



GLOBAL MEAL OFFICER

ROLE INFORMATION PACK



ABOUT UWS

WHEN WE EDUCATE THE FUTURE, WE CHANGE THE FUTURE

Education accelerates poverty reduction, female empowerment, and improved infant mortality. Yet, 251 million children worldwide are out of school.

This changes now.

UWS works to ensure children have access to quality, inclusive education in remote and marginalised communities by collaborating with local partners, communities and governments.

We deliver schools, we train teachers and we strengthen education systems.

Our low-cost, high impact model builds capacity, not dependency. This ensures that education systems continue to flourish beyond our involvement.

Shifting focus from delivering change in the short term, to empowering change for the long term, we go beyond educating the future, to changing it.

Our vision is Zero Education Poverty.

UWS is an international nonprofit that was established in 2008 to provide children in remote and marginalised regions access to free quality, inclusive primary education. We currently operate in rural areas of Cambodia, Myanmar, Nepal, and Madagascar, working with over 320 communities and over 80,000 children to date.

Role summary

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- **Role:** Global MEAL Officer
- **Remuneration:** USD 12,000 per annum
- **Working hours:** 40 hours per week
- **Reports to:** Global MEAL Manager
- **Type of contract:** Full time, renewable
- **Location:** Kathmandu, Phnom Penh or Antananarivo



ABOUT THE ROLE

Role summary

UWS is looking to strengthen its MEAL systems as we embark on an ambitious 2030 Programme Strategy founded on our mission of empowering children in marginalised rural communities by ensuring foundational learning.

The Global MEAL Officer will be instrumental in assessing progress against the 2030 Programme Strategy, in particular ensuring the robust assessment of student foundational learning outcomes. They will work closely with Country MEAL Leads and the Global MEAL team, across 4 countries: Cambodia, Nepal, Myanmar and Madagascar.

The post-holder should have experience in designing baseline, mid-line and end-line evaluations within the education sector, preferably using foundational literacy and numeracy assessment tools. They will be detail-oriented, a good communicator and have excellent data analytical and visualisation skills. Experience working within diverse and international teams will be an asset.

The introduction of this role will be a catalyst to improve the impact measurement of the UWS programmes. This will drive the quality of programme delivery and also generate evidence to contribute to successful funding proposals - all of which will compound to grow the impact and reach of UWS programmes to help realise our vision of Zero Education Poverty.

Key tasks and responsibilities

Impact, research and evaluation (50%)

- Oversee the quality of country evaluations on student learning outcomes and teaching quality, ensuring data integrity, accurate statistical analysis and maximum insights



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- Oversee the quality of briefs/reports developed by country MEAL teams on key outcome areas (e.g. learning, retention, national assessments, surveys), ensuring they inform programme improvement and learning
- Oversee the development of UWS MEAL quarterly and annual impact reports
- Develop standard procedures, guidelines and training for internal and external MEAL reports
- Design and oversee regular small-scale qualitative studies to receive feedback and inputs from all stakeholders
- Develop learning initiatives to understand different education interventions to accelerate attainment of outcomes.

Knowledge and Learning Management (30%)

- Develop learning briefs on key outcome areas and processes
- Develop learning platforms, in country and globally, to share insights and trends from MEAL data
- Design systems and procedures for high-quality information and knowledge management
- Design and implement feedback and response mechanisms and learning-to-action initiatives with project stakeholders

Capacity Building (20%)

- Provide training and capacity building to UWS teams.
- Strengthen Monitoring & Evaluation practices at the school-level through the development of capacity building programme for school-stakeholder (head teachers) on data collection, verification, usage and EMIS systems

Please note, this is not an exhaustive list and other duties may be required in agreement with your line manager.



ABOUT YOU

Experience, Knowledge and Competencies

ESSENTIAL

- Bachelor's degree in data analytics, economics, international development, education, computer science or a related field.
- Proficient in data collection, verification, cleaning, and analysis with advanced skills in Microsoft Excel.
- Proven experience in database management.
- Familiarity with Kobo Toolbox and a statistical software (SPSS, STATA, R).
- Proven experience in conducting project baseline, mid-line and end-line evaluations, preferably using foundational literacy and numeracy assessments.
- Experience in MEAL/M&E within the education development field.
- Ability to produce high quality reports, proposals, presentations and other communications to a range of current and potential stakeholders.
- Ability to research, set up and train others in new systems and procedures for MEAL/M&E.
- Previous experience working with external consultants.
- Strong relationship building skills with proven ability to liaise with a diverse range of stakeholders and colleagues.
- Ability to think and work strategically, take initiative and lead teams with confidence.
- Able to work prioritise tasks to meet tight deadlines.
- Committed to life-long learning and personal professional development.
- Excellent verbal and written communication skills in English.

DESIRABLE

- Familiarity with PowerBI, and canva.
- Experience in developing knowledge management systems, learning platforms and community feedback-and-response mechanisms.
- Familiar with Outcome Harvesting and Most Significant Change approaches.



HOW TO APPLY

Application process

Send your **CV and a cover letter (max. 2 pages)** in English outlining your suitability [here](#) by 14th February.

Application guidelines

- Please attach your CV and cover letter as a separate document.
- You must declare if you know anyone at UWS.
- You should give the details two references, one of whom should be your current (or most recent) employer. References will only be taken once your express permission has been granted.

Selection process: Applications will be reviewed on a rolling basis. UWS reserves the right to close the recruitment process early if a suitable candidate is identified. There will be a technical round followed by a panel interview.

Every individual at UWS needs to:

- Be committed to UWS vision, mission and values and apply them in their daily behaviour and work.
- Be committed to undertaking UWS' safeguarding training and adhering to relevant policies, to ensure everyone who comes to contact with UWS are as safe as possible.

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UWS is committed to the safeguarding of children, and ensuring we recruit safely is central to this commitment. All applicants will be required to undertake a DBS (Disclosure and Barring Service) check (or country-equivalent background check) as a condition of employment. UWS is an equal opportunity employer and commits to treating all applicants fairly. We actively promote diversity and inclusion and encourage applications from under-represented groups. We oppose all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

A close-up photograph of two young girls with dark hair, wearing light blue school uniforms. The girl in the foreground is smiling broadly, holding her right hand to her face with her fingers near her mouth. The girl in the background is also smiling and holding her hands to her face. The background is blurred.

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UWS is a UK registered charity under number 1187721
Learn more at www.uwsglobal.net