Role Profile

Monitoring, Evaluation and Learning Officer- Pakistan Youth Leadership Initiative (PYLI), Pakistan

DEADLINE: 23 February 2025 (11:59 PM Pakistan time)

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| Role information | |  | |  |
| Role type | **Pay band** | | **Duration** | |
| Business, Partnership and Programme Development | **Grade 4 / H** | | **21 months (Consultancy Contract); Start date 15 March 2025.**  **Location: Islamabad or Karachi** | |
| How to apply | | | | |
| **Open Call will be initiated.**  **Submission guidelines:**   * Email subject: Application for ‘Post title’ * KINDLY SHARE YOUR CVs ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: RecruitmentNFEPakistan@britishcouncil.org * Applicants failing to comply with the above mentioned guidelines will not be considered * Shortlisted candidates will be called for interviews | | | | |
| Role purpose | | | | |
| Monitoring and Evaluation Officer will work as a primary point of contact for internal and external stakeholders for all monitoring and evaluation related work and coordinate with universities, CSOs British Council internal team working in the field for the PYLI project. | | | | |
| Role context | | | | |
| The British Council Pakistan launched Pakistan Youth Leadership Initiative (PYLI) in November 2023. It is a three-year project led by British Council Pakistan in partnership with Government’s Prime Minister’s Youth Development Programme, Higher Education Commission (HEC), local CSOs and public universities. The project is co-funded by Qatar based Education Above All Foundation’s programme “Reach Out to Asia”, UNDP and WaterAid.  Project Objective: Young women and men in Pakistan are aware of social and ethical values, and respectful of diversity by taking inclusive and responsible actions to influence local, national, and global sustainable development agenda on climate action.  Outcomes:  Outcome 1: 80 public universities and 30 CSOs in Pakistan have increased capacity on implementing digital and global citizenship education and climate change education offers for young women and men.  Outcome 2: Young women and men in Pakistan demonstrate increased knowledge, skills and awareness of digital and global citizenship, have increased digital literacy and demonstrate leadership skills  Outcome 3: Young women and men in Pakistan have a better understanding of climate change as a global challenge affecting their country and the world  Outcome 4: Young women and men develop cross cultural connections and networks in Pakistan and internationally to deliver youth lead climate actions for the benefit of their communities and advocacy for agenda setting at national and international levels. | | | | |
| Main accountabilities | | | | |
| Monitoring and Evaluation Officer’s roles and responsibilities will include:   * Links project budgets to planned activities and produces monthly reports as per ROTA requirements. * Provide timely, accurate and updated information relating to impact, results and value for money narratives on project indicators for monthly, quarterly and annual internal and donor reports after regular coordination and provide regular feedback to the project team and the British Council team * Monitor and evaluate all project activities and progress towards achieving project outputs in coordination with the partners, against set project indicators * Support the project team on using and distributing M&E instruments * Strengthen and Implement the M&E procedures * Systematic collection and reporting of robust KPI achievement evidence * Coordinating with British Council project team in providing the relevant Monitoring and Evaluation data as per the British Council and ROTA policies * Coordinate routinely with the project team, and senior colleagues from partner organisations and project officers collecting evidence from the field * To conduct the project impact evaluation study * Update and ensure the effective implementation of the M&E and the Learning Management System (LMS). Maintain the M&E data and organise all M&E related activities * Participate in annual project reviews and planning workshops and assisting the SRO and British Council Senior NFE Manager in preparing relevant reports by assimilating the relevant information * Production of user guidance and other support materials to be used as reference points for staff and partners * Provide support to conduct monitoring visits to Universities and CSOs in the project areas   Relationship & Stakeholder management   * Has relationships with implementing partners, universities (GYM Clubs) and stakeholders within country. * Build strong internal relationships and networks   Commercial and Financial Management   * Monitoring of M&E budget, including correct expenditure, ensuring the P2P process is being followed. * Support programmes team on British Council and ROTA M&E reporting (including, with Finance Manager, financial reporting) and ensure reports are delivered on time, to budget and to a high standard. * Compliance to British Council and ROTA financial policies and procedures.   Safeguarding:   * Complete Introduction of Safeguarding e-learning courses (Mandatory e-learning course) * Due diligence for Safeguarding are conducted for implementing partners. * Ensure that the implementing partners and strategic partners understand the safeguarding code of conduct and comply with the safeguarding standards related to children /adult when conducting British Council activities * Ensure protection of data related to children and adult * Ensure strict application of safeguarding in planning, implementation and monitoring of ROTA implementing partners * Escalate Safeguarding issue to the ROTA safeguarding focal person and head, Pakistan | | | | |
| 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 country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered. | | | | Shortlisting |
| Language Requirements | | | | **Assessment stage** |
| C1 English | | | | Shortlisting |
| Additional job requirements | | | |  |
| Role could require some domestic and international travel as required by the programme and some out of hours and evening work responding to or driven by programme/portfolio needs | | | |  |
| Person specification | | | | |
| Qualifications | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
|  | | Foundation level Project Management certificate | | Shortlisting |
| Masters in relevant field | | * at least 3 years of relevant work experience, and specific expertise in MEL frameworks and reporting * Experience of working with donor funded projects | | Shortlisting |
| Role specific knowledge and experience | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
| * Experience of project implementation and familiarity with project life-cycles. * Understanding of procurement, evaluation, and reporting requirements of projects. * Proven experience of managing project finances. * Experience of managing stakeholders * Project management qualification desirable. * Project management qualification desirable. * At least 3 years of experience in project or programme management. * Experience of using technology in project delivery.   Good understanding and experience of supporting monitoring and evaluation. | |  | | Shortlisting AND/OR interview |
| Role specific skills | | | | **Assessment stage** |
| *Refer to function/job family skills framework where applicable* | | | | Shortlisting AND /OR interview |
| British Council core skills | | | | **Assessment stage** |
| * Managing projects 2 * Communicating and Influencing 2 * Managing risk 2 * Account and Partnership management 2 * Planning and organising 2 * Finance and resources 2 | | | | Shortlisting AND /OR interview |
| British Council values and behaviours | | | | **Assessment stage** |
| 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.  The behaviours for each values pair can be found on our [Intranet SharePoint site](https://britishcouncil.sharepoint.com/about-us/Values/Pages/How-we-behave-says-who-we-are.aspx) for internal staff and at our Careers portal for external applicants. | | | | Shortlisting AND /OR interview |
| For Recruiter / Hiring Manager use only | | | |  |
| Background Checks  Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the one screening category considered relevant for this job: | | | | Offer |
| * Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8). | | | | Yes/No |
| * Finance (directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller). | | | | Yes/No |
| * Regulated for child safeguarding (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity) | | | | Yes/No |
| * Standard Screening (If none of the above categories apply then the role is subject to standard screening) | | | | Yes/No |
| Role Profile completed by | | | | **Date** |
| Name: | | | |  |