



JOB ADVERTISEMENT

MANAGER MONITORING, EVALUATION, LEARNING -

SOMALIA MULTI-PARTNER FUND MONITORING AGENT

Full-time staff position based in Kenya, the UK, or the US.

Position is contingent on the awarding of funding.

May 2021



R-ID-144

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

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, 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: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure 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.

How the Manager, Monitoring, Evaluation and Learning (MEL) fits into The Integrity Team

The Manager, MEL is a permanent staff position, based within our Services Team, which leads the design and delivery of our work. The Manager will be based in Kenya, the UK or US and will report to a senior member of the Services Team.

Your responsibilities will include project management, technical delivery, particularly of monitoring and evaluation contracts, business and proposal development, and wider institutional learning. You will work flexibly across Integrity's different services and in a fast-paced working environment. You 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.

This position is dependent on the award of the Somalia Multi-Partner Fund Monitoring Agent contract. If Integrity is successful in our submission, you would initially focus on the SMPF in a core delivery team role. The role is expected to begin in July 2021.

Somalia Multi-Partner Fund Monitoring Agent - Project Background

Somalia Multi-Partner Fund

The World Bank has established a multi-donor trust fund (MDTF) called the Somalia Multi Partner Fund (MPF). It aims to support peace- and state-building in Somalia following recent political and security improvements that present the country with a window of opportunity to transition from over two decades of conflict and fragility. The objective of the MPF is to provide a platform for coordinated financing for the sustainable reconstruction and development of Somalia, with a focus on core state functions and socio-economic recovery. The MPF is a central part of Somalia's external development assistance framework and is linked to the Somalia Reconstruction and Development Facility (SRDF), which provides the overarching governance framework for a number of MDTFs in Somalia, including the MPF and a UN multi-donor trust fund.

Monitoring Agent

Integrity recently submitted a proposal to the World Bank to be the Monitoring Agent (MA) on the Somalia Multi-Partner Fund (MPF). The objective of the assignment is to provide third-party monitoring and assurance, ensuring that MPF funds executed by Somali authorities are utilized for the purposes specified in MPF grant agreements. The MA will support the World Bank to fulfil its fiduciary, procurement, monitoring and supervision obligations with respect to the expanding range of MPF projects. The scope of the MA's work covers the monitoring of activities under World Bank's implementation support activities in the Somalia portfolio. This includes: support to task teams in the verification of results; verification of outputs against physical progress and financial progress reports; the alignment between physical and financial progress; monitoring and identifying risks related to implementation and disbursement progress, environmental and social performance, project implementation arrangements, human resource management, and fiduciary aspects.

The Manager's Scope of Work

We are seeking a Manager in MEL to support the SMPF MA through work with the Analysis and Reporting Team.

Should we be successful in our submission you will play a major role in the delivery of the Analysis and Reporting Team, working with Physical and Financial Monitoring Teams and the Digital Platform Unit to produce a variety of monitoring and ad hoc reports. This will require experience in project management, technical expertise and confidence in managing remote teams and working effectively with clients and consortium members.

The Manager, MEL, will work with the Analysis and Reporting Lead and the A&R Team in Nairobi to manage the analysis and reporting process for the project performance monitoring aspects. Working closely with the Nairobi based Monitoring Expert, you will be responsible for the quality assurance and

analysis of third-party monitoring data, drafting and finalisation of monitoring reports. This position may require travel to Nairobi, Mogadishu or Washington DC.

Over time, you will also have the opportunity to support the technical design of bids for clients including FCDO, USAID and World Bank. This includes developing appropriate and innovative approaches and methodologies to meet the needs of our clients and writing technical proposals. These proposals will relate to key service offerings, including: Monitoring, Evaluation & Learning (MEL); Research, Evidence & Analysis; and Data and Knowledge Management. You will work flexibly across a variety of thematics including: fragility and violent conflict; health; gender and social inclusion; climate, natural resources and environment; humanitarian assistance; economic growth, governance; and security and justice.

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

Beyond the project lifetime of the SMPF MA (see above), we envisage the Manager taking on a mix of responsibilities as outlined below.

A. Design (20%)

The Manager plays a key role in designing Integrity's MEL approaches, particularly through developing approach papers, leading technical proposals, assuring the quality of Integrity's overall methodological approach and representing Integrity externally.

- Contribute to the articulation, development and roll-out of MEL and research approaches and methodologies, in line with Company Strategy.
- Contribute to, the technical design of new Integrity opportunities, from identification and pre-positioning through to submission, negotiation and inception.
- Develop and sustain strong working relationships with key clients and other relevant accounts.
- Provide constructive quality assurance of technical offers on selected new programmes and/or bids.
- Support the growth and/or improvement of the MEL service offering, under the leadership of H/MEL.
- Engage with and influence emerging opportunities and delivery concepts and ensure Integrity's MEL offering is responsive to market requirements.
- Lead and/or contribute to internal and external communications on agreed services, thematics and/or geographies.

