

IPE Triple Line - Job Specification

Senior Consultant: Monitoring, Evaluation and Learning (MEL)

Purpose	To provide technical consultancy inputs on monitoring, evaluation and learning and project management support on a range of projects; and to contribute to business development to grow this service area.
Contract	Full time, permanent
Location	London, United Kingdom (In current circumstances, working from home; min 3 days per week in office once the company transitions back to pre-COVID-19 patterns)
Remuneration	Competitive
Reports	Martin Wright, Head of Grant and Fund Management
Start Date	As soon as feasible - current vacancy
Appn closing date	Wednesday 6th January 2021

Climate change, loss of biodiversity, growing poverty, entrenched inequality, rapid urbanisation – these are just some of the complex problems standing in the way of the global sustainable development goals. Triple Line works to help to address many of these challenges at both a policy level and on the ground. Our work to support sustainable development is captured in our name: a focus on the triple imperatives of inclusive economic growth, social development, and environmental protection, which taken together enable us to deliver holistic results that work for people and planet.

By combining research, evidence, and ongoing learning with a clear focus on the needs of the governments, agencies, businesses, and communities we work with, our multi-disciplinary teams deliver innovative solutions that promote sustainable development and make a tangible difference to people’s lives. This takes knowledge and experience and a real commitment to transparency, integrity, accountability, and the fostering of effective partnerships through collaboration.

For over 20 years, we have worked with governments, financial institutions, the private sector, foundations, and civil society to deliver an expanding portfolio of global development assistance in countries across Africa, Asia, the Middle East, Latin America and Europe. We are based in London with offices in Kenya, Ethiopia, Myanmar, Nepal, and the Philippines, and are part of the Delhi-based IPE Global group, working closely with our colleagues across India. (see www.tripleline.com and www.ipeglobal.com).

Our work cuts across seven key themes: monitoring, evaluation and learning (MEL); environment, forests and climate change; gender and inclusion; fund management; cities and infrastructure; private sector development; trade and industrialisation. Our MEL practice designs and delivers MEL across and beyond our thematic areas, including multi-country, multi-project grant programmes, and helps clients to design and implement programmes informed by evidence and learning.

IPE Triple Line’s MEL team has a new opening for a motivated and capable individual. We highly value the diversity of our teams and strive to be inclusive in our policies, practices and culture. We welcome applications from any candidate who meets the criteria and are open to discussing flexible working.

TRIPLE LINE CONSULTING LIMITED

(A wholly owned subsidiary of IPE Global Limited, India)

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International Offices : India | Ethiopia | Kenya | Bangladesh

About the job

You will join a team of committed international development specialists delivering MEL consultancy services and proposals for a diverse range of projects and clients in the UK, Africa and Asia. You will provide project management support to assignment team leaders and project directors helping to ensure that projects are delivered on time, on budget and to high quality standards. You will contribute to the growth and effectiveness of IPE Triple Line's Evaluation, Policy Analysis and Learning business stream and its relations with colleagues across the IPE Global group. You will develop your knowledge and skills through training and career development opportunities. The job will involve overseas travel once it is possible and safe to do so.

Responsibilities

Project Delivery & Technical Input

- Core team member on large, often complex evaluation and learning consultancies including methodology development, theory of change and results framework design, data gathering tool design and testing, collection of quantitative and qualitative data and data synthesis and analysis.
- Support the preparation, design and facilitation of workshops and learning events with clients and grant holders e.g. to develop theory of change, co-create recommendations, explore and share learning; engage stakeholders in evaluation processes.
- Work at programme/fund level and one-to-one with fund grantees to develop programme / project monitoring systems, support implementation, advise on the use and analysis of data including for adaptive management and strengthening gender equality and social inclusion, and build capacity.
- Provide technical inputs to the design, planning and delivery of MEL assignments, working with colleagues to share knowledge and deliver high quality technical work and innovative approaches to strengthen the effectiveness and inclusiveness of client programmes.
- Support the dissemination and uptake of findings through clearly written reports and case studies and presentations to clients and other stakeholders.
- Support the effective management of projects to ensure that they are delivered by the team on time, to budget and to required quality standards.
- Maintain effective and professional working relationships with clients and other project stakeholders.

Business Development

- Support IPE business development by preparing capability statements, references, and drafting inputs for expressions of interest and technical and financial proposals, working closely with colleagues across IPE group.
- Contribute to increasing the visibility of IPE Triple Line through attending conferences, networking, producing lesson learning materials and/or publications, and supporting IPE-Triple Line hosted events, etc. in order to promote the high quality of our services and expertise, develop reputation and attract new clients.

To apply

Please send your CV and a covering letter outlining your suitability for the job against the person specification criteria (below) to 3L@tripleline.com with the subject title **Application: MEL** by our closing date of **Wednesday 6th January 2021**. Short-listed candidates will progress through two rounds of interviews before selection.

Person specification

Essential	Desirable
A post graduate university degree (masters or higher) in a relevant field.	Qualifications in research methodologies (e.g. social research, quantitative data analysis).
5+ years post qualified experience in monitoring, evaluation and learning or project implementation in international development.	Experience of delivering MEL services for a range of clients or organisations including government, civil society/NGO, private enterprise.
Established consultancy skills and experience of successful delivery of MEL or research assignments either for a client (as a consultant) or internal services within employing organisation (e.g. NGO) to tight deadlines and to high quality.	Track-record and demonstrated, applied knowledge of evaluation design and delivery, evaluation frameworks, approaches and methodologies and MEL tools and systems including theories of change.
Technical skills and knowledge in at least two of: gender equality and social inclusion (GESI), health, governance, humanitarian assistance, resilience, value for money / cost effectiveness analysis. Preference will be given to candidates with skills in GESI.	Particular experience and specialism in one of these areas. Publications (published evaluations and research, peer-reviewed articles, blogs and media pieces – please provide details).
Experience of working in a developing country(s) on project implementation and management in one of the above areas.	Experience of living and working in fragile and conflict affected state(s).
Some business development experience, for example identifying opportunities, developing methodological responses to terms of reference, providing technical and written inputs to bid preparation or preparing budgets.	Network of relevant contacts and potential clients for MEL work.
Some project management experience: resource and work scheduling; team co-ordination; budget management to support successful project delivery.	Experience of successfully managing and working on multiple concurrent assignments.
Confident, organised, accurate, calm under pressure and strong problem-solving skills: able to deliver assigned work on time and to budget.	
Strong interpersonal and team working skills, including cross-culturally, applied externally (with clients / partners) and internally (with team members and other colleagues).	
Confident use of MS Office (Excel, Word, PowerPoint) including use of spreadsheets for planning work and organising data.	Experience and familiarity with data analysis tools / software, graphics and design software for data presentation or visualisation.
Excellent standard of written and spoken English.	Good spoken and written French or Spanish language skills.
Eligible to live and work in the UK.	
Willingness and ability to travel internationally (subject to COVID-19 risk assessment).	