

Position title: MEL Specialist, Short Term Consultant

- **Reports to:** William Dunworth, Chief of Party
- **Application Instructions:** If interested, please send a CV with contact information and your requested daily rate to Mia Richardson (mrichardson@encompassworld.com) and Kyle Charles (kcharles@encompassworld.com)

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Position Summary

- The Ukraine Monitoring and Learning Support (UMLS) Activity requires support for the implementation of monitoring, evaluation, and learning activities in the UMLS work plan. This consultancy position is for discrete MEL technical tasks/services, and the consultancy has the potential to be renewed. Assigned tasks will be aligned to consultant expertise and availability.
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- The work plan is part of the seven-year, USAID-funded Activity to holistically assist the USAID Regional Mission in Ukraine with its monitoring; evaluation; and collaborating, learning, and adapting (CLA) needs during the implementation of the Mission's country development strategy.

Primary Responsibilities

- Support the implementation of the UMLS Activity work plan by undertaking diverse technical tasks/services on behalf of the Chief of Party. Tasks will be aligned with the UMLS Monitoring & Oversight, CLA, Evaluation, and Third-Party Monitoring teams. Tasks/services may include:
 - Serve as Evaluation/Assessment/Study Team Member, as requested.
 - Support research (desk reviews, assessments, etc).
 - Contribute best practices and innovative tools that can be applied in a conflict environment.
 - Support development and delivery of capacity building activities related to MEL.
 - Support design of evidence dissemination events (and related products).
- Ensure close coordination and collaboration with UMLS local staff, USAID/Ukraine, and USAID implementing partners (as relevant).
- Complete tasks according to agreed-upon timelines.
- Offer written inputs in English.
- Other tasks as agreed based upon the evolving situation in Ukraine and the Mission's needs.

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Required Qualifications

- Minimum of a Bachelor's degree and 5 years' experience or Master's degree and 3 years' experience working with international development organizations or related social development areas.
- At least 2 years of demonstrated experience contributing to MEL-related work.
- Strong communication and management skills.
- Demonstrated effective interpersonal skills, proactive, creative problem solving and ethical management.
- Professional fluency in English (spoken and written).
- Proficiency with Microsoft Office Suite.

Desirable Qualifications

- Familiarity with USAID's CLA practices; familiarity with USAID's Evaluation Policy.
- Previous work experience in Ukraine.
- Familiarity with USAID/Ukraine Mission.
- Proficiency in Ukrainian.
- Ukrainian citizens are strongly encouraged to apply.