



Advertisement:

# Monitoring and Evaluation Analyst

Full-time, based in Washington DC, USA or  
London, UK for a minimum of 2 years.

November 2019

## Introducing Integrity

**Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.**

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change.

We deliver seven complementary services: project management and implementation / monitoring, evaluation and learning / research, evidence and analysis / stakeholder engagement / capacity development / risk management / data and knowledge management.

Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Integrity has offices in the US, UK, Jordan and Kenya. Our multi-national team of over 50 specialists deliver complex programs in fragile geographies.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict and fragile contexts. We transform conflict and build stability, accountability and prosperity.

**Mission:** We help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

Integrity is recruiting a Monitoring and Evaluation (M&E) Analyst to work with our M&E Manager in Kabul and members of the M&E Team in Washington, DC and the UK to assist with the analysis and reporting process for the project performance monitoring aspects of a Third-Party Monitoring (TPM) project in Afghanistan. Working closely with the M&E Manager - Kabul, s/he will help clean, code, and analyze third-party monitoring data. The M&E Analyst may also contribute to the drafting monitoring reports and other deliverables. Expected outputs and deliverables will include:

1. Participation in skills and systems workshops.
2. Cleaned, coded, and quality checked monitoring data each monitoring cycle.
3. Written input into monitoring reports (as needed).
4. Input into presentations and handouts, as needed.

This is a full-time consultancy role for the duration of the two-year program that will start in January 2020. The role will be based in Washington DC, USA or London, UK. This position may require travel to Kabul, Dubai, UAE for client meetings or workshops. Please be advised that the position is dependent on project award.

## Terms of Reference

### A. Planning and Design

- Participate in monitoring and analysis skills and systems training.
- Assist with the set up of the data flow and analysis process.

### B. Data Analysis and Reporting

- Work with other M&E Analysts and Third-Party Monitoring team members to transfer raw monitoring data onto analysis system for cleaning and quality assurance checks.
- Review and quality assure monitoring data.
- Code qualitative evaluation data.
- Conduct initial analysis of data with the oversight of the M&E Manager – Kabul.
- Assist the with the planning and management of the data analysis workshops, as needed.
- As needed, draft and finalize assigned sections of monitoring reports and other deliverables with the oversight of the M&E Manager - Kabul.
- Participate in presentation of findings to stakeholders, as needed.

## Your Experience

The M&E Analyst will have:

- At least two years of experience in either research or monitoring, evaluation, and learning.
- Practical knowledge of quantitative and qualitative research and/or monitoring methodologies.
- Exceptional organizational skills, attention to detail and follow through.
- Proficiency with Microsoft Office (e.g. Outlook, Excel, Word, Power PI) and qualitative and quantitative analysis software (e.g. NVIVO, SPSS, R etc.).

### Required Interpersonal Skills

- Ability to effectively and efficiently handle multiple tasks simultaneously with precision and adapt to changes in responsibilities and workloads.
- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem solving.
- Strong communication skills.

- Accustomed to teamwork and able to sustain positive and frequent communications for a remotely managed monitoring team in a challenging, high-risk environment.
- Ability to work independently where necessary.
- Works well in a diverse team.

### Preferred Qualifications

- University degree (e.g. BA or BSc).
- Experience in remotely managed monitoring or research in Afghanistan.

### Language

- Excellent written and spoken Dari and/or Pashto.
- Strong working knowledge of English, both verbal and written.

### 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 and Cover Letter at the bottom of your application.

The closing date for applications is **29 November 2019**. 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 US or 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.*



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