

Job Description

Job Title	Monitoring and Evaluation Manager		
Strategic Business Unit	TVET IV	Location	Islamabad
Pay Band	Consultancy Contract (Long Term)	Contract Duration	4.5 Years Consultancy Contract
Deadline to Apply: 11th February 2024 (11:59 PM)			

About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

About the role

The Monitoring and Evaluation Manager will be responsible to deliver on evaluation frameworks to drive performance improvement, uphold regulatory compliance, and facilitate data-driven decision-making. He will work as a primary point for all monitoring and evaluation related work linked with programme outputs and outcomes.

The appointee will have responsibility for:

Project Monitoring and Evaluation

- Develop and implement an effective monitoring system that responds to the information needs of the donor and for British Council reporting purposes.
- Develop and maintain a monitoring system that effectively links project budgets to planned activities and produces monthly reports as per donor requirements.
- Develop and strengthen M&E procedures and monitor and evaluate all project activities and progress towards achieving project outputs against set project indicators.
- Collect data on a regular basis to measure achievement against the performance indicators of TVET IV Programme.
- Support project staff on ways to properly document, organize and capture programme progress, validate and triangulate provincial data for compilation and analysis of primary and secondary data.
- Support project progress reporting, data quality reviews and assessments.
- Conduct field visits for monitoring and evaluations as necessary for programme implementation and ensure programme progress, quality of delivery, and share findings with senior team for course correction.
- Produce reports on M&E findings and prepare presentations based on M&E data as required.

Coordination

- Coordinate with the relevant colleagues for the data collection with necessary guidelines.
- Coordinate with the Marketing and Communications Manager, Provincial Teams, and the Safeguarding focal point with regards to the data collection through online tools.
- Coordinate with provincial teams to ensure timely reporting as per protocols.

Evidence generation and reporting

- Analysing Monthly Progress Reports and Quarterly Progress Reports and provide regular feedback for improvements.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide feedback on improving project performance using M&E findings.
- Systematic collection and reporting of robust KPI achievement, evidence generation and ensuring means of verification/validation of all interventions.

Safeguarding

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.
- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

Reporting and Line Management: The M&E manager will report to Team Lead.

Required qualifications and experience.

Skills and knowledge	<ul style="list-style-type: none"> • at least 3 years of relevant work experience, and specific expertise in MEL frameworks and reporting • Experience of working with donor funded projects 	
Experience	<ul style="list-style-type: none"> • Experience of managing projects from start to finish and familiarity with project life cycles. • Understanding of monitoring, evaluation and reporting requirements of projects. • Proven experience of managing project, M&E and highlighting evidence-based progress. • Experience of managing stakeholders • More than 3 years working in project or programme management. • Experience of using technology in project delivery. • Good understanding and experience of supporting monitoring and evaluation. 	
Qualifications	Masters in relevant field	
British Council values and behaviours	<p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>For further information please visit the below pages.</p> <ul style="list-style-type: none"> • https://www.britishcouncil.org/sites/default/files/bc_behaviours.pdf • https://www.britishcouncil.org/about-us/our-values 	

Condition of employment	Proof of Identity requirements/right to work in country. Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.	
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Submission guidelines:

- Email subject: Application for 'Post title'
- KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: tvvet.iv@britishcouncil.org.pk
- Applicants failing to comply with the above-mentioned guidelines will not be considered.
- Only Shortlisted candidates will be called for interviews.