

## Job Specification: Senior Consultant - Monitoring, Evaluation and Learning (MEL)

<b>Purpose</b>	To provide technical consultancy and research on monitoring, evaluation and learning assignments, and project management support on a range of projects; and to contribute to business development to grow this service area
<b>Contract</b>	Full time, permanent
<b>Location</b>	London, United Kingdom
<b>Remuneration</b>	competitive
<b>Reports to</b>	Clarissa Poulson, Head of MEL
<b>Start Date</b>	As soon as possible
<b>Application closing</b>	Friday 3 <sup>rd</sup> August 2024

### IPE Triple Line

For nearly 20 years we have worked with clients as a value driven organisation, to create conditions that stimulate equitable development and sustainable economic growth in developing countries.

We work globally with project teams providing expert technical advice, facilitating new partnerships, conducting due diligence, providing guidance and managing projects to help change, shape and develop societies and economies for the better. Our work in monitoring, evaluation and learning (MEL), which is part of the wider Evaluation, Research Analysis and Learning team, supports our clients to deliver stronger impact and evidence-informed decision making. It encompasses all of IPE Triple Line's thematic sectors: Governance and Climate Change, Social and Economic Empowerment, Private Sector Development and Urban and beyond, into education, humanitarian and innovative programmes. We have real expertise in evaluating both social development and challenge funds, building on our extensive experience of managing them.

We work with a wide range of high profile clients – Government and bilateral agencies, international agencies, programmes and foundations; companies and civil society organisations – and we have active partnerships with research organisations and universities. IPE Triple Line is part of the Triple Line Group which is headquartered in India and has offices in Nairobi, Addis Ababa, Dhaka, and other offices in Yangon, Kathmandu and Manila with whom we work closely. (see [www.tripleline.com](http://www.tripleline.com) and [www.ipeglobal.com](http://www.ipeglobal.com))

IPE Triple Line has a new opening for a motivated and able individual to help us strengthen our MEL practice and join on-going projects.

### TRIPLE LINE CONSULTING LIMITED

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

## About the job

You will join a team of committed international development specialists delivering MEL consultancy services, including for large-scale and complex evaluations, to a diverse range of projects and proposals for clients in the UK, Africa and Asia. You will deploy technical expertise in two areas (listed below). You will support the delivery of projects on time, on budget and to quality, through project management support to assignment team leaders and project directors. You will contribute to the growth and effectiveness of IPE Triple Line's MEL practice area and its relations with colleagues across the group. The job will involve overseas travel.

## Responsibilities

### Project Delivery & Technical Input

- Core team member on large consultancies on monitoring, evaluation and learning, 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. Apply innovative approaches and good problem solving skills.
- Support preparation, design and facilitation of workshops and training events with the client and grant holders e.g. to develop theory of change, co-create recommendations, explore and share learning; engage stakeholders in evaluation processes.
- Provide technical inputs to the design, planning and delivery of assignments, working with colleagues to share knowledge and deliver high quality technical work.
- Present findings clearly, in writing, visually and orally, through case studies, reports and presentations for the client and other stakeholders to support uptake and sharing of findings
- Support effective management of projects to ensure they are delivered by the team on time, to budget and to required quality.
- Work effectively with clients and other project stakeholders to plan, implement, review and report on projects.

### Business Development

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

## To apply

Please send your CV and a covering letter outlining your suitability for the job against the criteria to [3L@tripleline.com](mailto:3L@tripleline.com) by our closing date of **Friday 3rd August**. The intention is to interview a short-list of candidates on 8th, 13th, 14th or 15th August so please also state if you are not available on these dates.



## 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, academia.
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 knowledge in two or more of the following areas: innovation, adaptive management, governance, humanitarian sector, resilience, post fund management, forest governance, climate change, gender inclusion, social development (health, education, livelihoods, civil society)	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).
Network of relevant contacts and clients	Experience of contributing to successful tender proposals for work in MEL including by identifying opportunities, developing methodological responses to terms of reference and providing technical written inputs to bid preparation.
Some project management experience in resource and work scheduling; team co-ordinating to support successful team delivery.	Experience of successfully managing and leading on assignments.
Confident, organised, accurate, calm under pressure and strong problem solving skills: able to deliver personal 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 and organising data.	Experience and proficiency with data analysis tools / software including design software for data presentation and visualisation.
Excellent standard of spoken and written French or other	
Eligible to live and work in the UK	
Willingness and ability to travel internationally	