B. Technical Delivery (50%)

The Manager will play a key role in delivering Integrity's projects. This includes leadership and advisory roles and working in collaboration with leading experts from Integrity's bench. Particular areas of focus will include:

- Supporting the technical development of MEL projects including designing MEL frameworks and data collection tools, and sampling strategy design.

- Undertaking desk-based research.
- Contributing to or undertaking external workshops (i.e. with client teams)
- Undertaking reviews and quality assurance of technical deliverables
- Undertaking or supervising remote and in-country fieldwork and data collection and cleansing
- Undertaking data analysis, drafting findings and finalising reporting.
- Establishing and managing 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 and governance roles.

- Support the management and oversight of evaluation teams' delivery and work-planning
- Provide oversight of evaluation of risks and progress.
- Effectively, empathetically and diligently manage relationships with clients, consortium partners and stakeholders more broadly.
- Ensure projects are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethics and ethos.

D. Learning (5%)

The Manager supports internal and external learning, particularly around third-party monitoring methodologies. This includes building awareness of Integrity's approaches and strengthening the capacity of colleagues to design and deliver to the required standard.

- Lead the identification of lessons from across Integrity's portfolio, and beyond, and facilitate lesson-learning across the Team.
- Work with colleagues to support their professional development in areas of specific expertise or companies, including supporting the development of in-house training materials and delivery of training.
- Engage with the wider sector through attendance and participation in external events etc.
- Improve information capture, institutional memory and learning from Integrity's projects.
- 2% of the Manager's time will be reserved for professional development and learning activities.

E. Staff Management (5%)

- Line manage 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 and Expertise

The Manager, MEL will have:

- 5-7 years+ experience working on monitoring, evaluation and learning within international development and/or the consultancy sector.
- Master's degree in a relevant subject such as economics, political economy, international development or related subject.
- Good understanding of monitoring and evaluation framework design, instrument design, contextual analysis, Theory of Change design, data collection supervision, and analysis plan development.
- Experience designing and delivering monitoring and evaluation projects, using qualitative and quantitative data collection methodologies including direct observation, survey forms, call centre data collection, key informant interviews, focus group discussions and MIS review.
- Demonstrated experience of quality control, quality assurance, and analysis of M&E data; leading the writing of monitoring and learning reports in a variety of different reporting formats.
- Strong proficiency with Word, Excel, and PowerPoint.
- Excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders including government entities and international agencies.
- Written and oral fluency in English, with the ability to write clear and compelling narrative.

It is highly desirable that the Manager will also have:

- Software expertise: PowerBI, NVivo, R Studio, and ArcGIS.
- Experience working with the World Bank, DFID, FCO and/ or USAID.
- Sectoral experience monitoring emergency humanitarian interventions, infrastructure development, economic growth and financial inclusion, environmental and social safeguarding.
- Experience supporting the pursuit of new business, including competitive bidding.

SMPF MA Project Competencies

Competency	Definition
User-focused	<p>To be able to ensure that stakeholders gain from the relationship so they can be sufficiently motivated to engage and cooperate.</p> <ul style="list-style-type: none"> • Talks to stakeholders to understand issues, what they want and how satisfied they are with our support and/or products. • Let stakeholders know they are working to meet their needs. • Finds ways to measure and track stakeholder satisfaction. • Anticipates, meets and exceeds the needs and expectations of stakeholders (internally and externally). • Works together to build long-term relationships and focuses efforts on delivering increased value.

Adaptable and flexible	<p>The ability to adjust or change to best meet the needs of the situation or environment.</p> <ul style="list-style-type: none"> Engages in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges.
Collaborative	<p>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.</p> <ul style="list-style-type: none"> Acts to promote a friendly climate, good morale and co-operation. Works to address and resolve conflicts within the team. Creates and supports opportunities for cross functional team working.
Organised	<p>The ability to plan and monitor one's own work and the work of others to ensure achievement of desired results.</p> <ul style="list-style-type: none"> Coordinates ideas and resources to achieve goals. 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. Creates realistic schedules and follows them. Evaluates progress against schedule and goal. Evaluates proposed actions and timelines against the project's theory of change.

Integrity Core Competencies

The Manager 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 www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **31 May 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 either Kenya, the UK or the US.

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 data protection laws.



**LISTEN
COMPREHEND
RECOMMEND**