

# Senior or Principal Consultant

## Monitoring, Evaluation and Learning

**IMC grade:**

Senior or Principal level

**Hours:**

Full time – 37.5 hours per week

**Responsible to:**

Director for Global Programmes

**Job location:**

Redhill, UK – Hybrid working

IMC's Monitoring, Evaluation and Learning (MEL) team supports clients to evaluate and communicate impact in increasingly complex programme contexts, providing efficient and effective monitoring, evaluation, and research services. We have an in-house team of over 11 experts located in the UK and the US with a diversity of regional, technical, and thematic experience. IMC's MEL thematic expertise includes M&E of Humanitarian Interventions, Climate Change, Education, Private Sector Development, Energy Access, Innovation, Trade, WASH and Preventing Violence against Women and Girls.

We are looking for an exceptional individual to join our MEL Business Stream. The Senior or Principal Consultant will have a background and experience in Monitoring, Evaluation and Learning, and be familiar with the design and implementation of M&E systems and tools, monitoring, complex multi country evaluations, and setting up and supporting learning frameworks.

### The Role

The Senior/Principal Consultant will be able to demonstrate skills in the following areas: a range of evaluation frameworks and evaluation design, monitoring and evaluation (M&E) approaches, qualitative and quantitative methods and tools, data analysis, reporting and supporting our clients in moving evidence through to impact.

They will be responsible for supporting the implementation of IMC's MEL strategy. They will play a key role in winning and delivering projects and building IMC business. The Senior/Principal Consultant will work on free standing M&E related activities and collaboratively across the business to further develop the MEL portfolio with a wide range of clients in the firm's main areas of business.

The post will involve strengthening M&E systems and internal learning, identifying opportunities, developing proposals, providing consultancy services and project management. The post holder will support decisions on what work the team prioritises.

IMC are at the forefront of practical methodological development in various emergent fields and the preferred candidate will also be encouraged to contribute to IMC's strategic direction in these methodological areas and to help keep the MEL team abreast of methods and its strategic use in MEL.

### Main responsibilities/job content

**Business development**

- Regularly lead, contribute and support preparation of high-quality expressions of interest and proposals for diverse multi- and bi-lateral clients and ensure their effective negotiation
- Cultivate and manage client relationships and selected strategic partner firms, help expand the MEL consultant database and network and undertake market research and actions to raise the MEL profile

- Maintain a cycle of business development activities and help develop a pipeline of opportunities to ensure we are well positioned to win business over time

#### **Project delivery and quality assurance**

- It is expected that the Consultant will win the work to deliver projects
- Undertake and deliver technical MEL tasks to a high standard on a wide range of assignments as required
- Support the successful delivery of the MEL portfolio of projects
- Manage assigned complex projects and related risks and lead relevant tasks within a project, including supervising the work of others
- Provide quality assurance (as applicable) of technical proposals, M&E project reports and other MEL deliverables

#### **Team support and development**

- Help grow relevant skills, knowledge and expertise in new areas where needed and promote IMC's ability to be at the forefront on approaches and methods in these areas and others necessary to deliver the MEL strategy
- Support the coordination and improvement of 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
- Provide mentoring and coaching across the team where necessary

### **A typical day at work**

A typical day might include providing technical assistance on project/s that require support to developing project logical framework and theories of change; analysis of evidence; establishing monitoring systems, supporting evaluations; identification of lessons; strengthening and building MEL capacity across partners and project participants and leading discussions with clients on project related aspects.

Business development is an important part of this role, as such the work also includes the assessment of potential MEL opportunities; identification of partners; proposal management; providing technical inputs to proposals; and liaising with other business streams and colleagues at IMC to discuss and explore new opportunities.

Discussion, exchange and collaboration are part of the day-to-day work in the MEL team. The team and its strong network of international and local consultants bring a diversity of regional, technical, and thematic experience to IMC's MEL work.

### **The MEL team**

You will join a team, currently consisting of 6 employees in the UK and 5 in the US.

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.

You will also collaborate with IMC members of staff from other business streams and from the regional teams when working on projects and as needed in business development. Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required.

## How to apply

Please submit your CV and covering letter to [recruitment@imcworldwide.com](mailto:recruitment@imcworldwide.com) explaining clearly why you are interested in this role and working for IMC, the skills and experiences you can bring to it, and how your experience meets the person specification. Your covering letter should also include your salary expectations.

**Applications will be reviewed on an on-going basis, so it is recommended you apply as soon as possible.**

For more information about working with IMC please [click here](#)

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## PERSON SPECIFICATION

	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	X	
Experience of designing, implementing and quality assuring quantitative/qualitative monitoring and evaluation activities in a developing country context	X	
Technical experience in one or more of the following areas – Humanitarian, Climate Change (including Climate Finance) Education, Private Sector Development, Innovation, Energy Access, Trade, WASH, Infrastructure	X	
Experience in writing successful proposals (including technical components) for multi- and bi-lateral clients, such as FCDO, World Bank, EU, USAID and other relevant clients in international development	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
Proven international expertise	X	
Experience in measuring value for money in complex development programmes		X
Experience of development of others, including one to ones and other performance management functions		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	
Able to work in a team, and also independently to deliver programme outputs to a high standard	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative and supportive team player	X	
Willing to assist in the capacity building of others, including mentoring and coaching	X	
Excellent written and verbal communication skills	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	