



**Terms of Reference**

# **Third Party Monitoring Analyst**

Consultancy position based in Islamabad, Pakistan.

Revised: December 2024



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering a range of complementary services, including monitoring, evaluation and learning / data analytics / research, evidence and analysis / advisory / project management / communications / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 80 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**VISION:** To set the international standard for ethically delivered expert services in complex and challenging contexts.

**MISSION:** We use evidence and learning to provide trusted advice and enable change for a sustainable future.

### VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

**ETHICS:** Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Scope of Work

*The TPM Analyst will support activity planning and delivery tasks, including technical design of data collection tools and methodology, work planning resource management, systems and client management pertaining to TPM activities under The Independent Monitoring, Evaluation and Learning of the Building Resilience and Avoiding Vulnerability to Emergencies (BRAVE MEL), contracted by FCDO.*

The TPM Analyst may also support the design and delivery of other Integrity programmes either in Pakistan or globally. Staff members also support the consolidation and proliferation of good project management practice within the company, supporting initiatives within working groups and working with the technical team to ensure high quality project delivery.

### **Project Description: The Independent Monitoring, Evaluation and Learning (MEL) of the Building Resilience and Avoiding Vulnerability to Emergencies (BRAVE) programme.**

The BRAVE programme sits within its Climate, Resilience and Humanitarian Group. The key objectives of the BRAVE programme are:

1. Improved capacity of the most vulnerable people to anticipate, absorb and adapt to shocks.
2. Government of Pakistan (GoP) and civil society better able to manage resilience and response activities (at both national and sub-national levels), responding more predictably, timely and effectively to shocks.
3. Respond to new and ongoing critical humanitarian emergencies and protect developmental gains when needed.
4. Generation of enhanced evidence on what works for disaster risk and resilience programming in Pakistan to inform adaptation and to provide scale able, replicable models to GoP.

Integrity has been contracted to support Objective 4 of the BRAVE programme, delivering the Monitoring, Evaluation and Learning (MEL) component of BRAVE programme (BRAVE MEL). The contract runs from December 2024 until August 2028. Integrity will provide continuous independent monitoring and verification of all BRAVE Implementing Partners' programme activities and outputs to:

- Ensure they are implemented according to agreed plans, with evidence to support course corrections where necessary.
- Evaluate the performance and effectiveness of key interventions within the BRAVE programme and generate learning in terms of what works, for who and in what context to inform future climate resilience programming for FCDO in Pakistan.
- Provide accountability assurance that the programme is implemented in a transparent and participatory manner, and that FCDO and implementing partners involve all key stakeholders.
- Generate independent data and evidence on changes in levels of knowledge and attitudes, capacities and skills, quality of partnerships, and decision-making processes for developing climate resilience in Pakistan.

## Terms of Reference

### **A. Project Delivery – BRAVE MEL (85%)**

The TPM Analyst will play a key role in the planning and delivery of TPM activities including data collection tool and methodology design (both quantitative and qualitative); data collection and analysis; internal and

external reporting. They will work in collaboration with project implementing partners GLOW and I-SAPS, and key project personnel including the Project Manager, Evaluation and Learning team, and Dashboard Expert. The role holder will be responsible for high quality and timely development of MEL products that meet or exceed stakeholder expectations.

At project inception phase, the TPM Analyst will:

- Support TPM design in collaboration with consultant Economist to define sampling, methodology, and work plans.
- Collaborate with BRAVE stakeholders as directed by the Team Leader, to support development of stakeholder mapping and engagement plans.
- Support desk review of existing documentation to develop sampling, geographic targeting, and data collection methodology.
- Support development of TPM data collection and data analysis tools in collaboration with the Dashboard Expert.
- Provide technical inputs to inform TPM Plan and Inception report draft with the oversight of the Team Leader.
- Collaborate with Dashboard expert to design of online TPM information products to be shared with FCDO and BRAVE stakeholders including IPs and Government of Pakistan
- Contribute to the preparation and delivery of inception meetings, which may include stakeholder Kick off Meetings, Theory of Change workshops, and Inception Workshops.

At implementation stage, the TPM Analyst will:

- Develop and maintain a comprehensive work plan for all field-level TPM data collection activities, including:
  - Recruitment and training of data collection teams in line with TPM activity plans.
  - Translation and piloting of data collection tools.
  - Logistical planning in line with contract specifications and activity needs.
  - Site planning, sampling and methodology for each data collection activity in line with FCDO requirements.
- Complete bi-weekly internal TPM activity reports, detailing planned vs delivered outputs; challenges, risks and issues; and activity look-ahead.
- Lead cleaning and analysis of data collected for all TPM activities, in line with workplans and information requirements in line with contractual deliverables and/or as specified by the Team Leader
- Provide inputs for client-facing products, including monthly financial and technical updates, Annual Progress Reports, and technical advisory presentations.
- Develop and share accessible TPM and evaluation evidence products for BRAVE implementing partners, GOP, and FCDO upon request.
- Synthesise TPM data to develop findings and recommendations presentations to BRAVE stakeholders at quarterly learning workshops.
- Provide on-demand assistance to technical advisory tasks including Asset Verifications, thematic and technical deep dive workshops, or Theory of Change support

