



CONSULTANCY ADVERTISEMENT

MEL EXPERT, TECHNICAL PROPOSAL WRITER

Short-term consultancy position.

October 2020



HRO-240

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 programme and project cycle, delivering ten complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / programme and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. 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.

Scope of Work

Integrity is seeking freelance MEL Experts who are interested in being part of a pool of Technical Proposal writers. Candidates would enter into a long-term framework agreement with Integrity.

As a Technical Proposal Writer, you will be contracted on a consultancy basis to support Integrity to design and develop technical methodologies related to Monitoring, Evaluation, and Learning, Research, Evidence and Analysis, and Data and Knowledge Management for specific opportunities (mainly funded by FCDO, USAID and World Bank). Interested candidates may also be added to team proposals as part of the project delivery team.

You will possess advanced design skills, and should be able work to flexibly across at least two of the following thematics: economic growth; governance; fragility and conflict; health; education; security and justice; climate, natural resources and environment; and gender and social inclusion.

Core Responsibilities

Your core responsibility will be to serve as technical proposal writer for a variety of proposals focusing on for instance Third Party Monitoring, MEL framework design and capacity building, independent performance or impact evaluation, policy and action research, or evidence synthesis, dissemination, and uptake. Interested candidates may also be added to proposals as part of client delivery teams.

You will:

- Attend key bid preparation meetings to support the identification of win themes and the development of key messages in the proposal narrative.
- Design technical solutions for clients, including analytical approaches, data collection and sampling strategies, dissemination approaches, and project plans.
- Contribute to the workplan development in collaboration with bid managers.
- Write (either independently or as part of a team) clear, compelling methodology sections that are compliant with bid requirements including evaluation criteria.
- Work with a variety of specialists across the organisation to incorporate their input into the technical proposal ensuring they come across as a 'one voice' technical solution.
- Identify more appropriate content formats (e.g. infographics, diagrams) that help strengthening the bid readability.

Your Experience

- As MEL Expert, at least 7 years' experience working in the international development sector, for FCDO, USAID, World Bank or other comparable clients, implementing TPM programmes, independent performance or impact evaluation, policy and action research, or evidence synthesis, dissemination, and uptake. Candidates with experience in conducting MEL in fragile states are preferred.
- Proven methodological experience in using toolkits related to: rigorous quantitative or qualitative research, complexity-aware approaches, mixed methods research or evaluation, sampling strategy design.
- Previous ability to design innovative, practical and viable technical solutions for donor funded projects. Candidates with experience in proposal writing are preferred.
- Excellent ability to work flexibly as part of a team in a fast-paced environment with tight timelines.

Languages:

- Exceptional writing and editing skills, with ability to write persuasive, clear, and compelling narrative in English that is customised to bid requirements.

How to Apply

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

This recruitment is open-ended and will be closed once we have found suitable candidates. **We encourage early applications.** We will review candidates on a rolling basis and only shortlisted applicants will be contacted.

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**