

Consultant

Private Sector Development, Markets & Trade

(full time, permanent)

Itad Ltd is a specialist management consultancy in international development based in Hove. We want the resources invested in international development to have the greatest possible impact on people's lives. We provide the insight and ideas to ensure that it does.

Demand for our work in monitoring and evaluation (M&E) of private sector development, markets and trade is growing fast. Consequently, we are looking to recruit a Consultant to join our team.

Responsibilities will include:

- Providing technical inputs into a portfolio of projects and programmes, including a combination of complex and high profile evaluation and M&E support to private sector development, markets and/or trade projects and programmes
- Engagement in Itad's continued work to develop innovative methodologies in this area and contributing to enhancing Itad's reputation as a 'thought leader' in private sector development and markets M&E through the generation and dissemination of new knowledge including developing materials for publication
- Supporting Itad's business development activities

Working closely with other evaluation specialists within Itad, you will be able to develop strong working relationships with clients, partners and stakeholders and will have the ability to provide high quality technical inputs.

The successful candidate will be educated to postgraduate level with at least 2-3 years' experience. They should be willing to live and work in the Brighton area.

Itad offers the opportunity to work in a friendly, dynamic and stimulating environment and be part of a rapidly growing team.

To apply please send your CV and a covering letter (Word format) explaining your qualifications and interest in the post to recruitment@itad.com with 'Consultant – Private Sector Development' in the subject line. Deadline for applications is 3rd October 2014.

Job Description

Consultant – Private Sector Development, Markets & Trade

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 M&E. We are recruiting 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 Private Sector Development, Markets and Trade role.

Your skills and experience will include:

- Masters in relevant subject area such as economics, statistics, public policy or international development with 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
 - Trade
 - 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 Itad web site
- Assist with maintaining project information
- 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 work plans 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.

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.

Consultant Job Description Appendix - Private Sector Development, Markets & Trade

To be read in conjunction with 'Consultant Job Description'

Specific skills and experience

1. Technical

- Demonstrated experience working in the field of international development, preferably private sector development, markets and/or trade, with a minimum of 2-3 years' experience
- Demonstrated understanding of M&E tools and concepts, preferably related to private sector development, markets and/or trade
- Experience with quantitative and qualitative data collection and analysis techniques
- Experience designing and delivering reviews, assessments and evaluations (desirable)
- Experience designing and implementing monitoring systems and results frameworks (desirable)
- 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

- Providing technical inputs into a portfolio of projects and programmes, including a combination of complex and high profile evaluations and M&E assignments to support the implementation of private sector development, markets and/or trade projects and programmes
- Engagement in Itad's continued work to develop innovative methodologies in this area and contributing to enhancing Itad's reputation as a 'thought leader' through the generation and dissemination of new knowledge including developing materials for publication
- Supporting Itad's business development activities in private sector development, markets and trade

Regular overseas travel is an essential aspect of the job. The candidate should be willing to live and work in the Brighton area.