract: **1 Oct 2022**

Probation period: **6 weeks**

Deadline date for submission: **14 Sep 2022**

What we offer: **Salary + Social benefits (medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly-ended bonus, etc.)**

Job Description	Your Profile
<p>MISSION AND OBJECTIVES: The Monitoring, Evaluation, Accountability & Learning (MEAL) Coordinator develops the mission's MEAL action plans in accordance with SOLIDARITES INTERNATIONAL's operational framework. S/he ensures each plan is properly understood and implemented by the mission's team members.</p> <p>JOB Main Responsibilities</p> <p>The MEAL Coordinator provides methodological support to all the program teams. S/he also guarantees the quality and relevance of any monitoring activities and internal evaluations carried out on the mission, together with any recommendations and analysis provided. S/he is involved with experience capitalisation and developing SOLIDARITES INTERNATIONAL strategy, by providing a support strategy for the programs in terms of monitoring, evaluation and integration of any "cross-functional issues" (type, protection, accountability, negative impact, community participation, disability inclusion, etc.).</p> <p>TASKS Strategic focus</p> <ul style="list-style-type: none"> ▪ Propose and develop sector-specific action plans. ▪ Produce an overall analysis of the effect/impact of SOLIDARITES INTERNATIONAL's programs through monitoring and evaluations carried out by the MEAL service itself or by external assessors. ▪ Ensure data collected is used to take the appropriate operational decisions and to meet any contractual commitments concerning the financial backers. <p>Training and technical support</p> <ul style="list-style-type: none"> ▪ Develop the capabilities of program teams in the areas of collection and analysis of data (method, formats, software, etc.), indicator measurement, feedback and complaint mechanisms, negative impact analysis, etc. ▪ Provide technical and methodological support to programs for the implementation of monitoring and 	<p>Specific Skills and experience:</p> <ul style="list-style-type: none"> ▪ Strong experience in M&E or project management (at least 3 years) ▪ Experience in multi sectorial project monitoring and evaluation ▪ Experience in a consortium setting would be an asset ▪ Previous Experience with SI being a plus ▪ Bachelor's degree in development studies, Social Science is an advantage. ▪ Education or training in data management and/ or data analysis is desirable <p>Skills:</p> <ul style="list-style-type: none"> ▪ Outstanding management, reporting and communications skills required. ▪ English: fluent with excellent writing capacities. ▪ Respect/ compliance of security rules; ▪ Flexibility and ability to adapt to cultural habits; ▪ Adaptability towards changing work environment and possible volatile security situation. ▪ Stress management skills: ability to work under pressure to meet tight deadlines, with peaks of heavy workloads; ▪ Problem solving capacities

evaluation activities, data management (development of questionnaires for surveys, sampling, input method, extraction of useful data and interpretation) and integration of cross-functional issues.

- Support SI teams through the creation or adaptation of tools to: monitor indicators on the project and the impact of activities (through both a monitoring and evaluation plan, and the ensuing surveys/tools) or analyse risk factors.

Monitoring and Evaluation of Programs

The coordinator proposes and organizes monitoring and evaluation missions for SOLIDARITÉS INTERNATIONAL programs in liaison with the technical coordinators, field coordinators and program managers:

- Post-intervention follow-up mission
- Internal evaluation mission (intermediate or final)
- Support mission for program teams considering cross-functional issues (gender, do-no-harm, etc.)
- Do-no-harm analysis mission
- Thematic studies
- Operational audits
- Mission to monitor the implementation of accountability frameworks
- S/he validates the relevance of the reports, analyses, maps and recommendations produced by the MEAL team or the project managers before dissemination / transmission to the persons concerned.
- S/he proposes adjustments or new activities to improve the quality of the operations or approaches used by the teams, in consultation with the other technical coordinators.
- S/he contributes to the terms of reference for external evaluations and studies.

Accountability

- S/he designs and implements complaint response mechanisms.
- S/he ensures that complaints are recorded in an official database, processed and that people receive an appropriate, timely response.

Knowledge Management / Reporting / Representation

- S/he ensures the correct use of SOLIDARITÉS INTERNATIONAL knowledge management tools and their diffusion in the field.
- S/he supports the process for following up recommendations (internal and external) of program teams and works on the action plans in order of priority with the technical coordinators.
- S/he validates and distributes the final versions of the monitoring and evaluation reports, studies and analyses produced by the MEAL team.
- S/he draws on his/her area of expertise to supports the Head of Mission in fundraising, negotiation and review of project proposals (MEAL and cross-functional issues).

ORG CHART POSITION (reporting and functional relationships)

Line manager: Deputy Country Director for Programmes

APPLICANT FILES:

Please submit your application (CV, cover letter, references)to the attention of: HR Department Solidarites International/ Or drop your application in an envelope at Solidarites International offices or per email:

recruitment@solidarites-myanmar.org .

Important: to be considered, the position you want to apply for has to be specified on the envelope or as subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date

Please mention the expected salary.

Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.

Only short-listed candidates will be notified.