



## **CONSULTANCY ADVERTISEMENT**

# **MEL MANAGER – CONSULTANT**

Home Based – Jordan, UK, EU countries or any other location with similar Time Zone. Level of Effort: TBC

**October 2022**



## 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).

## Scope of Work

Integrity is looking for a MEL Manager for the sub-contract of the Essential Services in Syria (ESS) Programme, which is the first Task Order under USAID's Building Resilient and Inclusive Communities in Conflict (BRICC) programme. The ESS programme contributes to the BRICC resilience objective (RO) of fostering resilience and stability in conflict affected communities across Syria to prevent the re-emergence of extremist groups. The programme objectives are empowering communities to negotiate a peaceful resolution to the conflict; and paving the way for safe, dignified, and voluntary return of internally displaced persons and refugees. Integrity has been contracted to provide M&E support to the prime recipient, which will include field data collection, analysis, and reporting to feed into the ES Programme Results Framework's outcome and impact-level indicators.

## How the Consultant fits into the Integrity team

The MEL Manager will be responsible for leading on the MEL components of the sub-contract, which includes: data collection tool design (both quantitative and qualitative); overseeing data collection (remotely); reviewing and cleaning data; providing high-level analysis, drafting reports and providing raw data that are client-ready. The MEL Manager will oversee the Data Knowledge Consultant and Field and Access Coordinator, will work alongside the Research Lead, and will report to the Team Lead.

## Terms of Reference

- Provide strategic direction for MEL services to the ES programme including shaping MEL data collection plans (quarterly) and developing MEL Methodology Reports (annually) that are tailored to client needs.
- Develop survey data collection tools, focus group discussion and key informant tools tailored to client's MEL needs.
- Lead on the design of community sampling frames.
- Support training for the data collection team and provide support to the Field and Access Coordinator through testing of the tools.
- Track, clean, organise, analyse and archive all baseline, midline and endline monitoring data.
- Lead monitoring data collection and oversee the work of Field and Access Coordinator.
- Lead data quality control and oversee the work of the Data Knowledge Consultant.
- Draft baseline, midline and endline monitoring reports.
- Provide data sets that are clean and client-ready.

## Your Experience and Expertise

- Bachelor's degree in a relevant field, such as international development, economic development, political science, international relations, sociology, anthropology, etc.
- At least 5 years' experience with monitoring, evaluation and learning for humanitarian or development programmes.
- Demonstrated ability to support in the design of technical MEL functions.
- Demonstrated ability to conduct quantitative and qualitative data analysis and MEL reporting.
- Ability to work independently, proactively solve problems and consistently meet deadlines.
- Positive, enthusiastic team member.
- Previous experience working with Syria humanitarian or development programmes highly desirable.

## Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Proficiency in spoken and written Arabic required.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](https://www.integrityglobal.com/apply) and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **8<sup>th</sup> November 2022**. 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.

*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.*