

### About Landell Mills

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Landell Mills is a private company that provides consulting services to developing and emerging economies. In addition to technical advisory services, we provide **monitoring, evaluation and learning (MEL) services** to clients in the following areas:

- Markets, enterprise and trade
- Agriculture, fisheries, food security and nutrition
- Natural resource management, climate change and disaster resilience and adaptation
- Policy dialogue, governance and regional integration

Some examples of our current MEL portfolio include strategic evaluations for the EU, such as the **Strategic Mid-Term Evaluation of the Facility for Refugees in Turkey** and the **Evaluation of the EU's humanitarian assistance in Syria**; and we are also delivering long-term technical support contracts, such as the Brussels-based **Evaluation Support Service**, which provides methodological and capacity building support on evaluation to the EU's development and international cooperation services (DG INTPA, formerly DG DEVCO) in both its headquarters and EU Delegations worldwide.

Our MEL contracts require both desk and field-based activities. We work in English, French, Spanish and Portuguese, with 40 staff based at our offices in Trowbridge (just outside Bath, UK) and Blackrock (just south of Dublin, Ireland), with numerous other consultants throughout the world, and with project offices in key locations, including in Brussels, Afghanistan and Sudan. Full details of the company can be found at [www.landell-mills.com](http://www.landell-mills.com)

### The role

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In this busy and varied role, the **Project Executive** will be involved in both **project management** and **business development**, with a primary focus on the management of our long-term contracts, particularly the **Evaluation Support Service**. This contract will be the main responsibility of the Project Executive and, when circumstances allow, will require **regular travel to Brussels**. As a secondary focus, the role will include preparation of technical and financial proposals and management of specific evaluation contracts (such as those listed above).

The position is with the Monitoring, Evaluation and Learning Division, which is based at Landell Mills' offices in Trowbridge, Wiltshire\*. The UNESCO World Heritage City of Bath is a 20-minute train ride away, and our offices are 40 minutes from the city of Bristol.

*\*Staff are currently working from home when possible, in line with UK government COVID-19 advice.*

### Duties and responsibilities

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The specific tasks of the role are to:

#### Project management

- Work with consultants, clients, beneficiaries and donors for the successful execution of contracts.
- Support the delivery of long and short-term contracts and key technical deliverables, including progress reports and evaluation outputs.
- Meet agreed financial targets and ensure compliance with EC administrative and financial regulations and reporting.
- Source expertise for short-term inputs and provide day-to-day contractual, financial and logistical support to experts.

## Business development

- Identify and liaise with consultants and business partners on the development of evaluation and other MEL-related tenders.
- Lead on, and support in the preparation of tenders for commercially viable project opportunities, including administrative, technical and financial content.
- Proactively identify, track and follow up on new business opportunities.
- Position the company for future work through networking with donors, consultants and partners, with country visits and client contact.

In doing the above, you will be expected to contribute positively to the company's profitable portfolio of work and its reputation for successful project acquisition and implementation. You will work within a team of eight Project Executives and MEL Specialists, reporting to the Manager of the Monitoring, Evaluation and Learning Division.

## Person specification

<b>Skills</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• A graduate in economics, social sciences, or other related fields.</li><li>• At least three years of experience in project management, preferably in the international development sector.</li><li>• Thorough understanding of public sector reporting requirements and managing client relations.</li><li>• Business orientated and numerate, with an interest in delivering both new business and attaining financial targets on existing contracts.</li><li>• Demonstrated ability to effectively manage relationships with different internal and external stakeholders.</li><li>• Strong organisational skills and ability to work to a high standard, prioritise multiple tasks and meet deadlines.</li><li>• An interest and/or experience in monitoring, evaluation and learning.</li><li>• Positive and flexible attitude and team-oriented approach.</li><li>• Good attention to detail.</li><li>• Perfectly fluent in English.</li><li>• Fully computer literate.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Language skills in French (and/or Spanish)</li></ul>
<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Interest in developing MEL knowledge and skills through internal and external training and/or knowledge sharing events.</li><li>• Commitment to sharing lessons and supporting best practice in M&amp;E across the organisation.</li></ul>

## What we offer

- A full-time position within a company with highly-developed expertise and experience.
- A competitive salary – commensurate with experience.
- A workplace pension.
- 24 days of holiday per year.
- Flexible working provisions, including the option of remote working, either from home or Landell Mills' Bristol office for an agreed number of days per week.
- Non-contractual benefits, including but not limited to an annual bonus scheme, travel insurance and a holiday buyback scheme.

## How to apply

Please write a covering e-mail or letter explaining why you wish to be considered for this position, and submit this and a full CV to [HR@landell-mills.com](mailto:HR@landell-mills.com). Please write "Project Executive – MEL" in the heading. Please also state your current/expected salary and indicate when you would be able to take up the role. The deadline for applications is midnight on **Monday 22<sup>nd</sup> February 2021**.