



## **CONSULTANCY ADVERTISEMENT:**

# **Task Order Manager**

**USAID Peacebuilding Evaluation, Analysis,  
Research, and Learning (PEARL)**

Full-time consultancy position based in Washington, DC.

**July 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 ten complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / program and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. 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 multinational team of over 50 specialists delivers a diverse and global portfolio of projects for a range of government clients and international institutions including DFID, USAID, the FCO, US State Department and the World Bank.

We are guided by an organizational vision, mission and commitment.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict, and fragile contexts. We transform conflict and build stability, accountability, and prosperity.

**Mission:** 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:** We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures 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 dynamic and ambitious Task Order Manager for the United States Agency for International Development (USAID), Bureau for Conflict Prevention and Stabilization, Center for Conflict and Violence Prevention (USAID/CPS/CVP), Peacebuilding Evaluation, Analysis, Research, and Learning (PEARL) Task Order. PEARL will support the delivery of conflict and violence-related analyses, assessments, and evaluations in the up to four-year period from the date of award. The intended outcome of these analyses, assessments, and evaluations is to improve USAID's ability to identify the systems that facilitate or diminish armed conflict and violence in the places where USAID works, to provide USAID with actionable recommendations for providing its assistance in such a way as to effectively prevent, manage, or mitigate violent conflict and its effects, and to contribute to the evidence base for effective peacebuilding and violence prevention development interventions.

PEARL is a field support, buy-in task order under USAID Bureau for Policy Planning and Learning's EVAL-ME II IDIQ mechanism. The vast majority of PEARL projects will be through a buy-in from

Missions, while the mechanism will also enable CVP, the CPS Bureau, and other Washington, DC-based operating units to provide support to the field and advance learning in support of USAID's peacebuilding community of practice. PEARL core funds will be used for analyses, assessments, evaluations, and knowledge-sharing activities.

The Task Order Manager will serve as the designated person for overall and day-to-day management of contract performance of the Task Order and coordination and communications with the USAID TOCOR. The Task Order Manager is responsible for managing the overall operations on the task order, which may include communications, administration, logistics, procurement, staffing/recruitment, budgeting, finances, reporting and property. The Task Order Manager will ensure that activities are managed and implemented in accordance with the approved budget, USAID regulations and procedures, and the specifications determined in the SOW.

We anticipate this to be a DC-based, full-time position. The expected period of performance is an estimated four years to cover the duration of the program. Please be advised that the position is dependent on contract award.

## Project scope and objectives – USAID PEARL

### Scope

This mechanism is intended to provide global support to USAID's Missions and OUs. Through this task order, CPS/CVP will support analysis, assessment, evaluation, knowledge sharing, collaboration, learning, and adaptation (CLA), and rapid analytical response. The objectives of this task order are:

1. To establish a platform for analytical services, including rapid short-term assessments and subcontracts under task order to local organizations, is established and functional to support Missions facing the outbreak of armed conflict or violence.
2. To facilitate learning about key peacebuilding issues, including evidence-based conflict and violence prevention and related programming responses.

### Contract Performance Objectives

Contract Performance Objective 1: Increase supported OU knowledge and learning in key conflict and violence prevention and mitigation issues, including related sub-sectors such as, but not limited to, atrocity prevention, countering violent extremism, and organized violent crime through the performance of a variety of analytical services. These analytical services will include, but are not limited to, such services as assessments, research, surveys, and analyses.

Contract Performance Objective 2: Contribute to the evidence base in peacebuilding and related sectors through the design and conduct of evaluations and the dissemination of evaluation findings.

Contract Performance Objective 3: Respond to emergent field and OU analytical needs with rapid analytical services that support strategic planning, targeted technical assistance, and adaptation as a short-term response as other assistance is being developed. Rapid analytical support is to be initiated within five (5) days for remote analytical support and within one (1) week for on-the ground assessments, with services to be delivered in as little as 21 days.

Contract Performance Objective 4: Disseminate learning and evidence relevant to conflict and violence prevention programming to improve USAID's effectiveness and enable adaptation in supported OU plans and programs.

## Your Experience and Expertise

We are looking for a wide range of experience in supporting the delivery of technically sound and innovative analytical and evaluation services. In particular, the Task Order Manager will:

- Provide technical direction for conflict assessments, cross-sectoral studies, and manage evaluation teams
- Serve as subject matter expert in conflict prevention and stabilization
- Act as trusted advisor to USAID/CPS and USAID Missions worldwide as they consider their needs conflict and violence-related analysis, assessment, and evaluation needs
- Manage project staff and activities ranging from research, analysis, and evaluation to knowledge management and learning
- Ensure Integrity delivers on time, on budget, and with high quality standards through project management and governance roles
- Develop and sustain our reputation for high quality, innovative and client- and community-focused work
- Effectively, empathetically and diligently manage relationships with clients, consortium partners and stakeholders more broadly

### Qualifications:

- Technical expertise in Conflict Prevention and Stabilization
- Experience managing conflict assessments, cross-sectoral studies, and evaluations
- Masters with 8 years professional experience, BA with 10 years professional experience, or PhD with 4 years professional experience
- Proficiency in USAID regulations, FAR and ADS and procurement procedures and contract compliance
- Experience managing teams of staff and consultants on successful project delivery
- Strong people skills evidenced by client and team management experience, including through Project Manager roles.
- Demonstrated ability to think strategically and communicate his/her vision to partners and colleagues
- Demonstrated ability to establish and sustain interpersonal and professional relationships with different donors, civil society organizations and host country government counterparts

## How to Apply

If you are interested in applying for this position, please send your resume and a cover letter explaining your suitability for the role to [Olivia.Hay@integrityglobal.com](mailto:Olivia.Hay@integrityglobal.com).

The closing date for applications is **July 25, 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.

***Please note that this position is contingent on the awarding of funding.***

*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.*