



## **PROJECT ADVERTISEMENT**

# **INSTRUMENT DEVELOPMENT CONSULTANT – QUALITATIVE**

## **USAID/BHA Somalia Monitoring Learning Project-2 (SMLP-2)**

Consultancy position, from 1-31 January 2023 (one month, 11 days LOE total), based in Nairobi, Kenya.

**December 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 program 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, programs and consulting assignments to a wide range of government clients, international organizations, 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).

## Project Background

Integrity Global, in partnership with Management Systems International (MSI) and with leading research and data collection firms in Somalia, will establish a third-party monitoring system to collect data that verifies partner reported outputs and selected outcomes, and to deduce lessons learned from humanitarian programs in Somalia funded by BHA/Somalia. The overall goal of SMLP-2 is to increase BHA/Somalia's access to independent, verifiable data related to the 1) quantity and quality of activities delivered, and 2) performance of BHA-funded programs in Somalia. This increased access to data will allow BHA/Somalia to make more evidence-based program design, implementation, and strategy decisions.

## Scope of Work

Reporting directly to the SMLP-2 Senior Monitoring Advisor, the Instrument Development Consultant – Qualitative will support the development of qualitative data collection instruments for third-party monitoring activities for the USAID/Bureau for Humanitarian Assistance (BHA) projects in Somalia. Instruments will cover multiple humanitarian assistance sectors, including Agriculture, Economic Recovery and Market Systems (ERMS), Food Assistance, Health, Multi-Purpose Cash Assistance, Nutrition, Protection and Water, Sanitation and Hygiene (WASH). Instruments, by sector, will be developed to collect data from assistance beneficiaries and key stakeholders. The consultant will work closely with the Instrument Development Consultant – Quantitative.

## Terms of Reference

The consultancy is for one month (11 days LOE total) from 1-31 January 2023 and will produce Qualitative data collection instruments necessary to conduct third-party monitoring of BHA activities in Somalia, across all relevant sectors as detailed below:

### ***Document Review***

- Review the TPM strategy and design documents guiding the overall SMLP-2 project, including the Data Collection, Verification and Analysis Plan (DCVAP), and the Monitoring Plan and Schedule (MPS).
- Review a collection of pre-existing data collection instruments and assess suitability for SMLP-2.

### ***Instrument Development***

- Develop/refine qualitative data collection tools, including Key Informant Interviews (KII) and Focus Group Discussions (FGDs), and Structured Observation Checklists for each of the sectors listed above.
- Collaborate with the Instrument Development Consultant – Quantitative to develop an organizing structure and naming convention for instruments.
- Collaborate with the Senior Monitoring Analyst to digitize data collection instruments into mobile data collection formats.

## Your Experience and Expertise

The Instrument Development Consultant – Qualitative must have:

- A Master's degree in international affairs/development and social science with practical research experience is required.
- More than five years of demonstrated experience in qualitative research and/or monitoring, evaluation and learning in the humanitarian or development sectors of Somalia.
- Strong working knowledge of written and spoken English (must submit examples of written work).
- Practical knowledge of remote third-party management methodologies.

- Exceptional organizational skills, attention to detail and follow through.
- High levels of proficiency with Microsoft Excel.
- Experience working with data collection software such as Fulcrum preferred.
- Experience with monitoring donor-funded programs, preferably with a familiarity of USAID.
- Familiarity with the operations of BHA programs and knowledge of IP activities in Somalia is highly desirable.

#### Required Interpersonal Skills

- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem solving.
- Strong communication skills.
- High professional standards for evaluation data and reporting.
- Accustomed to teamwork and able to sustain positive and frequent communications with relevant team members.
- Ability to work independently where necessary.
- Works well in a diverse team.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply](http://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 **6<sup>th</sup> January 2023**. 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 Kenya.***

*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 US data protection laws.*