
THET Monitoring, Evaluation and Learning Consultant

1. Introduction

THET

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries. We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at www.thet.org

MEL Consultant

This position is being advertised as we seek to bolster the capacity of the Research, Evidence and Learning team during a period of limited capacity. The consultant will work across the MEL portfolio of the team, as well as undertake a number of initiatives aimed at providing long-term improvement to MEL and data practices within the organisation.

2. Main responsibilities

Workstream 1: Support the Workload of the MEL Unit

- Lead the MEL function (including finalising the MEL frameworks) of two medium-sized projects based in South and East Africa.
- Support the Country Programmes staff with the MEL components of certain small to medium scale programmes as required, including the review and finalisation of MEL frameworks, or reporting requirements.
- Provide support to the REL team with MEL related work as required and by agreement.

Workstream 2: Develop a Programmes Data Management Strategy

- Undertake a review of programmes data collection, management and use practices across the organisation.
- Advise how we can use our current data tools to the greatest advantage and/or the need for new tools.
- Provide support to the newly hired Data Analyst as required and by agreement.

Workstream 3: Organisational MEL Improvement

- Undertake a review of the MEL frameworks and MEL practices across our Country Programmes portfolio and produce recommendations if required on improvement of quality, alignment with the learning agenda, and organisational effectiveness.
- Assist the REL Team in finalising an organisational MEL Manual as needed.

3. Contractual responsibilities

The contract is for 110 days and will terminate latest March 31st 2025. The Consultant will receive a daily rate of up to £300, or, up to £33,000 for the whole programme of work. Please note that this is non-negotiable and will cover all expenses apart from project-related travel and communication expenses. Where reasonable travel and communications expenses are incurred, and approval given by the Head of REL, the Consultant will be remunerated following submission of timely and accurate receipts.

Receipts must be kept, where possible, in order to claim for support costs. Consultants will not be expected to use their own funds to cover project-related costs.

Invoice process: Invoices must be submitted by the consultant monthly in £ GBP and the [HRMC exchange rate](#) used to calculate any support costs expenses. The monthly exchange rate to be used should match the month the costs were made (and the month should match the receipt).

Reports to: THET Head of Research, Evidence and Learning, based in the UK. The Consultant will be responsible for managing their workload and conducting the activities in a timely and efficient manner as set out in this document. Given the number of activities and the small amount of time, the Consultant will agree with the Head which aspects to prioritise.

4. Person Specification

Person specification	Essential	Desirable
Qualifications	Bachelor's Degree (2:1 or above) in a relevant discipline.	Master's Degree level in a relevant discipline, such as Public Health.
Experience	<ul style="list-style-type: none"> • Experience leading the MEL function of medium and large-scale international projects. • Experience in improving MEL practices and processes. • Experience in developing data strategies for NGOs, or in the assessing and improving processes in data management, analysis and use. • Experience in the collection and analysis of large qualitative and quantitative datasets. • Experience in developing the capacity of others in MEL and data collection and management. • Experience developing knowledge products for diverse audiences. 	<ul style="list-style-type: none"> • Experience of programme delivery in a low- or middle-income country. • Significant experience of working in low- or middle-income countries, including supporting partners and governments.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the use of key data management tools (e.g. Excel, Salesforce, Atlas.ti). • A good understanding of MEL principles. • Knowledge of approaches to data quality assurance. • Demonstrable knowledge of current global health issues. • Knowledge of research methodologies • Knowledge of effective approaches to present and share data to promote the use of evidence. 	<ul style="list-style-type: none"> • Knowledge of health partnerships • Knowledge of THET • Good understanding of project/ grant management cycle, including grant design, selection, contract, implementation, monitoring and evaluation •

Skills	<ul style="list-style-type: none"> • Strong analytical and problem-solving abilities • High level of attention to detail • Excellent communication skills, both written and oral. • Ability to take complex material and produce clear and engaging content. • Good research skills • Good interpersonal skills. • Ability to work independently and make decisions with minimal supervision. • Adaptable and able to thrive in a fast-paced, dynamic environment. 	<ul style="list-style-type: none"> • Ability to analyse, synthesise and communicate complex issues in a clear manner. • Confident in developing the capacity development of others. • Excellent interpersonal skills and confidence in dealing with international teams and senior external stakeholders
Values	<ul style="list-style-type: none"> • Strong commitment to THET's cause and values. • Highly motivated self-starter. • Flexible and adaptable. • Intercultural sensitivity and awareness. 	
Other	<ul style="list-style-type: none"> • The candidate must be willing to work in insecure areas and travel to rural areas. • THET is an equal opportunity employer, and any form of canvassing will lead to automatic disqualification. • A commitment to matrix working. 	

5. How to apply

Candidates should submit their CV, along with a cover letter of no more than two pages to jobs@thet.org with 'THET MEL Consultant' in the subject line by **30th August 2024**. Shortlisted candidates will be invited to a virtual interview the week commencing 2nd September. The candidate will work remotely.

ANNEX 1 – TROPICAL HEALTH AND EDUCATION TRUST (THET)

One billion people will never see a qualified health worker in their lives. For over thirty years, THET – www.thet.org - has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas.

From reducing maternal deaths in Uganda to improving the quality of hospital care for injured

children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past ten years alone, THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions and UK health workers who have contributed over 60,000 days of their time as volunteers. Health partnerships have contributed to more effective and efficient health systems in low- and middle- income countries (LMICs).¹ They also benefit the UK health sector through improved health professional competencies, motivation, health service innovations and global influence.²

THET is a fund manager for health partnership grants programmes on behalf of UK government and corporations. [Health partnerships](#) are long-term, institutional relationships between health organisations in the UK and their counterparts in LMICs, and are based on ideas of co-development, reciprocal learning and mutual benefit. Staff from UK health institutions volunteer their time developing and carrying out health systems strengthening activities at their LMIC partner institution, be that training, curriculum development, leadership and governance, etc.

¹ Tripleline, HPI, *HPS Evaluation Synthesis Report*, 2016: http://iati.dfid.gov.uk/iati_documents/5641071.pdf

² THET, *In our mutual interest*, 2016: <http://www.thet.org/resource-library/in-our-mutual-interest>