

JOB DESCRIPTION & PERSON SPECIFICATION



Principal Consultant – Feminist Evaluation (MEL Portfolio)

Aug 2024

Job Description and Person Specification

Principal Consultant, Feminist Evaluation (MEL Portfolio)

About the Role

As Principal Consultant in the Monitoring, Evaluation and Learning (MEL) portfolio, you will play a critical role in expanding and enhancing the portfolio's work. This will include developing bids for evaluations and other contracts, leading the delivery of evaluation contracts and growing the network and reputation of SDDirect. The Principal Consultant will be expected to apply feminist values and gender equality, disability and social inclusion (GEDSI) technical expertise to the design and delivery of complex and multi-country evaluations. Please read on to learn more about the company, team and role, and the kind of applicants we are looking for.

About Us

Social Development Direct (SDDirect) is an SME (small or medium-sized enterprise) social enterprise with a 24-year track record as a leading global provider of high-quality and innovative social development consultancy and research services. We specialise in gender equality and social inclusion, applied across a broad range of programme areas, and have worked exclusively on these issues in over 50 countries, including fragile states and post-conflict settings.

We work to build inclusive societies in which all women, men, girls and boys and people of all identities are valued and empowered to make choices about their own development through greater social, economic, and political inclusion and increased accountability in the development process. We deliver this through technical advice to inform and shape policy, intersectional gender analysis and research, including evidence and literature review, strategic planning, business case and programme design, programme implementation, monitoring, evaluation, and learning (MEL) and the development and implementation of programmes at country and international level.

We work across different thematic areas, including safeguarding, inclusive education, gender-based violence prevention and response, governance and inclusive societies, climate, inclusive economic empowerment and digital. We serve a range of clients including leading development agencies such as the UK Foreign Commonwealth Development Office (FCDO), Australia's Department for Foreign Affairs and Trade (DFAT), the United Nations, including UNICEF and UN Women, INGOs, multilateral development banks, private sector partners and foundations, supporting them to realise their ambitions for global gender equality as part of their commitment to the Sustainable Development Goals (SDGs). Our partners trust us to provide honest, robust advice that is underpinned by the latest evidence.

Read more about us and our work at: www.sddirect.org.uk

About the Team

The Principal Consultant role sits within the growing MEL Portfolio in the Technical Team at Social Development Direct (SDDirect). The Technical Team delivers high-quality and innovative expertise across our social development thematic areas, meeting the evolving needs of clients worldwide. The MEL portfolio delivers a diverse range of services, from the design and delivery of MEL systems for

complex programmes, support for designing GEDSI responsive MEL systems and feminist evaluations. To contribute to our growing portfolio we are seeking candidates with a strong background in evaluation and expertise in GEDSI.

You can view the technical team's profiles by visiting this link: [Meet our Team | Social Development Direct \(sddirect.org.uk\)](#)

ROLE OVERVIEW

Summary of role		
1	Reports to:	Head of Monitoring, Evaluation and Learning (MEL) Portfolio
2	Direct reports:	Up to 3 reportees.
3	Location:	<p>UK-based candidates must be eligible to work in the UK upon appointment. SDDirect's Head Office is located in Old Street, London. We operate a hybrid working model with flexibility on the frequency of office visits, which can be discussed further during the recruitment process.</p> <p>Candidates based outside the UK may also be considered for this role and are encouraged to contact our HR team at careers@sddirect.org.uk to discuss their circumstances.</p>
4	Appointment term:	<p>Full-time and Part-time hours will be considered. A minimum of 4 days is required.</p> <p>This is a permanent contract.</p>
5	Remuneration Package:	<p>This role is Band E, with a salary range of £55,000 - £85,000. Salary upon appointment will be commensurate with experience and in line with team members in equivalent roles.</p> <p>You can find further information about our benefits on our website, here: Working with us as an employee Social Development Direct (sddirect.org.uk). Please note: For candidates based outside of the UK, the total remuneration package will need to be adjusted according to the benefits and tax regulations of their country of residence.</p> <p>SDDirect does not provide a relocation package.</p>

MAIN DUTIES AND RESPONSIBILITIES

As a Principal Consultant in the MEL Portfolio, you will focus on providing technical and thought leadership in feminist evaluation. You will lead complex, multi-country and mixed-methods evaluations, which will focus on GEDSI as it relates to one of our SDDirect portfolios. You may also be involved in designing and delivering research across our other portfolios. In addition to delivery, you will also be involved in winning new work, leading evaluation, research or MEL bid development and raising SDDirect's external profile and reputation.

Technical Design, Delivery & Leadership

- Design and deliver a range of mixed-methods evaluations, often in shifting and unpredictable contexts, including impact, formative, summative or process evaluations with a GEDSI focus. This will include the design of the approach, data collection tools and methodologies (surveys, interviews, focus group discussions, workshops, etc.) and analysis of the data collected.
- Support the development of SDDirect's body of knowledge and practice on feminist evaluation, staying up to date with current thinking on models, methods, good practice and relevant debates.
- Provide leadership to SDDirect contracts as relevant, including project management responsibilities, client liaison, and support to and technical leadership of consultancy teams.
- To use negotiation and diplomacy skills and to confidently manage challenging conversations.
- To ensure projects are delivered on time, within budget, to high-quality standards, and in keeping with SDDirect's ethics and ethos.
- To provide support to SDDirect's other portfolios (Equal Education, Safeguarding, Green Economies and Infrastructure, Governance and Inclusive Societies, Gender-Based Violence), as appropriate on MEL or in research design and delivery.
- To provide technical support to other members of the MEL portfolio to support their growth and development. This would include providing actionable and constructive quality assurance and feedback to other team members.

