

JOB DESCRIPTION

Principal Consultant Thematic Lead Monitoring and Evaluation

Summary

[INTRAC](#) is a not for profit organisation that exists to support civil society organisations to be more effective in addressing poverty and inequality. We do this through strengthening access to sustainable, high quality, transformative capacity development support and through influencing policy makers and funders to improve civil society-related policy, strategy and practice.

Monitoring and evaluation (M&E) has been a core theme of our work for the past 25 years and we have a strong track record and profile in M&E in the sector, through our high quality work in consultancies, training and publications.

This is an exciting opportunity for a dynamic and experienced monitoring and evaluation professional to help shape and develop INTRAC's portfolio of M&E consultancy, training and programme work for the future. The job will include helping to extend our network of M&E consultants, building our public profile on M&E and contributing to our influencing work on shaping how M&E is done in the sector.

The ideal candidate will have worked with a range of non-governmental and civil society organisations in the field of international development. You will have a successful track record of bidding and team leading M&E consultancy work, including design, management and delivery of evaluations and impact assessments. You will have knowledge and experience of developing M&E systems and approaches, and of using a variety of research methodologies in M&E, and you are up to date on current areas of M&E innovation and debate.

Location: Based in Central Oxford (some remote working may be considered)

Reporting to: Training and Consultancies Director

Salary/Grade: Dependent on qualifications and experience.

Full/part time Full time; part-time may be considered.

MAIN RESPONSIBILITIES

THEMATIC LEAD MONITORING AND EVALUATION

- Contribute to the development of INTRAC's portfolio of work on monitoring, evaluation, learning and impact assessment
- Identify opportunities for expanding and increasing the impact of INTRAC's M&E work including consultancies, training and other forms of capacity building work
- Monitor and keep up to date on key developments in relation to M&E in the sector.
- Identify opportunities for expanding INTRAC's public profile on M&E, including identifying areas for supporting learning and convening and documenting practice.
- Expand our network of potential collaborators in M&E including consultants and possible institutional partners (where appropriate)

CONSULTANCY

- Identify and respond to/organise high-quality response to calls for proposals and other opportunities for work in M&E
- Lead on specific consultancy bids or proposals including identifying possible team members (staff or associates) and organising bid preparation
- Deliver/or oversee the delivery of specific consultancy contracts including acting as a team leader where necessary
- Collaborate closely with external associates on specific initiatives and work closely with colleagues of other teams
- Communicate closely with and develop relationships with existing and potential clients.

TRAINING

- Contribute to development and delivery of specific training courses (open, web-based (blended) and/or tailor made), or modules within training courses, on monitoring, evaluation and impact assessment
- Collaborate with external associate trainers to develop and deliver training in innovative ways

PROJECT MANAGEMENT AND QUALITY ASSURANCE

- Act as a project manager on specific externally funded and internal projects ensuring that all administrative and project management tasks are done, and INTRAC's strategic, financial and quality benchmarks are met
- Support quality assurance processes and project management on key assignments undertaken by other staff and associates, including client management, quality assurance and financial control on projects and the thematic portfolio

LEARNING AND BUILDING UP OF ORGANISATIONAL KNOWLEDGE

- Contribute to INTRAC's own development of thematic capacity, including supporting organisational learning and development of internal and external materials and publications in this practice area
- Contribute to the production of INTRAC's research and learning initiatives and publications (blogs, newsletter, website, occasional papers, books, events, etc.)

OTHER DUTIES

- Perform other reasonable duties in support of the organisation as requested by the line manager or Executive Director

PERSON SPECIFICATION

EXPERIENCE & SKILLS

- Commitment to INTRAC's values, vision and mission
- Minimum of 8 years working in international development, humanitarian or related area with civil society organisations. Experience of managing development and/ or humanitarian programmes an advantage
- Proven practical experience and track record in evaluation, impact assessment and development of M&E systems and approaches, in particular for civil society organisations
- Extensive knowledge of current M&E debates and literature within the sector and good networks/contacts within the sector in this area
- Experience of a variety of social science research methodologies (quantitative as well as qualitative) for use in M&E work

- Experience working as a consultant, in particular evaluations, impact assessments and the development of systems for monitoring, evaluation and learning
- Proven experience of designing, delivering and reporting on commissioned assignments with/for civil society organisations, including proposal development and writing and budget preparation and monitoring
- Experience of using a range of capacity building approaches, methods and tools in M&E, including designing and delivering training.
- Excellent partner, client and team management skills
- Entrepreneurial and with the initiative to develop a portfolio of work and ensure the growth of its scope and volume.
- Excellent organisational skills and ability to multi task and work to deadlines.
- Proven strengths in facilitating collaboration and collaborative ways of working both as part of an internal team and with external stakeholders/partners.
- Cross-cultural sensitivity
- Self-aware, adaptable and flexible
- Fluent English and an ability to write clearly and concisely for different audiences including academics and practitioners. In addition, a good working knowledge of another language key to INTRAC's wider work such as Arabic, Russian, French, Spanish or Portuguese is an asset
- Ability to travel as part of research and consultancy assignments

HOW TO APPLY

Application deadline: This post will remain open until a suitable candidate is identified. Previous candidates need not re-apply.

To apply, please download the application documents available on our website:

<https://www.intrac.org/who-we-are/work-with-us/>

Please send your completed INTRAC job application form, the equal opportunities monitoring form, a cover letter in which you demonstrate your qualifications and why you believe that you are the best candidate for this role and a CV (optional) to info@intrac.org. Only complete



applications will be considered. CVs submitted together with the application form will be considered in place of specified sections of the application form. Please start all file names of attachments with your last name.

INTRAC strives to be an equal opportunities employer and welcomes applicants from all backgrounds in society. Applicants must be eligible to live and work in the UK.

TERMS AND CONDITIONS

- INTRAC's standard terms and conditions apply (please see the [INTRAC jobs page](#) for details)
- The minimum working hours are 37.5 hours a week