

Terms of Reference



MEL Officer
Sone Sie Programme

I. Title: Monitoring, Evaluation and Learning Officer, Sone Sie Programme

II. Location: Yangon

III. Reporting to: Team Leader/Senior Programme Manager/ MEL Manager

IV. Context

The British Council is working in partnership under a Memorandum of Understanding with the UK's Foreign, Commonwealth & Development Office (FCDO) to deliver Sone Sie Phase 3.

V. Objective of the role

Under the overall guidance of Programme leadership team and MEL Manager, the MEL officer will be accountable for assisting the successful design and delivery of all Monitoring, Evaluation and Learning activities for the programme, ensuring that these are aligned with the programme's theory of change and results framework, meet international standards of data quality, and conform to British Council evidence standards as well as the corporate Results and Evidence Framework (REF) and FCDO reporting standards. This role will involve assisting in the implementing VFM and Change Strategy Testing on projects, ensuring data quality and proper implementation of monitoring, evaluation and learning activities at programme and project level. The MEL Officer will contribute to the collection, analysis, and reporting of data, and ensure that monitoring processes meet British Council and FCDO standards.

VI. Key responsibilities

1. Monitoring, Evaluation, Learning & Reporting

- Assist in implementing the programme's MEL plan, ensuring alignment with result areas and Theory of Change.
- Maintain data quality assurance processes that are in line with British Council and FCDO standards at all levels
- Conduct data collection, verification and analysis for Value for Money (VFM) assessment and Change Strategy Testing (CST) processes
- Have regular coordination with contracted partners, regional coordinators to monitor the progress, challenges and limitations of the projects and inform to MEL Manager and relevant programme staff.
- Contribute to reporting schedules at partners and programme level and ensure timely submission of MEL data for FCDO and British Council reports.
- Work with programme management and MEL Manager, to develop reporting formats for MEL data that are easy to understand, and which drive a focus on performance and continual improvement in programme delivery.
- Provide relevant and timely MEL information to Programme team, based on the needs of the programme.

2. Programme design and development

- Ensure programme MEL process excellence is built into programme design and is iteratively streamlined
- To support design, development and delivery of issue-based projects as well as overall Sone Sie programme strategy development
- Assist in the development of M&E framework, data collection tools and ensure that programme and partner staff are trained to use them correctly.

3. Support for Programme Management and Programme Delivery

- Support project management and effective delivery of a portfolio of issue-based projects (IBPs) including support to work plan monitoring and reporting
- Delivery issues identified through MEL are raised with MEL Manager, Team Leader and Senior Programme Manager to facilitate effective delivery and adaptive project management
- Assist in liaising with local partners and other relevant stakeholders involved in programme activities such as reflection, learning and sharing workshops, donor visits and evaluation.

4. Reporting & Communications

- Assist in drafting and preparing elements of required reports, including British Council REF and FCDO progress reports.
- Contribute to the development and delivery of communications regarding MEL activities, learnings and achievements.

5. Finance and Risk management

- Identify and escalate financial and other risks identified in course of partner/IBP monitoring support the identification and reporting of risks, including safety and security, safeguarding, financial risks, based on partner/IBP monitoring.

6. Other activities as required (as assigned by Programme leadership team and MEL Manager)

- Assist MEL Manager and GEDSI Advisor in implementation of GEDSI strategy at programme and project level
- Provide general support to the MEL Manager and team as required, including occasional travel within Myanmar to meet programme needs.

VIII. Timeline

The post is expected to commence on 6 January 2025 and to continue until 31 March 2026, and with possible extension.

IX. Application Process

To apply please send an application letter and CV (with the job title in the subject line) by email to: saw.terah@mm.britishcouncil.org copied to sonesie.programme@mm.britishcouncil.org.

Closing date for applications is **12:00 pm (midday) on Wednesday 11 December 2024**.

We appreciate the interest of all applicants, however only those selected for interview will be contacted. Shortlisted candidates will be invited for interview which we expect to take place in the week starting from **16 December 2024**.

*The British Council is committed to equal opportunities and welcomes applicants of all backgrounds, all genders, all religions, and all sections of the community. We are committed to making sure there is no unjustified discrimination in our processes for recruitment and selection.