



JOB ADVERTISEMENT

MANAGER, MONITORING, EVALUATION & LEARNING / RESEARCH, EVIDENCE & ANALYSIS

Full-time staff position, based in the UK.

November 2020



INTEGRITY

**CELEBRATING
10 YEARS
OF SERVICE**

R-ID-130

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 work across all phases of the project cycle, delivering ten complementary services: research, evidence and analysis (REA) / monitoring, evaluation and learning (MEL) / data and knowledge management (DKM) / project management (PM) / grant and fund management (GFM) / risk management (RM) / technical assistance (TA) / capability and capacity development (CCD) / stakeholder engagement (SE) / communications (Comms). 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.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 50 specialists deliver a diverse and global portfolio of projects for a range of government clients and international institutions including DFID, USAID, the FCO, US State Department and the World Bank.

We are guided by an organisational vision, mission and commitment.

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. See our values [here](#)

Further information about Integrity can be found at www.integrityglobal.com.

How the Manager fits into the Integrity team

The Manager plays a varied technical and management role at Integrity, working primarily on the design and delivery of Monitoring, Evaluation, & Learning (MEL) and Research, Evidence & Analysis (REA) projects.

The Manager will sit within our Services Team, which leads the design and delivery of our work. Responsibilities will include supporting technical design and proposal development, technical delivery, project management, and wider organisational learning. The Manager will work flexibly across Integrity's different services and teams and be attracted to a fast-paced working environment.

The role is based in the UK¹ and will report to a senior member of the Services team. They will also work closely with other teams, particularly the Business team to design new projects, manage consultants and build relationships with key partners and institutions.

The Manager's Scope of Work

The Manager role is a varied one, including project design, delivery and learning.

The Manager will support the technical design of bids for clients including FCDO and USAID. This includes supporting the development of appropriate and innovative approaches and methodologies to meet the needs of our clients, and writing technical proposals.

The Manager will also play a role in the delivery of contracted projects, particularly relating to MEL; REA; and DKM. They will work flexibly across a variety of thematics such as fragility and conflict, health, education, gender and social inclusion, economic growth, governance, security and justice, and climate.

In addition, you will also support the consolidation of good practice within the company and take on line-management responsibilities for more junior staff members.

Terms of Reference

A. Design (30%)

The Manager will play a key role in supporting the design of Integrity's MEL and REA approaches, particularly through developing approach papers and technical proposals. You will:

- Contribute to the technical design of new Integrity opportunities, from identification and pre-positioning through to submission, negotiation and inception. This includes the development of technical approaches, selection of methods and tools, team design and work planning.
- Develop and sustain strong working relationships with key clients and other relevant accounts.
- Support the growth and/or improvement of the MEL and/or REA service offerings.
- Engage with and influence emerging opportunities, delivery concepts and ensure Integrity's MEL and/or REA offerings are responsive to market requirements.
- Lead and/or contribute to internal and external communications on agreed services, thematics and/or geographies.

B. Technical Delivery (40%)

The Manager will play a key role in delivering Integrity's projects. This includes management and advisory roles, working in collaboration with leading experts from Integrity's bench of consultants. You will:

- Lead and/or support the development of approaches, methods and tools for REA and MEL projects.

¹ Applications from candidates in other geographies will be considered if this is conducive to service levels.



- Undertake desk-based research and report-writing in line with client needs and styles.
- Contribute to or undertaking internal and external workshops (i.e. with client teams).
- Undertake reviews and quality assurance of technical deliverables by consultants.
- Undertake data collection, as well as data analysis and the write up of findings.
- Establish and manage relationships with stakeholders, to ensure effective technical collaboration.

C. Project Management (20%)

The Manager will support Integrity to deliver its portfolio of projects and relationships on time and to high quality standards through management roles. You will:

- Ensure projects are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethos, systems and processes.
- Support the management and oversight of team delivery and work planning.
- Manage and mitigate project risks and track progress.
- Effectively, empathetically and diligently manage relationships with team members, clients, consortium partners and stakeholders more broadly.

D. Learning (5%)

The Manager will support internal and external learning, including:

- Leading on the identification of lessons learned from projects and beyond and facilitating lesson-learning within teams or company-wide.
- Engaging with the wider sector by attending and participating in external events.
- Improving information capture, recording and institutional memory on Integrity's portfolio.
- 2% of the Manager's time will be reserved for personal professional development and learning activities.

E. Staff Management and Development (5%)

- Line manage and/or mentor select junior Integrity staff and/or corporate consultants.
- Work with colleagues under line management to develop their careers, contributing to professional advancement, job satisfaction and personnel retention.

Your Experience

The Manager will have:

- A Master's degree in a relevant subject, such as economics, political economy, international development, or a related subject.
- 5+ years' experience working within the international development and/or the consultancy sectors.
- Experience in business development, with a track record of supporting the drafting of proposals for donors such as FCDO, USAID and World Bank.



- Strong conceptual understanding of MEL and research, with the ability to support the design of innovative, practical and commercially viable technical solutions covering the full project lifecycle from design to delivery.
- Strong research/analysis skills covering instrument design, data collection, analysis and report writing.
- Excellent written and verbal communication skills in English language.
- The ability to communicate, work in a team, and collaborate with individuals with diverse backgrounds, and with external stakeholders.
- Ability to work in a fast-paced environment to tight deadlines when required.

It is desirable that the Manager also have:

- A good understanding of at least one key thematic relevant to the international development sector, such as: health, education, climate and natural resources, gender and social inclusion, or fragility and conflict.
- Methodological experience related to any of the following: quantitative or qualitative research; complexity-aware approaches; mixed methods evaluation or research; sampling strategy design; applying MEL approaches in fragile states; and evidence synthesis and uptake.
- Software expertise, e.g. STATA, Python, R, Microsoft Excel, Access, Nvivo, Power BI, etc.
- Working level language skills in French and/or Arabic and/or Urdu.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at <http://www.integrityglobal.com/apply/> and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **4th December 2020**. 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.



**LISTEN
COMPREHEND
RECOMMEND**