
Senior Consultant – MEL

Job Description



About the role

As Senior Consultant – MEL you will play a central role in the design and delivery of INTRAC’s MEL offer. You will help us explore how the language and approach of MEL can change to strengthen the practice of shifting power: ensuring MEL is supporting locally led development, raising the profile of diverse knowledge and innovating with different ways of capturing and evidencing practice. In this context you will win and develop consultancies building on your MEL expertise, working with network consultants, colleagues, partners and donors around the world. You will help build our global network of consultants, nurturing existing and new relationships, developing partnerships and securing resources to help us achieve our vision.

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 training, research and consultancy 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 that may range from shorter-term strategy development, to programme/organisational reviews and evaluations, design of MEL systems, capacity building strategies, long-term 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.

Location

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

Reporting to

Principal Consultant

Salary

£38,000 - £40,000 pro-rata

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.

Key responsibilities

Consultancy and training (45%)

- Deliver and/or oversee the delivery of specific consultancy contracts in the area of monitoring, evaluation and learning. This includes team leadership on appropriate consultancies and collaborating with network consultants and colleagues on specific initiatives.
- Provide job management, quality assurance and other support for network consultants carrying out work for INTRAC.
- Support development and delivery of INTRAC's open and in-house training courses related to MEL.

Business and network development (40%)

- Identify and respond to tenders and other opportunities for consultancy work, particularly those that secure work for consultants in our network, that strengthen our profile, expand our portfolio, and help the practice of shifting power. This will involve working closely with the business development team, strategic partners and network consultants.
- Identify possible Team Leads and team members and organise bid preparation.
- Expand our network of consultants and partners in different parts of the world, maintaining and building relationships with new and existing consultants and clients.

Learning, influencing and strategy (15%)

- Monitor and engage in key MEL related developments and debates in the sector and innovate with MEL approaches.
 - 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.
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Person specification

Experience

- At least 7 years' practical experience of working in international development with civil society organisations.
- Experience of developing and managing programme and organisational MEL systems and delivering MEL assignments with CSOs.
- Practical experience in developing individual and organisational capacity in MEL.
- Experience mentoring practitioners, providing technical advice, support, quality assurance.

- 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.
- Experience of bid development and writing, budget preparation and monitoring.
- Experience of working with a team of consultants, coordinating and ensuring quality of work remotely.
- Experience of carrying out training on MEL and adult learning methods is desired.

Skills

- Proven MEL skills, including in: quantitative and qualitative methods; MEL systems design and management; Theory of Change.
- Excellent organisational skills and ability to multitask 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.
- Excellent communication skills.
- 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 MEL debates and literature within the sector, especially how MEL can/should change to strengthen the practice of shifting power.
- Commitment to INTRAC's values, vision and mission.