Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Manager Monitoring &amp; Evaluation - TACS</th>
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<tbody>
<tr>
<td>Strategic Business Unit</td>
<td>Society</td>
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<tr>
<td>Location</td>
<td>Lahore/Islamabad</td>
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<td>Reports to</td>
<td>Director TACS</td>
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<tr>
<td>Pay Band</td>
<td>PB 7</td>
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<tr>
<td>Duration of job</td>
<td>Two years fixed term (extendable for 1 year dependant on project funding)</td>
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**PURPOSE OF JOB**

To develop and deliver on all monitoring and evaluation (M&E) aspects of the TACS programme as per agreed guidelines in the partnership agreement between EAC and British Council. To lead on the development of key research pieces/studies, utilising the data collected within the programme, that demonstrate impact of model and contribute to policy briefs used for advocacy purposes.

**CONTEXT AND ENVIRONMENT**

ILMPOSSIBLE Take a Child to School (TACS) Phase I was launched in January 2014 and worked to put 189,000 OOSC into primary schools across 63 districts in Pakistan. TACS is run in partnership with the Educate a Child Programme Qatar on a matching funding model. Under Phase II British Council and consortium partners aim to scale up the retention and monitoring of the original 189,000 enrolled children through the primary cycle up to transition into secondary schools plus the enrolment of an additional 200,000 out of school children (aged 5 to 11 years) across 70 districts in Pakistan by December 2019, with a ratio of 40% girls and 60% boys. It will engage community stakeholders through 20,000 youth volunteers/ILM ambassadors and 500 mohalla committees (old plus 250 new) and an increment of 400 schools for its DOSTI (Life Skills & Sports Engagement) programme. The project will accomplish these results using an approach that engages all education stakeholders to ensure children enroll in school, stay in school and learn while there.

The British Council

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

**Country Operation**

Pakistan

**Unit Details**

Within Society unit TACS is set up as a separate project team that operated under an assigned Project SRO.

**ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

- Work with the Director and Head of TACs to revise and renew a programme logframe and a monitoring matrix for TACS phase II that incorporated lessons learnt from TACS I.
- Lead on development of a comprehensive M&E framework/strategy/workplan for TACS II for local IPs, strategic partners and used by Project managers to track progress against targets and milestones.
- Update and renew all data collection tools to ensure robust programme monitoring.
- Lead on upgradeation and overhaul of the online ILM Portal to ensure better data management, make it user friendly and to allow British Council and local partners to extract relevant information and tables.
- Manage and deliver all M&E aspects of the project, including support for M&E framework implementation, report writing, data collection, evidence collation and donor reporting.
Produce analysis of programme data and identify methods to use results for services and programme improvement.

Lead on development and implementation of quality control mechanisms to improve the quality of the collected information, ensuring consistency across field offices, programmes and donor requirements.

Lead on organizing evaluation of programme and policies including through review of methodology, survey material, or suggesting data collection techniques or approaches in the implementation of planned activities.

Prepare and/or coordinate finalization of documents or regular reports including but not limited to bi-annual progress reports, situation reports, briefing and background information required by the EAC, internal British Council systems and other interested stakeholders including Government Ministries.

Lead on capacity building of local partners and strategic partners on M&E processes to ensure quality data collection and reporting by developing an M&E toolkit and through regular training workshops with all IPs and Strategic partners to ensure adequate understanding of processes and systems.

Lead on REF reporting and liaising with British Council regional team for all evidence and impact reporting.

**Research Support to TACS and wider Society Programme**

- Lead on the development of research content related to the programme by:
  - Conducting field work and reviewing documents as required in support of evaluations and research studies
  - Leading on data analysis, authoring final reports and presenting to internal/external audiences.

- Lead on developing policy briefs that highlight key learnings of the programme centred around community mobilisation, use of physical and sports education to improve retention and critical challenges on enrolment and retention.

- Support the wider society team in reviewing their M&E systems, recommend improvements and support their implementation.

- Support the wider society team in developing project documents, background papers/ research and concept notes for future programming and opportunities.

**KEY RELATIONSHIPS**
The post holder will need to develop successful relationships with

- Key programme stakeholders (including internal team and externals such as Strategic Partners, implementing partners and government ministries and line departments)

- The programme managers for the wider South Asia region including the Regional Performance and Evaluation Manager and Director Society South Asia

**OTHER IMPORTANT REQUIREMENTS OF THE JOB**
We encourage work life balance. However, occasionally the role may require working at unsocial hours. Frequent travelling would be required to support the programme

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<th>Passport/visa and/or nationality requirement</th>
<th>Right to work in Pakistan</th>
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<td>Security or legal checks required for this role</td>
<td>Comprehensive background check</td>
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**Person Specification**

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<tr>
<th>Knowledge</th>
<th>Project delivery &amp; Resource Management</th>
<th>Shortlisting</th>
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<tr>
<td>Understanding of Participatory approaches, quantitative and qualitative data collection and analysis, logic modelling/logical framework analysis</td>
<td>(Ability to work independently) to enable delivery of discrete elements of</td>
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| Functional Competencies | Program design, monitoring & evaluation, report writing and analysis.  
| | • Demonstrated skills in data management, developing tools and systems for monitoring and evaluation services.  
| | • Proficient in Microsoft Office (word, publisher, excel and power point) | Work without close supervision |
| Skills and Knowledge | Analysing Data & Problems (Level 4)  
| | Able to apply or devise specialised concepts and methods of analysis – or commission them from others. Understands the output and uses the results to make clear and / or solve complex business, market or policy problems. | Managing People (Level 2)  
| | | Supervises a small team  
| | | Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards. |
| Other Skills:  
| | Strong qualitative and quantitative research skills including proficiency in using statistical and analytical tools and models e.g. SPSS, Stata and others | Managing Risk (Level 2)  
| | | Supports a risk management culture  
| | | Has track record of identifying and highlighting risks and suggesting mitigating actions. |
| | Commercial & Business Development (Level 3)  
| | Defines and develops products/programmes/services which deliver British Council goals on impact, income and surplus within a defined area of business that responds to market opportunities and aligns to wider corporate strategies. | Managing Projects (Level 3)  
| | | Leads smaller projects  
| | | Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects. |
| Account Partnership Development Level 3  
| | Builds account teams - Identifies and deploys teams of Council staff whose attributes match the stakeholder/customer/partner’s needs, and adapting proposals to accommodate the needs of the | Using Technology (Level 3)  
<p>| | | Identifies where new or improved technology could benefit business efficiency, the customer experience | |
| | | | Shortlisting &amp; Interview |</p>
<table>
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<tr>
<th><strong>Planning &amp; organizing (Level 3)</strong></th>
<th><strong>Communicating &amp; Influencing (Level 3)</strong></th>
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<td>Develops annual plans. Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.</td>
<td>Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</td>
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**Behaviours**

*Please see The Behaviours Dictionary for behaviour definitions and levels*

- **Behaviours assessed during interview stage of recruitment process**
  - Making it Happen – More demanding level
  - Being Accountable– More demanding level
  - Connecting With Others – Most demanding level

- **Behaviours not assessed during recruitment process**
  - Creating Shared Purpose- More demanding level
  - Working Together – Most demanding level
  - Shaping the Future – More demanding level

- **Experience**
  - Three years of practical experience in design and management of evaluation processes, including working with multiple education stakeholders and civil society organizations

- **Qualifications**
  - 16 Years of Education

- The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations.

- Behaviours to be assessed during the interview stage of recruitment are mentioned.

- Shortlisting & Interview

- Shortlisting