

Consultant/ Senior Consultant

Private Sector Development, Markets & Trade

Up to full time hours available

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 or a Senior Consultant to join our team.

Responsibilities will include:

- Providing technical and project management 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 5 years' experience. They should have proven project management experience and an ability to summarise complex evidence-based findings in a clear and engaging style. Regular overseas travel is an essential aspect of the job. The candidate should be willing to live and work in the Brighton area.

Itad is a values based company, committed to ensuring that we carry our values through our everyday work. One of these values is Personal Development, we strive to match individual and company aspirations wherever possible. We attach great importance to maintaining a positive, friendly and supportive atmosphere within our office.

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 20th February 2015.

Consultant/Senior Consultant Job Description – Private Sector Development

To be read in conjunction with 'Consultant/Senior Consultant Job Description – Annex'

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 5 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
- Strong analytical and technical writing skills with a proven ability to produce and summarise complex evidence-based findings in a clear and engaging style
- Experience designing and delivering reviews, assessments and evaluations
- Experience designing and implementing monitoring systems and results frameworks
- High level of competence in project management, work planning and budget development.

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

Consultant/Senior Consultant Job Description - Annex

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 and Senior Consultant level.

This is the standard Consultant job description; please see above for the specific skills and experience required for the Private Sector Development 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
- Candidates being considered for this position should have technical expertise and experience of working in Private Sector Development, however Itad encourages involvement across our theme areas and therefore experience in one or more of the following areas is desirable; 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

E. 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

Candidates being considered for a Senior Consultant role should have experience in the following:

F. Project Implementation - Management

- Manage such projects as fall within your areas of expertise and/or interest
- Managing sub-contracted external UK and overseas-based consultants, partner organisations, and consortium members
- Monitoring and managing the financial performance of projects under your management, in line with project budgets and financial targets
- Liaising with accounts staff to ensure prompt purchase and sales ledger invoicing
- Coordinating IE teams, including academics and researchers.
- Managing partners in developing countries to design, pilot and collect survey data.
- Undertaking field-level checks, as required.
- Overseeing spot-checking and supervision processes.
- Ensuring partners deliver to the standards expected by the client.

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