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# PRINCIPAL CONSULTANT – MONITORING AND EVALUATION JOB DESCRIPTION

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## Background

INTRAC is an independent not-for-profit organisation, dedicated to strengthening the effectiveness of civil society across the world to challenge poverty and inequality, empowering people to gain greater control over their own futures.

In the regions and countries where we work, we seek to strengthen access to sustainable, high quality, transformative capacity development support for civil society and to influence policy makers, government regulators and funders to improve civil society-related policy, strategy and practice. Our work is funded through a combination of consultancy contracts, training fees and grant funding.

Through our consultancies and research work we monitor and analyse trends and policies affecting civil society and contribute to joint learning and the development of good practice in the sector. Our partners and clients include all types of civil society organisations (CSOs), from grassroots and activist organisations to large international level NGOs, as well as bilateral and multilateral donors, foundations, policy makers and regulators who support and set the parameters for civil society.

Our work is delivered by a small group of staff with in-depth thematic, regional and methodological expertise, and a pool of INTRAC associates and independent consultants. Our principal and senior consultants deliver on diverse consultancies that may range from short-term process facilitation, to programme reviews and evaluations, design of capacity building strategies, research consultancies, and long term organisational change. They also support INTRAC's highly regarded training services, through delivering our successful face to face and online open training courses as well as through tailored training designed for individual organisations, and individual coaching and mentoring support. We encourage all our consultants to share learning, good practice and innovation through our website, our open source publications, and through participation in relevant events and conferences.

We are now looking to further expand our pool of staff consultants. As a Principal Consultant for monitoring and evaluation you have the opportunity to contribute to and learn from INTRAC's research, training and consultancy work, liaising with our global network of M&E practitioners and specialists to achieve our mission and vision of strengthening civil society. Through our convening work and publications you have a voice and platform to participate in and influence current M&E practice and debate, and enhance INTRAC's wider contribution to the sector.

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## Main Responsibilities

Reporting to INTRAC's Thematic Lead for Monitoring and Evaluation, the Principal Consultant's main responsibilities will include:

### Consultancy (~ 60%)

- Identify and respond to/organise high-quality response to calls and other opportunities for consultancy work in the area of M&E.
- Lead on/support specific consultancy bids or proposals including identifying possible team leads, team members (staff or associates) and organising bid preparation.
- Deliver and/or oversee the delivery of specific consultancy contracts including acting as a team leader where necessary.
- Collaborate 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 (~ 20%)

- Support development and delivery of INTRAC's training courses related to M&E. These could include open face to face and online training and/or tailored training for specific clients.
- Identify and respond to/organise high-quality response to calls and other training opportunities.
- Collaborate with external associate trainers to develop and deliver training in innovative ways.

### Contribute to the development of INTRAC's portfolio of work on M&E (~ 10%)

Work with the Thematic Lead on M&E and other relevant staff in INTRAC to:

- 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 M&E related developments and debates in the sector.
- Identify opportunities for expanding the public profile of INTRAC in M&E, including through supporting learning and convening and documenting practice.
- Expand our network of potential collaborators in this area including consultants and possible institutional partners (where appropriate).

### **Learning and building organisational knowledge (~ 5%)**

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

### **Other duties (~ 5%)**

- Perform other reasonable duties in support of the organisation as requested by the line manager, Training and Consultancies Director or Executive Director.

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## **Person Specification**

### **EXPERIENCE**

- At least 10 years' practical experience of working in international development with civil society organisations, preferably including overseas experience. Experience of managing development projects/programmes and/or developing/implementing project/programme/organisational M&E systems an advantage.
- Experience working as a consultant on assignments related to monitoring, evaluation and learning would also be an advantage for this position, including: delivering commissioned assignments with/for CSOs; bid development and writing; budget preparation and monitoring; excellent partner, client and team management skills.
- Proven practical experience and track record in individual/organisational capacity building in M&E, including designing and delivering training for CSOs.
- Experience of using a variety of research methodologies (quantitative and/or qualitative) for use in M&E work.
- Understanding of/interest in current M&E debates and literature within the sector.
- Commitment to INTRAC's values, vision and mission

### **SKILLS**

- 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-awareness, adaptability and flexibility
- 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 would be an asset.

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## TERMS AND CONDITIONS

These are as stated in INTRAC's standard terms and conditions (downloadable from our website).

1. The minimum general working hours are 37.5 hours a week
2. The post-holder will be required to travel as part of training and consultancy assignments. Although this is dependent on the assignment, on average, this may amount to around 2 assignments per quarter, usually for a one-week period, and occasionally for up to 10 days.
3. This post is subject to a six months' probation period.

Salary will be dependent on qualifications and experience. INTRAC offers a competitive benefits package, including opt in to INTRAC's pension scheme.

INTRAC strives to be an equal opportunities employer and welcomes applications from all backgrounds. Applications from professionals in the global south are actively encouraged but **you must be eligible to live and work in the UK.**

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## Application process and deadlines

To apply, please download the [application form](#) and [equal opportunities form](#) from the INTRAC website. Then complete and submit along with your CV (maximum 4 A4 pages) and a cover letter (maximum 1 A4 page) explaining your interest in the role and why you believe that you are the best candidate for it.

Please send applications to [info@intrac.org](mailto:info@intrac.org) by midnight Wednesday 27 March 2019.

We aim to interview shortlisted candidates on Friday 5 April 2019. Please note that only shortlisted candidates will be notified. Shortlisted candidates will be asked to submit an example of their written work to the panel ahead of their interview date.