



**JOB ADVERTISEMENT**

# **SENIOR EXPERT, MEL**

Full-time staff position based in the UK.

June 2021



## 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](http://www.integrityglobal.com).

## How the Senior Expert, Monitoring, Evaluation & Learning (MEL) fits into the Integrity Team

*The Senior Expert, MEL will be a varied technical and management role at Integrity, working primarily on the design and delivery of Monitoring, Evaluation and Learning projects.*

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

The Senior Expert will be based in London 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.

## Scope of Work

*The Senior Expert, MEL role is a varied one, including project design, delivery and learning.*

The Senior Expert will support the technical design of bids for clients including FCDO and USAID. This includes developing appropriate and innovative approaches and methodologies to meet the needs of our clients and writing technical proposals.

You will also play a role in the delivery of contracted projects, particularly relating to Monitoring, Evaluation & Learning; Research, Evidence & Analysis; and Data and Knowledge Management. You will work flexibly across a variety of thematics such as health, gender and social inclusion, climate, and fragility and conflict.

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 (60%)

The Senior Expert plays a key role in designing Integrity's MEL approaches, particularly through developing approach papers, and leading 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.
- Contribute to the articulation, development and roll-out of approaches and methodologies, in line with Company Strategy.
- 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 the Head of MEL.
- Engage with and influence emerging opportunities, 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 (20%)

The Senior Expert will play a role in delivering Integrity's projects. This includes leadership and advisory roles and working in collaboration with leading experts from Integrity's consultant bench. You will:

- Support the technical development of approaches for MEL projects.
- Undertake desk-based research and writing reports to address client needs.

- Contribute to or undertaking external workshops (i.e., with client teams).
- Undertake reviews and quality assurance of technical deliverables.
- Undertake remote and in-country fieldwork and data collection, as well as data analysis and write up of findings.
- Establish and manage relationships with stakeholders, to ensure effective technical collaboration.

### **C. Project Management (10%)**

The Senior Expert will support Integrity to deliver its portfolio of projects and relationships on time and to high quality standards through management and governance 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.
- Provide oversight of risks and progress.
- Effectively, empathetically and diligently manage relationships with clients, consortium partners and stakeholders more broadly.

### **D. Learning (5%)**

The Senior Expert supports internal and external learning, particularly around methodological design. This includes building awareness of Integrity's approaches and strengthening the capacity of colleagues to design and deliver to the required standard. You will:

- 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, including support in the development of in-house training materials and the delivery of training.
- Engage with the wider sector through attending and participating in external events etc.
- Improve information capture, institutional memory and learning from Integrity's projects.
- 2% of the Senior Expert, MEL'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 Senior Expert, MEL will have:

- A Master's degree in a relevant subject such as economics, political economy, international development or related subject.

- 7-12 years+ experience working on MEL within the international development and/or the consultancy sector.
- Significant experience and interest in business development, with a track record of writing successful proposals for donors such as FCDO and USAID.
- Strong conceptual understanding of MEL and research, with ability to design innovative, practical and commercially viable technical solutions covering the full research cycle from inception to dissemination. Candidates with strong methodological skills and experience related to any of the following strongly preferred: developing MEL frameworks and systems; design and delivery of evaluations using different methodologies (such as contribution analysis, case studies, developmental evaluation, outcomes harvesting and experimental and quasi-experimental approaches); rigorous quantitative, qualitative and mixed methods research; and complexity-aware approaches.
- Strong analytical skills, with ability to design and implement approaches for the analysis of quantitative or qualitative data.
- Exceptional written communication skills, with ability to independently take on writing of large sections of proposals and client reports using clear and compelling narrative.
- Excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders.
- Ability to work in a fast-paced environment to tight deadlines.
- Good understanding of 1-2 key thematics relevant to the international development sector. Candidates with understanding of health; climate and natural resources; gender and social inclusion; and fragility and conflict preferred.

It is **desirable** that the Senior Expert, MEL will also have:

- Experience of designing and delivering process evaluations or Third-Party Monitoring contracts.
- Software expertise, e.g., STATA, Python, R, Microsoft Excel, Access, Nvivo, Power BI etc.
- Experience of quality control, and quality assurance of both raw data and analytical reports.

### Languages:

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

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

## How to Apply

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

The closing date for applications is **9 July 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.*