



# Senior/Principal Consultant - Monitoring, Evaluation and Learning (Learning and Utilisation)

**Responsible to:**

Senior Technical Director–Monitoring, Evaluation and Learning

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## The Role

Do you want the opportunity to work with a committed, professional, talented and empowering team, who are passionate about development and inclusion, that work effectively to deliver outstanding results to make a difference and pioneer utilisation focused monitoring and evaluation (M&E) and learning?

Do you want the opportunity to sharpen your skills and experience on learning across a wide range of areas with diverse partners and clients, so you can be at the forefront of monitoring, evaluation and learning (MEL) thinking and practice? Do you want to get the satisfaction that comes from shaping and driving teams and empowering and growing others?

As part of our continued expansion, the MEL Team is looking for committed and experienced individuals to help build the business and deliver our programme of M&E by contributing their specialist knowledge and expertise on utilisation and learning so that M&E processes and generated evidence have deeper impact. This a great opportunity to be at the cutting edge of utilisation and learning in practice. You will also strengthen business skills, build awareness of development in many areas and to deepen monitoring, evaluation and learning knowledge and skills in a supportive work place working in interesting and challenging areas.

You will support the development of IMC's rapidly growing MEL portfolio. You will be working on free standing MEL related activities and collaboratively across the business to further develop the MEL portfolio, specialising in learning and the utilization of M&E, with a wide range of clients in all the firm's main areas of business. In addition to supporting other team members and playing a key role in the decisions on the work the team does, this will involve identifying opportunities, developing proposals, providing consultancy services and supporting project management by contributing your specialist expertise and knowledge.

The MEL team has a strong focus on supporting stakeholder learning. This involves strengthening generation and use of evidence through a range of ways including improving M&E systems to ensure utilisation and learning are optimised through the approaches, tools and methods we use. Identifying opportunities to engage with a broad spectrum of evidence to inform learning and analysing and using experiential evidence from your own practice in decision-

making, and from others working in shared contexts or through shared mechanisms, will be important.

IMC are at the forefront of methodological development in various emergent fields and the preferred candidate will also contribute to IMC's thought leadership on learning and utilisation of evidence from M&E and research. You will keep the MEL team abreast of methods and shape opinions on this. To this end, we are seeking both a senior and principal consultant with sound understandings of how learning can best be supported – drawing on various fields of practice including M&E; research; organisational learning and behaviour change. We are seeking individuals with experience and knowledge about what optimises learning and utilisation from M&E and related research processes and generated evidence. We are looking for someone experienced and passionate about learning and the uptake of evidence in development.

The Senior Consultant will work with the Principal Consultant and other staff to take forward the learning agenda for the MEL team and IMC Worldwide. The Principal consultant will be a key person leading this function.

## Main responsibilities

- Work with colleagues in the team to help to develop and deliver the learning elements of the IMC monitoring, evaluation and learning strategy to shape strategic decisions on the targeting and pursuit of new business opportunities
- Work closely with technical and managerial leads from across the business to develop our integrated learning capability across programmes
- Regularly lead, contribute and support preparation of high quality expressions of interest and proposals for diverse multi- and bilateral clients and ensure their effective negotiation
- Build upon your extensive experience in supporting stakeholder learning to design and deliver technical approaches. Including the design and delivery of learning frameworks
- Manage the team's most complex projects and lead relevant tasks within a project, including supervising the work of others and ensuring that projects and programmes are delivered to the high standards expected by IMC and our clients
- Help grow the IMC MEL team's relevant skills, knowledge and expertise in learning and promote IMC's ability to be at the forefront on learning approaches and methods necessary to deliver the MEL strategy
- Apply learning expertise in thematic areas and help grow relevant skills, knowledge and expertise in new areas where needed
- Champion rigorous learning quality assurance of the team's work and products and contribute to ensuring uptake of learning skills and approaches across the team
- Support the coordination, the effective administration, financial management and record keeping of MEL team activities and day to day marketing, business development and project implementation operations
- Support and champion effective learning in the team and contribute to the MEL team's recording of experience, lessons learned and marketing materials

- For the Principal Consultant, where line management is agreed, effectively manage and support the staff reporting to you to ensure strong performance, team involvement and development in support of the team's objectives and provide mentoring and coaching across the team where necessary

## Team Environment

The post holder will work closely with the MEL team to both grow and deliver the IMC Worldwide portfolio of work and to support the forms business needs overall.

The team consists of 10 MEL professionals across different grades and levels and continues to grow.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients. We are passionate about development and inclusion and making a positive difference. The team's ways of working and values of IMC combine to make it a great and exciting place to work and to be proud of with an earned reputation for award winning high-quality work.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects when required. Travel overseas to projects is a necessary part of the MEL team's work

**Hours of work**–This role is a full-time position

**Location**–The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability

**Salary**–Competitive salary depending on experience

**Annual leave**–5 weeks' annual leave plus public holidays  
The holiday year is 1 January–31 December

**Benefits**–Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, private medical insurance, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday

## PERSON SPECIFICATION: Senior/Principal Consultant - Monitoring, Evaluation and Learning (Learning and Utilisation)

	Essential	Desirable
<b>Qualifications, understanding &amp; training</b>		
Degree qualification	X	
Master's degree in relevant discipline (e.g. Development Studies, Development Economics, International Development, Research Methods)	X	
<b>Experience</b>		
Experience working in the M&E sector and especially on learning, evidence utilisation and behavioural change	X	
Experience of ensuring learning and utilisation is integrated in designing, implementing and quality assuring quantitative/qualitative monitoring and evaluation activities in a developing country context	X	
Experience in writing successful proposals (including technical components) for multi- and bi-lateral clients, such as DFID, World Bank, EU and USAID	X	
Experience in a business development role with an international development consulting firm	X	
Understanding of statistical analysis, including designing sampling strategies and proficiency in statistical packages such as SPSS	X	
Experience in measuring value for money in complex development programmes	X	
<b>Abilities &amp; skills</b>		
Strong communication, interpersonal and negotiation skills	X	
Confidence and enthusiasm	X	
Excellent organisational skills and the ability to multi-task under tight deadlines and under pressure	X	
Flexible and adaptable with an ability to adapt appropriately within various situations and learn	X	
Co-operative and supportive team player	X	
Willing to assist in the capacity building of others	X	
Excellent written and verbal communication skills	X	
Ability to communicate in another language, particularly French or Spanish would be a significant asset		X
<b>Personal</b>		
Desire to make a difference in International Development	X	
Self-motivation and pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and equalities and diversity policy	X	
Excellent work ethic	X	

## IMC Competency Framework: Senior/Principal Consultant Monitoring, Evaluation and Learning (Learning and Utilisation)

Depth and breadth of coverage of the competencies will determine the level of entry (Principal or Senior).

Competency	D	I	A	S
		Senior	Principal	
IMC values and ethics		X	X	
Business insight		X	X	
Bid and project management		X	X	
Technical/area specialisation		X	X	
Relationship management and working with others		X	X	
Leadership and resilience		X	X	
Impact and influence		X	X	
Decision making/ planning and organising		X	X	
Results orientation and continuous Improvement		X	X	
Financial and commercial awareness		X	X	

### Key:

*D – Developing*

*I – Independence*

*A – Accomplished*

*S – Senior Management Level*