
Senior/ Principal Consultant – Monitoring, Evaluation & Learning Job Description



Background

INTRAC is an independent not-for-profit organisation, based in Oxford, UK. We are dedicated to strengthening the effectiveness of civil society across the world to challenge poverty and inequality and empower people to control their own futures.

We seek to strengthen access to sustainable, high quality and transformative capacity development support for civil society organisations and movements, and to influence policy makers and funders to improve civil society-related policy, strategy and practice. 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. A large part of this work is in the area of monitoring, evaluation and learning (MEL).

Our work is funded through a combination of consultancy contracts, training fees and grants. Partners and clients include all types of civil society organisations (CSOs), from grassroots and activist organisations to international NGOs, as well as bilateral and multilateral donors, foundations, policy makers and regulators who support and set the parameters for civil society.

INTRAC's consultancy and training work is delivered by a small group of staff with in-depth thematic, regional and methodological expertise, and a network of INTRAC associates and independent consultants. Principal and senior consultants deliver on diverse consultancies that may range from shorter-term strategy development, to programme/organisational reviews and evaluations, design of MEL systems, capacity building strategies, research consultancies, and long-term organisational change processes. They also support INTRAC's highly regarded training services, including our face to face and online open training courses, as well as tailored training for organisations, and individual coaching and mentoring. We encourage all our consultants to share learning, good practice and innovation through newsletters and blogs, open source publications, and participation in relevant networks and events.

We are now looking to expand our pool of staff consultants specialising in MEL. INTRAC is increasingly involved in programmes as a semi-independent MEL provider and we anticipate growing our portfolio of work in supporting civil society organisations to strengthen their MEL systems. With this in mind, we are looking for someone who has a particular interest in and experience of designing and/or managing organisational or programme MEL systems.

We will consider applicants at different stages of their careers in MEL: Senior Consultants are expected to have at least 7 years of experience; Principal Consultants are expected to have at least 10 years of experience, including experience of delivering MEL-related consultancies.

Please distinguish in your application whether you are applying for the Senior or Principal level position.

Main Responsibilities

Where relevant, responsibilities are differentiated for the Senior Consultant and Principal Consultant level. Main responsibilities will include:

Consultancy (~ 60%)

- Identify and respond to tenders and other opportunities for consultancy work in the area of monitoring, evaluation and learning, including identifying possible Team Leads and team members (INTRAC staff or associates), and organising bid preparation.
- Deliver and/or oversee the delivery of specific consultancy contracts, including collaborating with external associates and colleagues on specific initiatives. At Principal Consultant level, this will include acting as a Team Lead where necessary.
- Communicate closely with and develop relationships with existing and new clients.

Contribute to the development of INTRAC's portfolio of work on MEL (~ 20%)

Work with INTRAC's consultancy and research teams to:

- Identify opportunities for further strengthening INTRAC's profile in MEL, including on MEL systems.
- Expand INTRAC's MEL portfolio including consultancies, training and other forms of capacity strengthening work.
- Monitor key MEL related developments and debates in the sector, and innovate with MEL approaches in our work.
- Expand our network of potential collaborators in this area including consultants and possible institutional partners.

Training (~ 10%)

- Support development and delivery of INTRAC's open and in-house training courses related to MEL. These could include face to face and/ or online training.
- Collaborate with external associate trainers to develop and deliver training.

Learning and building organisational knowledge (~ 5%)

- Contribute to the production of INTRAC's internal and externally-facing research and learning initiatives and publications on MEL (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, or Chief Executive.

Person Specification

EXPERIENCE

- **Senior Consultant** position - at least 7 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 and managing programme/ organisational MEL systems.
- **Principal Consultant** position - at least 10 years' practical experience, as described above. In addition, must specifically include experience and a successful track record in delivering consultancy assignments, including as a Team Lead.
- Experience of working as a consultant would be an advantage for the Senior Consultant position and is a requirement for the Principal Consultant position, including: delivering MEL assignments with/for CSOs; bid development and writing; budget preparation and monitoring.
- Experience of using a variety of research methods (qualitative and quantitative) for use in monitoring and evaluation work. Experience of quantitative methods would be an advantage.
- Practical experience in developing individual and organisational capacity in MEL.

SKILLS

- Proven MEL skills, including in: quantitative and qualitative methods; MEL systems design and management; Theory of Change.
- Excellent organisational skills and ability to multi task and work to deadlines.
- Excellent partner, client and team management skills.
- Facilitation skills, including proven strengths in collaborative 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 such as Arabic, Russian, French, Spanish or Portuguese would be an asset.

OTHER

- Understanding of/ interest in current M&E debates and literature within the sector.
- Commitment to INTRAC's values, vision and mission.

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 for a full-time position. While we are seeking to appoint a full-time staff member, based at the INTRAC office in Oxford, we will consider part-time and remote working.
2. The post-holder will be required to travel as part of consultancy and training assignments. Although it depends on the assignment, on average, this may amount to around 2 trips 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.**

Application process and deadlines

To apply, please download the [application form](#) and [equal opportunities form](#) from the INTRAC website. Then complete and submit these along with:

- your CV (maximum 4 A4 pages) and
- a cover letter (maximum 1 A4 page) explaining your interest in the role and how you think you could contribute to INTRAC's portfolio of MEL work.

Please clearly distinguish whether you are applying for the Senior Consultant position or Principal Consultant position in your application.

Please send applications to info@intrac.org by **midnight UK time on Sunday 15 March 2020.**