



**Terms of Reference**

# **Monitoring, Evaluation, and Learning (MEL) / Third-Party Monitoring (TPM)**

## **Junior and Senior Analyst Pool**

Rolling recruitment for consultancy positions based in Kyiv, Ukraine

July 2026



## 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 ten complementary services: monitoring, evaluation and learning / data analytics / research, evidence and analysis / technical assistance / capability and capacity development / advisory / project management / communications / 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.

With offices in London, Washington DC and Islamabad, our multi-national team of over 40 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Overview of Integrity's Work in Ukraine

Integrity's MEL and TPM programmes in Ukraine generate evidence and support adaptive programming across a range of areas including social cohesion and infrastructure, governance and public administration, socio-economic resilience, and energy. We work with data collection agencies and partners to collect and analyse data, develop strategies, frameworks, and tools, and facilitate evidence-based learning for the British Embassy Kyiv and other donors, in support of Ukraine government actors.

## Scope of Work

*The MEL/TPM Analyst Pool (Junior and Senior) will provide flexible support across multiple technical workstreams.*

Positions may be full-time, part-time or short-term on an assignment basis, depending on demand. The pool will contribute to and/or lead data analysis and reporting, research and data management, under the supervision of MEL/TPM leadership depending on the assignment requirements.

The MEL/TPM Analyst Pool (Junior and Senior) will provide flexible technical support across a range of monitoring, evaluation, and research workstreams, contributing to the design, delivery, and learning of MEL/TPM activities at varying levels of seniority. Depending on experience and assignment requirements, roles may focus more on supporting data collection, coding, and analysis, undertaking end-to-end analytical tasks and reporting, or leading elements of methodology development, synthesis, and quality assurance. Pool members are expected to contribute to evidence generation, data management, analysis, and reporting, in line with MEL/TPM frameworks and programme objectives.

## Terms of Reference

### A. Technical Design and Delivery

Responsibilities and activities may include:

- Coordinate closely with the relevant project team supporting successful delivery of work in line with project constraints and Integrity's ethics and values.
- Conduct literature reviews and desk-based research in English and Ukrainian.
- Develop qualitative coding frameworks and analytical tools, including theories of change and results frameworks.
- Design data collection tools, TPM approach and sampling and analysis methodology
- Coordinate and conduct qualitative and quantitative data collection activities (including Key Informant Interviews (KIIs)/In-depth Interviews (IDIs), Focus Group Discussions (FGDs) or/and Online Surveys), ensuring their relevance and appropriateness for use in Ukraine and in different languages (English, Ukrainian, and Russian).
- Quality control of all monitoring or MEL data including spot checks
- Conduct systematic qualitative coding using analysis software (e.g., NVivo).
- Support or lead data cleaning, data synthesis, management, and quantitative analysis.
- Prepare analytical reports and engage with internal quality assurance and client feedback to ensure high delivery standards.
- Contribute to dissemination and learning outputs, including internal analysis workshops and synthesis sessions.
- Ensure monitoring data is accurately captured in the MEL/TPM information management system and effectively presented in graphs and dashboards on the MEL/TPM reporting platform.
- Lead the story of change development for projects that have ended, including additional primary data collection.

### B. Coordination

Responsibilities and activities may include:

- Regular coordination and relationship building with team members through leading, participation, and contribution in team meetings, training and capacity building
- Establish and maintain constructive working relationships with relevant key stakeholders (client, implementing partners, programme teams)
- Day-to-day project functional management of selected project consultants as required; ensuring that their tasks are understood and executed to a high quality in a timely manner.

### C. Learning

Responsibilities and activities may include:

- Share lessons identified and learnt from technical delivery, managing, and integrating client feedback into project delivery.

- Collaborate with the project team and Integrity staff to share best practices and lessons from programme delivery.

Support other ad-hoc tasks, as required.

## Your experience, skills and expertise

- A minimum of 2 years' experience for the Junior Analyst Pool and 5-10 years' experience for the Senior Analyst Pool in MEL, TPM, research or programme analysis within international development, humanitarian and/or the consultancy sector.
- Experience with qualitative and/or quantitative data collection and analysis, as well as framework/theory of change/log frame design and contextual analysis.
- Experience drafting analytical reports and outputs in different formats, as well conducting thorough quality assurance.
- Strong ability to communicate and collaborate in a team, with individuals with diverse technical backgrounds and with external stakeholders, verbally and in writing.
- Demonstrated experience in MEL and/or TPM reporting and technical writing skills, with the ability to produce high-quality technical work expeditiously and independently.
- Strong proficiency with Word, Excel, and PowerPoint.
- Strong understanding of the political landscape and regional dynamics of Ukraine.
- Excellent spoken and written English and Ukrainian language skills.

### It is desirable to also have:

- Thematic experience in conflict, security and justice, governance, gender and social inclusion, economic development, climate, natural resources and environment, health and/or education.
- Experience using Microsoft Project and PowerBI.
- Experience using data engineering and analytics programming languages (e.g. Python, R).
- Experience working with a multilateral agency, fund, consultancy and/or an NGO delivering in Ukraine since February 2022.
- Excellent spoken and written Russian language skills.

## How to apply

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

This is a rolling recruitment; we will review applications as they are submitted. Please be advised that only shortlisted applicants will be contacted.

**Candidates must have the right to work in Ukraine.**

*Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by UK / US data protection laws.*