

## Job Description

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**Organisation:** inFocus Consulting Ltd

**Job Title:** Learning & Evaluation Consultant

**Reports to:** Operations Manager

**Location:** United Kingdom

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**inFocus Consulting** is a social impact consultancy firm, working globally in the international development arena. We support clients to improve both individual and organizational performance, by effectively planning for, measuring, evaluating and sustainably growing the impact of their work.

We specialize in strategy development, monitoring and evaluation and knowledge sharing and dissemination. Our specialist team are committed to supporting a global portfolio of clients to increase the positive impact of their activities upon the lives of people and communities around the world, whether they are non-profits, governmental or for-profit entities.

Our mission is to ensure that individuals, organisations and communities are effectively empowered by sustainable and transformational solutions to resolve long-term and complex social issues. We support organisations in understanding the impact they hope to achieve and subsequently developing the right skills, capacities and tools to move forwards. We use highly participatory approaches and implement in the most efficient and effective ways, making full use of the latest advances and understanding in social and information technologies.

To do this, we have a pool of highly skilled **Staff & Associates** based around the world, who are trained in our integrated service approach and are subject matter experts across a range of topics with a specific focus on - sport for development and peace, technology for good, women's rights and gender equity and empowerment, sexual and reproductive health rights, children and young people's rights and empowerment, leadership development, health and well-being

We provide a combination of training, consultancy and coaching solutions, designed to suit the varied contexts and challenges faced by our clients.

## Role

**Position Description:** inFocus Consulting is seeking to recruit an Evaluation and Learning Consultant to deliver inFocus consultancy services and products with the inFocus team. The role would provide the opportunity to work with, and build the capacities of, impact driven organisations and initiatives in the UK and around the world.

Responsibilities include, but are not limited to, the following:

- **Managing or supporting monitoring, evaluation and learning assignments:** The Evaluation & Learning Consultant will project manage or support external evaluations of client social programmes, and/or research assignments. Project management will include managing the project team (which could be made up of internal staff and external associates), communicating with the client, designing the approach, undertaking technical evaluation delivery, writing reports/ delivering presentations, delivering interactive learning and analysis workshops, and ensuring that the project is delivered on time and within budget. Project support will include undertaking qualitative research, such as case studies, and quantitative research, such as designing and implementing surveys.

- **Delivering Monitoring and Evaluation (M&E) services** to a range of organisations in the UK and globally. M&E services will include running theory of change workshops (both in-person and remotely), undertaking monitoring and evaluation needs assessments, developing M&E frameworks and delivering training (both in-person and remotely). inFocus has existing materials, eLearning resources and toolkits to facilitate these processes. All M&E training courses that the Evaluation & Learning Consultant will help to deliver have already been designed by inFocus.
- **Improving existing inFocus products and services and developing new inFocus products and services.** This may include, for example, improving our eLearning training, an in-person training course, designing a new webinar, trialling a new evaluation method or developing a new process.
- **Networking** with other professionals in the international development sector to make connections, recruit new associates and discuss new opportunities and keep up to date with the latest M&E trends. For inFocus associate consultants, support with their training in relation to inFocus service delivery.
- **Helping to source new work opportunities:** . The Evaluation & Learning Consultant will work with the inFocus business development team to support in the writing of proposals which will include inputting into the provisional project design and subsequently developing provisional project plans and budgets in line with inFocus internal approach, policies and processes.
- Undertaking other duties, as required, by Line Manager.

The role will be based in the UK but may involve international travel.

This job description is current at the date of issue. As and when the work of inFocus develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

## Personal Specification

### Essential Requirements:

- Minimum five years' experience working in the international development or the NGO/ charity/voluntary sector/ international development organisations
- Minimum of three years direct previous experience in monitoring and/or evaluation of social sector programmes, either as a consultant, or member of staff
- Previous consultancy experience, preferably within the NGO/ voluntary/ charitable/ international development organisations/ or public sector
- Knowledge and understanding in one or more of our special fields of interest: sport for development and peace, technology for good, women's rights and gender equity and empowerment, sexual and reproductive health rights, children and young people's rights and empowerment, leadership development, health and well-being
- Excellent qualitative and quantitative data collection/analysis skills
- Experience in providing capacity building support to impact driven organisations (e.g. NGOs)
- Experience in assessing M&E capability and in designing M&E systems
- Strong writing and editing skills – using plain English to write and edit reports and other documents
- Experience of project planning, management and working to targets, and managing teams
- A self-motivator, with the ability to assume responsibility and work under own initiative, coping with a demanding workload and prioritising effectively
- Flexibility to adapt to new situations that arise when working in a small, dynamic consultancy
- Strong computer literacy skills particularly in Microsoft Excel, PowerPoint, and Word.

### Desirable requirements:

- Master's/PHD degree in fields related to organisational learning, economic inclusion, applied economy, social research or M&E
- Experience in the quantitative analysis of social survey and administrative data
- Experience of using databases/websites/software for the purpose of analysis and reporting of monitoring and evaluation data within an organisation (CRMs, SPSS, Stata, R, Tableau, Power Bi)
- Experience of using digital tools to facilitate online workshops or trainings (for example, Mentimeter, Kahoot, Mural, Miro)
- Experience of business development, marketing and/ or fundraising, including the development of proposals in response to client terms of reference
- Partner management and customer/ account management experience
- Experience of working with local partner organisations in the global south and overseas/field experience
- French, Portuguese, Spanish or Arabic language skills

### Working hours

The position would be full-time (40 hours per week) with flexible working conditions between the normal working hours of 08:00-18:00, Monday- Friday local time. There may be need upon occasion to schedule international time zone calls, which fall out-with of these normal hours.

### Salary, Pension & Benefits

The salary for the role is **£32-37,000 per year** (according to experience). We also offer a UK company pension scheme and provide an ongoing programme of professional development to all staff members.

inFocus offer 25 days' annual leave per annum (in addition to public holidays), in line with the financial year June to July.

### Application Timelines & Interviews

Application & Interview Process	Dates
Application for role	Deadline is Wednesday 18 <sup>th</sup> January 2023, 17:00 GMT
1 <sup>st</sup> round Interviews	Week of 30 <sup>th</sup> January 2023 GMT

### How to apply

Please send your CV/ Resume and a Cover Letter addressing the Person Specification and the value you can bring to inFocus Consulting Ltd to: [office@impactinfocus.com](mailto:office@impactinfocus.com) by Friday 18<sup>th</sup> January at 17:00. **Please note that applications without a cover letter will not be considered.**

Please note that the inFocus team will be offline between the 26<sup>th</sup> and 30<sup>th</sup> of December and **we will only respond to any enquiries/ confirm receipt of applications from the beginning of January.**