Raising SDDirect's Profile

- To establish and maintain close relationships and effective networks with our clients, partners and consultants, drawing on their own professional networks.
- To represent SDDirect at meetings, conferences and on social media and ensure that SDDirect's work on GEDSI and evaluation is disseminated and profiled externally in a clear and accessible way, especially with key fora in the MEL sector.
- To provide internal thought leadership and professional development activities on MEL, raising the capacity of other staff on MEL.

Business Development

To contribute to the growth of SDDirect’s portfolio of work in this technical area, through:

- Identifying areas of growth and new business opportunities through close and direct contact with clients, potential clients, partners, potential partners, in-house staff and external consultants.
- Supporting the Business Development Team in identifying relevant opportunities to expand the portfolio and pipeline.
- Act as technical lead on MEL bids, bringing a rigorous understanding of evaluation design and GEDSI relevant analytical frameworks for relevant bids and proposals to clients.
- Engaging with and influencing emerging opportunities and delivery concepts and ensuring SDDirect’s MEL offering is responsive to market requirements and aligns with SDDirect’s equitable partnership principles.

Person Specification

<p>Essential:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • A university degree in a relevant subject (e.g. law, human rights, social policy, gender studies, peace and conflict studies, political science) or equivalent experience. <p>Experience</p> <ul style="list-style-type: none"> • Relevant experience (at least 15 years with some international/overseas experience) in evaluation working with multilaterals (such as UN, World Bank etc), bilaterals, foundations and non-governmental organisations (NGOs) with at least 5 years in Team Leader positions. • Expertise in a range of qualitative and participatory methods for evaluation (e.g. outcome harvesting, story-boarding, body mapping, most significant change). • Experience designing and delivering, multi-country and mixed methods evaluations for a range of clients. • Expertise in gender equality, disability and social inclusion broadly, with particular focus on evaluation methods that are GEDSI responsive or transformative. • Familiarity with a range of analytical frameworks for understanding or evaluating GEDSI integration. • Familiarity with softwares for the collection and analysis of qualitative and quantitative data (e.g. ODK, Kobo, Dedoose, Nvivo, Stata, R).
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	<ul style="list-style-type: none"> • Experience in managing large evaluations or similar contracts, including programme and budget management, team leadership, strategic thinking and communication. • Excellent written, verbal and presentational skills and an ability to communicate complex ideas to a range of audiences in a way that encourages buy-in/ownership. • Experience in creating an empowering and diversified culture within an organisation. • Fluency in written and spoken English. • Ability to travel internationally and to work legally in the UK (if based in the UK).
<p>Desirable:</p>	<ul style="list-style-type: none"> • Ability to work in another language, e.g., Spanish, French or Arabic. • Knowledge and experience of at least one other thematic area of interest: GBV, emergency and conflict settings, women’s economic empowerment, climate justice, education, safeguarding, governance and accountability. • Expertise in quantitative evaluation methods, including experience in designing sampling methods and providing statistical analysis of results. • Membership of relevant evaluation fora and networks, representation on panels or advisory groups relevant to evaluation or MEL. • Experience in building the capacity of colleagues and peers in MEL.

How to Apply

If you are interested in joining our dynamic team, please refer to the Person Specification and submit your tailored CV and 1-page cover letter. The deadline for applying is **15th September 2024**. Due to the high volume of applications, we are only able to respond to shortlisted candidates.

Our Selection Process

Social Development Direct’s organisational vision is a just and equal world founded on gender equality and social inclusion. Our mission is to provide excellence in social development to support policies, laws, social norms and institutions that advance social, economic and political justice for all. We are committed to creating a safe, diverse, and inclusive workplace and welcome people from under-represented groups to apply.

The selection process for this recruitment will include a pre-screening call with a member of our HR team, a 1 hour written assessment and two competency-based interviews. The first interview will be with Alix Clark (Head of MEL) and Chris Hearle (Principal Consultant in Green Economics and Infrastructure). The second interview will be with a member of our Senior Leadership Team.

Assessments are scheduled for **w/c 30th September 2024**. Interviews are scheduled for **w/c 7th October 2024** and will be conducted remotely through Microsoft Teams.

For those who are invited to interview, we may process information about whether or not applicants have a disability or impairment so we can make adjustments during the recruitment process and implement the Disability Confident scheme. Our HR team will ask you to confirm that you have read our privacy notice and consent to providing this information before doing so. Our full privacy notice can be read on our careers page here: [Privacy Notice for applicants | Social Development Direct \(sddirect.org.uk\)](https://sddirect.org.uk/privacy-notice-for-applicants-social-development-direct).

Should you have any enquiries or need assistance or accommodations to ensure accessibility throughout the application process, please contact the HR team at careers@sddirect.org.uk.

Safer recruitment and the Misconduct Disclosure Scheme (MDS)

As part of our commitment to safer recruitment practices, SDDirect participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this scheme, we will request information from the successful candidate's previous employers about any findings of workplace misconduct including sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. We will also conduct a Disclosure and Barring Service (DBS) and anti-terrorism check.

Please note that background checks are undertaken for transparency. Any disclosures are looked at on a case-by-case basis and should not discourage you from applying. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.