



HM Government



CSSF  
GLOBAL MEL  
Partnership

## CONSULTANCY ADVERTISEMENT:

# MEL Adviser

Minimum 50% availability,  
ideally based close to London.

February 2021



## Project Background

The UK government funds over £1 billion in programming per year through the Conflict, Stability and Security Fund (CSSF). Operating in over 70 countries, CSSF is central to the UK government's work overseas. CSSF has contracted Integrity Research and Consultancy, and our partner LTS-Niras, to deliver the Global Monitoring, Evaluation and Learning (GMEL) contract. Through this contract, we aim to help the CSSF cultivate world-class monitoring, evaluation and learning (MEL) that meets the demands of programming in fragile and conflict affected contexts and generates and synthesises evidence for policy and decision making.

To achieve this ambition we:

- Support CSSF to develop and use tools and approaches that are appropriate for the complex environments in which the fund operates.
- Equip the CSSF network with the confidence and skills to make long-lasting transformational changes that allow evidence-based decision making.
- Create opportunities for CSSF stakeholders to engage and connect to enable learning and shared understanding.
- Collaborate with Senior Leadership to build confidence in the value added by good MEL practices.

We are a multidisciplinary team working collaboratively with the Joint Funds Unit (JFU) and CSSF to deliver transformational support. Our team bring together an exciting blend of MEL experts, organisational development specialists, skilled facilitators and thematic specialists. Together, we deliver technical capability, capacity and surge support in an adaptive and highly responsive way.

## Scope of Work

We are seeking an experienced and established MEL expert to join the GMEL core team and deliver Fund-level MEL initiatives. The **MEL Adviser** will work closely with the Team Lead, MEL Systems Lead and other colleagues across the GMEL Practice Areas. This unique position will include supporting the design and delivery of adaptive MEL approaches and methods to programme theory and theories of change. The MEL Adviser will lead, support and guide GMEL support to programme theory and also take lead roles in developing and reviewing MEL frameworks and tools. He/she will work directly with the CSSF to enable others to use existing or new tools, as well as undertaking data synthesis. Specific responsibilities include:

- Lead efforts to support CSSF to design, adapt and develop theories of change.
- Support efforts to collate and synthesise data at fund-level on specific thematic and policy priorities.
- Lead the delivery of thematic and other evaluations and reviews.
- Lead engagement with CSSF stakeholders to understand MEL requirements.
- Provide technical inputs to interventions (e.g. collaborative design and development of actor-based Theories of Change, MEL frameworks, MEL plans, results frameworks, learning questions, etc.)
- Support for the development and application of MEL capability initiatives, including training, coaching, and peer-to-peer learning.

## Your Experience and Expertise

We are looking for a wide range of MEL experience, and while appreciative of the need to have traditional MEL expertise, **the MEL Adviser should have experience delivering adaptive and other innovative approaches** to strengthening MEL systems and evaluations – especially in highly fluid and complex contexts.

In particular:

- Minimum 8 years' experience.
- Experience of leading the development and adaptation of MEL frameworks and tools for complex programmatic environments.
- Experience of working on donor government programmes in two or more of the following thematic areas: conflict and instability, hostile state actors, countering disinformation, transnational threats, serious and organised crime, counterterrorism, gender equality.
- Experience leading the design and delivery of theories of change.
- Familiarity with actor-based models, outcome harvesting and outcome mapping.
- Experience of linking theory of change work to the development of MEL tools for complex programmatic environments, including result frameworks, progress markers, and outcome harvesting approaches.
- Experience of designing, utilising and adapting quantitative, qualitative and/or mixed research and analysis methods.
- Experience of working collaboratively within a team and to support others relating to specific MEL technical inputs.
- Experience producing reports and visuals.
- Experience of working in fast-paced environments with the ability to adapt to new information, constantly reprioritise and work closely with senior government stakeholders.
- Experience operating in Fragile and Conflict Affected States and familiarity with the CSSF network desirable.
- Experience in agile work methodologies and influencing the work of both colleagues and external stakeholders.

### Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

### Security Clearance:

- This position requires UK Government security clearance. If this is not already held by the preferred candidate, it can be applied for post-recruitment.
- We are ideally looking to engage candidates with UK citizenship, with at least 5 years residency in the UK in the past 10 years, 2 years of which must be consecutive.
- We will also accept applications from non-UK citizens, who have resided in the UK for at least two of the past five years, which should include a consecutive 12-month period (short periods outside of the UK such as holidays are not deducted from this 12-month period).

## Competencies

Competency	Definition
<b>Curious</b>	The impulse to seek new information and experiences and explore novel possibilities <ul style="list-style-type: none"> <li>• Demonstrates genuine inquisitiveness.</li> <li>• Has a bias toward asking and learning.</li> <li>• Demonstrates an interest in others and what they might have to share.</li> </ul>
<b>Adaptable and flexible</b>	The ability to adjust or change to best meet the needs of the situation or environment. <ul style="list-style-type: none"> <li>• Engages in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges.</li> </ul>
<b>Creative</b>	The impulse to understand problems and discover new opportunities and solutions for problems by looking beyond current practices and using innovative thinking. <ul style="list-style-type: none"> <li>• Knows when a new approach is required.</li> <li>• Introduces new ways of working.</li> <li>• Draws on the expertise of a team with a diverse range of experience and skillset.</li> </ul>
<b>Collaborative</b>	The ability to work co-operatively with a range of stakeholders, to be part of a team, to work together as opposed to working separately or competitively. <ul style="list-style-type: none"> <li>• Acts to promote a friendly climate, good morale and co-operation.</li> <li>• Works to address and resolve conflicts within the team.</li> <li>• Creates and supports opportunities for cross functional team working.</li> <li>• Relationship building.</li> </ul>
<b>Organised</b>	The ability to plan and monitor one's own work and the work of others to ensure achievement of desired results. <ul style="list-style-type: none"> <li>• Coordinates ideas and resources to achieve goals.</li> <li>• Identifies the sequence of tasks and the resources needed to achieve a goal, and prioritises key action steps. Anticipates the impacts and risks of decisions and actions.</li> <li>• Creates realistic schedules and follows them. Evaluates progress against schedule and goal. Evaluates proposed actions and timelines against the project's theory of change.</li> </ul>

## Our offer/Further details

Ideally the candidate will have easy access to London. The successful candidate will be contracted on a consultancy-basis. We are ideally looking for an individual with at least 60-70% availability. However, we are open to receiving applications from those with at least 50% availability.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://www.integrityglobal.com/apply) and attach a CV.

**Exercise to share along with your tailored CV:** In no more than 200 words, please outline your experience in delivering adaptive and other innovative approaches to strengthening a MEL system.

The closing date for applications is **26 February 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

***Candidates must have the right to work in the UK.***

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.*