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## Consultant – Projects and Research

### Job Description



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#### About the role

As Consultant – Projects and Research you will play a central role in the delivery of INTRAC’s consultancy services. You will coordinate short and long term projects, involving team members and partners from around the world, ensuring effective delivery and rigour in the production and use of evidence and learning.

You will have experience as part of project teams involving monitoring, evaluation and learning (MEL), research, and/or individual and organisational learning and development. You will have an eye for detail, experience generating and analysing evidence, experience coordinating complex projects, and will be comfortable coordinating a number of tasks with competing deadlines at the same time.

We are looking for a versatile and dynamic individual, wanting to use their skills to support civil society around the world and with an interest in current debates concerning decolonisation and movements to shift power.

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#### About us

INTRAC is a values-driven not-for-profit organisation, dedicated to strengthening the effectiveness of civil society across the world to challenge poverty and inequality. We provide consultancy, training, and research to support civil society organisations do what they want to do, better. We work at the intersection of global partnerships – engaging with the staff and offices of INGOs and funders in the global north, and a wide range of civil society actors in the global south. Our offer responds to these two primary audiences, focused on how to develop in both these arenas, as well as how to work effectively together. We are at an exciting juncture as we look to develop our offer in line with movements to decolonise, shift power and localise in the sector. As we look to the future, we are clear that our work must align to and help us deliver our ambition of strengthening the practice of shifting the power.

Our work is delivered by a small group of staff and a global network of practitioners with in-depth thematic, regional and methodological expertise. We carry out diverse consultancies in monitoring evaluation and learning (MEL), organisational development, capacity strengthening, organisational change and accompaniment processes. Our consultants support INTRAC’s highly regarded training services, including our online open training courses, tailored training for organisations, and individual 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.

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#### Location

This is a remote working position. International travel may be required, along with occasional travel to INTRAC together days and team meetings.

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#### Reporting to

Principal Consultant

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## Salary

£25,000 - £28,500 pro-rata

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## Hours/days per week

12-months fixed term with likely extension, 37.5 hours per week (0.8 FTE will be considered). We are happy to explore secondment opportunities

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## Key responsibilities

### Consultancy coordination and delivery (75%)

- Support the design and delivery of a portfolio of short and long term consultancies (these could be in the areas of monitoring, evaluation and learning, organisational development, research)
- Contribute to work plans, project reports and budgeting, coordinate project administration including contracts and progress monitoring.
- Coordinate activities ensuring quality and rigour, liaising with staff, network members, partners.
- Carry out activities such as data collection, evidence generation, analysis and review, report writing and editing.
- Coordinate learning resources, events, training schedules, meetings and webinars
- Write and edit project communications and learning materials, such as blogs, supporting internal and external project learning events.

### Learning, influencing and strategy (15%)

- Monitor trends in the civil society sector, undertake small scale thematic research, knowledge generation and learning on areas of interest to you and INTRAC.
- Contribute to the production of INTRAC's internal and externally facing research and learning initiatives and publications, including blogs, newsletters, social media and events.
- Contribute to INTRAC's strategic development and ambition to strengthen the practice of shifting power.
- Contribute to internal working groups and other internal assignments.

### Business and network development (10%)

- Contribute to bids as required by the bid manager, including technical proposals, liaising with potential team members and partners.
  - Support network learning events.
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## Person specification

### Experience

- Minimum of two years' professional experience in a similar role, preferably in the international not-for-profit or civil society sector.
- Experience of project administration, including budgets, workplans and reporting.
- Experience in quantitative and qualitative monitoring and evaluation or research tools and methods
- Experience in organising and analysing data, including use of Kobo toolbox, Nvivo and/or other data analysis software.

- Knowledge of international development and civil society issues.
- Experience in online facilitation and use of virtual platforms and tools, for example: Zoom, Teams, Moodle (D).
- Experience in using customer relationship software, ideally Salesforce (D).
- Experience in designing and managing website and social media content (D).

#### **Qualifications**

- Educated to degree level in a relevant subject or equivalent professional experience.

#### **Skills and attitudes**

- Strong analytical, writing and editing skills, including the ability to write clearly and concisely in English (E).
- Language skills, particularly French, Spanish or Arabic (D).
- Excellent organisational skills and the ability to work to deadlines in complex work processes involving multiple parallel demands (E).
- Ability to communicate effectively (using remote methods) with a diverse group of people from different organisations and countries (E).
- Commitment to INTRAC's core values and purpose (E).
- Interest in and commitment to the shift the power movement which is reimagining new roles in international development (E).