## **B. Technical Design and Business Development (10%)**

If recruited in a staff position, the TPM Analyst will help to drive technical quality across the design and delivery of our projects. They will work with colleagues across the company to help develop and deliver market-leading approaches. The TPM Analyst will:

- Contribute to the articulation, development and roll-out of approaches and methodologies, in line with Company strategy.

- Support internal and external thought leadership on Integrity's service offering.
- Contribute to the technical and commercial design of new Integrity opportunities, from identification and pre-positioning through to proposal design, drafting/budgeting, submission, negotiation and mobilisation.
- Develop and sustain strong working relationships with key stakeholders including government, World Bank, FCDO, USAID and other relevant accounts.
- Support the development of technical and commercial offers on selected projects and proposals.
- Support the growth and/or improvement of our service, thematic and geographic capabilities. In particular, work closely with the Principal Manager in Pakistan to improve our project management offer in the country.
- Contribute to internal and external communications on agreed services, thematics and/or geographies.
- Support Principal Manager in identifying new consultants with the appropriate technical, management and thematic skills to deliver Integrity's growing portfolio of work.
- Support efforts to identify new business opportunities.

### **C. Learning (5%)**

If recruited in a staff position, the TPM Analyst will support internal and external learning on key services, thematic and geographies. This includes building awareness of Integrity's approaches and strengthening the capacity of colleagues to design and deliver to the required standard. The TPM Analyst will:

- Identify and share lessons from project delivery and contribute to lesson learning across the team.
- Support the Head of Project Management to drive good practice through engagement with in-house training materials, training modules and other learning events, particularly through the Project Management Working Group.
- Work with colleagues to support their own professional development in areas of specific expertise.
- Engage with the wider sector through attendance and participation in external events etc.

## **Your Experience and Expertise**

### **Essential**

- 3-7 years' experience working within the international development, research and/or the consultancy sector ideally in Pakistan, with a focus on monitoring, evaluation and learning.
- Demonstrated experience in primary and secondary qualitative and quantitative data collection methodologies and instrument design, including key informant interviews, focus group discussions and surveys.
- Demonstrated experience of quality control, quality assurance, and analysis of monitoring data; contributing to the writing of monitoring and learning reports in a variety of reporting formats.
- Demonstrated experience managing monitoring and reporting across multiple workstreams/programme components.
- Demonstrated understanding of and experience with theories of change and results frameworks
- Ability to communicate effectively with colleagues and clients, verbally and in writing.



- Excellent problem solving, organising and management skills.
- Ability to prioritise changing and competing demands and tasks, while consistently delivering quality work.
- Outstanding interpersonal skills, collaborative and constructive approach to working with others, building effective relationships internally and externally.
- Strong proficiency with Word, Excel, and PowerPoint; and competency working with and quality assuring qualitative and quantitative analysis software outputs (e.g., NVivo, R).

#### Desirable:

- Thematic experience in climate resilience, humanitarian, natural resources and environment, health and/or education.
- Experience working in fragile and conflict-affected environments.
- Experience of working with the UK Government, particularly FCDO.
- Experience of and relevant accreditation in project management methodologies, including PRINCE, MSP, APM, Agile, Lean etc.
- Experience supporting the pursuit of new business, including competitive bidding.
- Experience of managing downstream partners and working with diverse stakeholders.

#### Languages

- Written and oral fluency in English, with excellent communication skills, including the ability to write clear and compelling narratives.
- Proficiency in Urdu is required. Other regional language including Punjabi, Sindhi and Pashto would be an advantage.

## Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Leadership</li> <li>• Planning and Organising</li> <li>• Development and Continual Learning</li> <li>• Results Focus and Initiative</li> <li>• Teamwork</li> <li>• Customer Orientation</li> <li>• Communication</li> <li>• Managing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and Flexible Thinking</li> <li>• Achievement Focus</li> <li>• Managing Resources</li> <li>• Teamwork and Team Leadership</li> <li>• Customer Orientation</li> <li>• Influencing</li> <li>• Organisational Knowledge</li> <li>• Organisational Alignment</li> <li>• Strategic Thinking</li> <li>• Accountability</li> <li>• Developing Talent</li> </ul>

## How to Apply

If you are interested in applying for this position, please complete the application form at <http://www.integrityglobal.com/opportunities> and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **24 December 2024**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

***This position is contingent upon donor funding. Candidates must have the right to work in Pakistan.***