

Vacancy announcement

Position	MEAL Volunteer	Starting date	March 2023
Location	Bangkok, Thailand (to work 50% on our Myanmar projects and 50% on our Thailand projects)	Type of contract	Volunteering
Contract duration	6 months	Security Risk Level	Calm (1/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

Since 2008, ACTED's has supported Nargis affected communities in their longer term livelihood recovery by providing technical training to farmers and fishermen, distributing livestock and poultry, providing vocational training, introducing aquaculture systems, assets replacement, rehabilitating community infrastructure and ensuring affected families have an access to a safe habitat.

In 2011, government-led liberalizing reforms in key sectors (labor, finance, media and administration) spurred new opportunities for Myanmar. In this evolving context, ACTED continues its support to cyclone-affected communities in the Delta while also broadening its focus to additional geographic and thematic needs. In Labutta, special focus was placed on supporting the most vulnerable households facing persistent challenges in food security. ACTED expanded the scope of its activities to the Dry Zone, one of the poorest regions of the country, addressing chronic food insecurity and restoring sustainable livelihoods through agricultural production and home gardening.

In 2012, ACTED diversifies and scales up its assistance in Myanmar. The mission focuses on issues of food security, economic development of vulnerable communities and response to any emergency related situation, both natural (community-based disaster preparedness) and man-made (humanitarian crisis in Kachin State). It also supports civil society actors to enhance their capacity to influence key policy areas, particularly those related to women and gender considerations.

To this end, ACTED has already started a country wide program aiming at strengthening the economic rights of women. Additionally, teams have started an intervention to support communities and local authorities in Southern Yangon region to be prepared to natural disasters. ACTED also continues its support towards food security and sustainable livelihoods in the Dry Zone. Furthermore, ACTED undertook an assessment mission to identify the support it can provide to conflict affected communities and IDPs in Kachin State.

Key roles and responsibilities

The Appraisal, Monitoring and Evaluation Volunteer is responsible for assisting the implementation of appraisal, monitoring and evaluation systems, preparing good quality reports especially targeting donors and external actors, and contributes to other departmental tasks as necessary.

1) Tool Development

- Contribute to the development and maintenance of a consolidated M&E framework and work plan for all ongoing projects;
- Contribute to the effective deployment of M&E tools and reporting systems;
- Contribute to the development of terms of reference and mission plans by conducting surveys, audits and evaluations;
- Contribute to the development and implementation of appropriate data collection, analysis tools and methodologies.

2) Data Collection

- Contribute to the supervision of data collection activities;
- Contribute to the maintenance of electronic and/or paper records for tracking and reporting of all quantitative and qualitative data and information.

3) Data Analysis

- Analyze M&E data and produce reports, fact sheets including useful statistical analysis and presentations.

4) Capitalization



- Contribute to the organization and facilitation of learning sessions to capture best practices and lessons learned;
- Contribute to the documentation and sharing of lessons learned and best practices and ensure that the knowledge gained is used to improve projects and impact the development strategy of future projects and activities.

5) Complaint Management Mechanism (CMM)

- Contribute to the implementation of the Complaint Management Mechanism (CMM) of the mission's beneficiaries in accordance with ACTED's standard CMM procedures.

6) Other

- Participate, when possible, in M&E related working groups and conferences and regularly learn about best practices and new knowledge in the M&E sector;
- Participate in any other activities assigned by the direct manager.

Required qualifications and technical competencies

University Degree in Political Sciences, Public Administration, International Affairs, Economics or a related field (anthropology, sociology, statistics)

Knowledge of field-based data collection methods

Design, Monitoring and Evaluation experience in humanitarian/development settings will be an asset

Excellent written and verbal communication skills

Ability to work well under pressure

Familiarity with basic office software programs

Conditions

Field Intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: MEALV/MYA**