



JOB ADVERTISEMENT

HEAD OF MONITORING, EVALUATION AND LEARNING

Full-time staff position.

March 2024



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, our multi-national team of over 150 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 you fit into the Integrity team

Head of Monitoring, Evaluation and Learning (H/MEL) will be a senior technical and management role at Integrity, providing internal and external leadership of Integrity's MEL capability across the project cycle and wider stakeholder landscape.

Integrity specialises in designing and managing multi-workstream MEL programmes, often in challenging and complex contexts. You will build on our expertise and help guide us to become the market leader in this field. You will lead on driving the continued growth and management of our global MEL portfolio that includes several major multi-year projects across the world including for FCDO, USAID, and World Bank.

You will sit within the Services Team, which leads on design, delivery, and learning across our portfolio. The role includes responsibilities in company strategy and management, technical delivery, business and proposal development, and wider institutional learning. You will work flexibly across Integrity's different services and teams and be attracted to a fast-paced working environment.

You will work closely with Integrity's MEL Experts and Managers, including in some cases as line manager. You will also work particularly closely with the Business team to design new projects, manage consultants, and build relationships with key partners and institutions.

Scope of Work

H/MEL's role is a varied one, particularly focused on providing technical and commercial leadership to drive quality, consistency and profitability across our MEL bids and contracted portfolio. Positioned at senior management level in the company, the role also includes strategy and management functions. You will develop Integrity's global MEL strategy, work with colleagues to build our MEL capability, build and maintain a professional MEL cadre, and expand Integrity's MEL portfolio.

You will play a strategic role in the delivery of contracted projects, including Project Director positions on select high profile MEL assignments. You will have proven technical, leadership and management expertise, including the ability to liaise effectively with senior team members, external stakeholders, and clients.

You will oversee the technical design of MEL bids for clients including FCDO, USAID and the World Bank. You will develop appropriate and innovative approaches and methodologies to meet the needs of our clients and assure the quality of our technical MEL proposals. Key thematic areas will include fragility and violent conflict, humanitarian assistance, and climate security.

You will lead the consolidation of good MEL practice within the company. You will have line management responsibilities and may take on company management functions over time.

This is also an external facing role. Working closely with colleagues across the organization, you will engage with clients, partners and stakeholders on Integrity's MEL offering. This will include representing Integrity and promoting our work at key events and conferences.

Terms of Reference

A. MEL Offer and Capability (20%)

- Own and drive continued improvements in Integrity's MEL capability.
- Engage with and influence emerging MEL programmes and delivery concepts from key clients and ensure our MEL capability is responsive to market requirements.
- Lead internal and external communication of Integrity's MEL capability and offer.
- Enhance Integrity's MEL approaches and methodologies, with a view to promoting innovative practices and positioning the organisation as a practice/thought leader.
- Drive, lead, and deliver the company's participation in technical events, and relevant communities of practice in the MEL space.

B. MEL Portfolio Management and Delivery (30%)

- Sponsor select contracts in governance and management capacities as Project Director.
- Deliver MEL advisory, STTA, and technical leadership project roles in support of the portfolio, pipeline, and strategy.
- Negotiate successful proposals to contract ensuring effective coordination with relevant colleagues.
- Lead on project responses to key technical delivery risks and opportunities.
- Balance internal and external resource requirements.
- Effectively, empathetically, and diligently manage relationships with clients, consortium partners and key stakeholders.
- Ensure contracts are delivered on time, on budget, to high levels of quality and in keeping with Integrity's ethics and ethos.
- Review all MEL programmes in delivery and facilitate lesson learning and sharing from the MEL portfolio across Integrity.

C. Business Development and Account Management (40%)

- Develop and sustain strong working relationships with key government clients and other relevant accounts.
- Work across Integrity's teams to develop market leading approaches to capture new business and support business strategy.
- Support the Business team to identify and evaluate new MEL opportunities and build our bench of MEL experts.
- Provide technical leadership and drive consistency and quality of MEL proposals and lead the design of priority MEL proposals.

D. Staff Management and Development (10%)

- Line-manage select Integrity staff, develop their careers, contribute to professional advancement, job satisfaction and personnel retention.
- Build a MEL cadre in the Services team through convening and mentoring relevant colleagues.
- Support the wider Integrity team's confidence and fluency in MEL, including supporting the development of in-house training materials and delivery of training. Share knowledge gained through MEL project delivery and wider experiences with the internal team.

Your Experience and Expertise

You will have:

- At least 12 years' experience working on MEL within the international development and/or the consultancy sector for clients including the FCDO and USAID.
- Experience directing and managing medium and larger size projects and programmes. Confident in contract management, budget setting and work planning, and resource and risk management.
- Advanced understanding of research cycle, with ability to supervise teams on design of approach, instrument development, sampling strategy selection, data collection, development of analysis plans, analysis, report writing and dissemination.
- Excellent written communication skills, with ability to develop user-focused report outlines and templates, and supervise delivery of high-quality reports that deliver clear and compelling narrative.
- Significant experience of quality control and quality assurance of raw data and analytical reports.
- Extensive experience developing MEL systems, logframes, Theories of Change, and results frameworks, and tracking progress through a variety of indicators.
- Good understanding of contextual analysis, verifications of results, and process evaluations as part of Third-Party Monitoring contracts.
- Substantial expertise designing and delivering evaluation projects, with good understanding of core methodologies such as contribution analysis, case studies, development evaluation, outcomes harvesting, and experimental and quasi-experimental approaches.
- Experience in senior technical and management roles on international development projects, including proven expertise in at least one of the following areas: third party monitoring; programme and portfolio evaluation; and organisational learning.
- Advanced analytical skills, with ability to analyse quantitative or qualitative data using different approaches.

It is **desirable** that you have:

- Advanced understanding of 1-2 key thematics in development sector, with ability to contribute to thought leadership in an area. Priority thematics include fragility and violent conflict, humanitarian assistance, and climate security.
- Mixed methods skills.

- Expertise in relevant software such as MAXQDA, NVivo, STATA, Python, R, Microsoft Excel, and Power BI.
- Working in FCAS environments.
- Track record of MEL publications and presentations at key industry conferences.

Languages:

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

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"> • 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 <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 **31st May 2024**. 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 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 UK data protection laws.