

Job Description

Consultant (Level 1)

Itad is recognised as a leading consultancy in international development, particularly in performance monitoring systems, evaluation, and programme design, across a range of sectors. We have a very strong record in major institutional and thematic evaluations for a wide range of agencies. Itad is a well-established consultancy, going through a period of expansion in response to the strong demand for services in monitoring and evaluation. We are recruiting to permanent staff posts at Consultant level.

This is the standard Consultant Job description; please see below for the attached appendix which details the specifics required for the Climate Change role.

Your skills and experience will include:

- Post-graduate degree in an applied development field and relevant work experience.
- Technical expertise in at least one major aspect of data collection and analysis, such as: qualitative methods; survey design; survey sampling; and quantitative statistical analysis
- Technical expertise and experience in one or more of the following areas:
 - Public sector governance
 - Empowerment and accountability
 - Private sector development
 - Health
 - HIV/AIDS
 - Climate change
 - Social protection
 - Food security
- Strong analytical, facilitation, presentation and writing skills.
- Good communication and interpersonal skills, e.g. proven ability to deal with staff, collaborators and partners from a wide range of backgrounds and cultures
- Fluency in written and spoken English
- Proficiency in one or more of the other UN languages would be an advantage

Duties and responsibilities:

A. Project acquisition

- Assess business leads identified by the Business Development team
- Work with the Business Development team to produce EOIs and prepare project proposals, including establishing project teams and consortia where appropriate

B. Project Implementation – Technical

- Provide technical inputs to projects, either in the UK or overseas, as agreed with clients and Directors
- Undertake assignments as a member of a team, to achieve a target annual turnover and gross profit in line with company targets

C. Marketing & Networking

- Develop and maintain networks of freelance consultants and associates with skills in M&E
- Build partnerships with like-minded organisations with complementary skills and interests
- Seek out and pursue new business opportunities through direct contacts

- Assist with production of materials for the evaluation and M&E sections of the Itad web site
- Assist with maintaining project information in ITADIS and intranet
- Actively network with clients and partners to promote Itad's interests in evaluation and to maintain current awareness of opportunities and ideas in these areas

D. Professional Development

- Undertake professional development as agreed with your line manager, to ensure that your professional knowledge and skills are current and that you have clear and distinct expertise to offer on projects
- Maintain your CV and ensure that it describes sets of skills and experience that can be utilised on Itad projects

Benchmarks

Itad consultants are required to prepare annual workplans that include financial benchmarks for fee-earning and project management as well as objectives for professional development and collaborative working. You will be expected to work efficiently and effectively to achieve performance benchmarks that relate to your job.

Att: Appendix tailored to specific role

Consultant Job Description Appendix – Climate Change

To be read in conjunction with Consultant Job Description document

Specific skills and experience

1. Technical

- Experience (minimum 2 years) in providing technical inputs on international initiatives in at least one of the following fields:
 - Climate change adaptation
 - Climate resilience
 - Climate compatible development / green-growth
 - Disaster risk management / disaster risk reduction.
- Experience of applying a range of M&E approaches, methods and tools such as Theory of change, Contribution Analysis, Outcome Mapping, and Most Significant Change.
- Some experience designing and delivering reviews, assessments and evaluations.
- Some experience designing and implementing monitoring systems and results frameworks.
- Strong analytical and technical writing skills with a proven ability to produce and summarise complex evidence-based findings in a clear and engaging style.

2. Team working

- Ability to work effectively, constructively and independently within a small team as well as a willingness to work across Itad's other thematic working groups.
- Ability to develop strong working relationships with colleagues, clients and partners.
- Ability to proactively multi-task and successfully contribute to the delivery of multiple assignments at any one time.

3. Specific duties and responsibilities

- Contributing to the delivery of a portfolio of climate change M&E projects, including a combination of complex and high profile independent external programme and institutional evaluations and M&E support to the implementation of climate change adaptation / resilience projects and programmes.
- Contributing to enhancing Itad's reputation as a 'thought leader' in climate change resilience M&E through the generation and dissemination of new knowledge.
- Supporting Itad's climate change M&E business development activities.

Regular overseas travel is an essential aspect of the role.

The successful candidate should have the right to live and work permanently in the UK and be willing to live and work in the Brighton area.

Rewards

We offer a competitive remuneration package. Salary will be negotiable depending on experience and qualifications. We also provide matched stakeholder pension contributions, a performance related bonus, and attractive conditions of service.

To apply

Please send your CV and a covering letter explaining your qualifications and interest in the post, (Word format) to alice.parsons@itad.com with 'Consultant – Climate Change' in the subject line.