BRITISH COUNCIL

A. JOB DESCRIPTION

Job title, reference number and location	**Aawaz II: Monitoring and Evaluation Manager**		
Strategic Business Unit	Aawaz II	Country, region	Islamabad, Pakistan
Pay band	LTTA Contract	Contract duration	Till 31 March 2027

PURPOSE OF JOB

Monitoring and Evaluation Manager will work as a primary point of contact for internal and external stakeholders for all monitoring and evaluation related work and coordinate with the Monitoring and Evaluation team working in the field for the project. S/he will work closely with the MEL Lead to support analysis of data and reporting.

CONTEXT AND ENVIRONMENT

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.

We work with over 100 countries across the world in the fields of arts and culture, English language and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

About the project
The Aawaz II is working with local communities to promote the rights of women, youth, persons with disabilities, religious minorities, and other excluded groups, to strengthen and facilitate their development. The programme has a focus on the issues of child marriage, gender-based violence, social cohesion, intolerance, to which marginalised groups are extremely vulnerable.

The Impact the Aawaz II programme is hoping to achieve is: A more inclusive, tolerant, and peaceful Pakistan, with less exploitation and intolerance. British Council is leading on the delivery of Pillar 2, Community Dialogue, Awareness and Voice and Pillar 3, social cohesion and tolerance. As part of the delivery of these pillars, Aawaz II is supporting the capacity building of Aagahi Centres across 37 districts to provide a safe space for marginalised members of the community, getting information on their rights and promoting social cohesion and promote tolerance particularly towards religious minorities. Aawaz II aims to achieve these objectives by creating a more protective and enabling environment for girls, boys, women, youth, religious minorities, the differently abled and those at risk of exploitation.

ABOUT THE ROLE
M&E Manager is expected to provide technical oversight to M&E partners/suppliers, provincial and downstream partners for all monitoring, evaluation and learning activities with the objective of providing relevant stakeholders with timely and relevant data and analysis to understand and adapt project performance.

The M&E Manager will assist MEL Lead to collect and analyse data from field, data analysis (especially quantitative), generate quality evidence for assessment and evaluations, ensuring field data collection and reporting exercises, management of quality assurance mechanisms, and coordination with key external stakeholders. The M&E manager will review, and quality assure all reports and data before onward sharing with MEL lead.

KEY RESPONSIBILITIES:

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 in coordination with the M&E partner/supplier
- 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 in coordination with the M&E partner/supplier under the guidance of the MEL Lead
- Monitor and evaluate all project activities and progress towards achieving project outputs in coordination with the M&E partner/supplier, against set project indicators
- Develop data collection tools and their revisions as well as design data collection procedures under the supervision of MEL lead
- Collect data on a regular basis to measure achievement against the performance indicators of Aawaz II Programme in coordination with MIS coordinator and DSPs/PPs M&E team
- Support programme staff on ways to properly document, organize and capture programme progress, validate and triangulate provincial and downstream partners data and help MEL lead in compilation and analysis of primary and secondary data
- Support project progress reporting, data quality reviews and assessment studies
- Conduct field visits for monitoring and evaluations as necessary for programme implementation and ensure programme progress, quality of delivery, and share findings with Aawaz II Programme Management Unit team and downstream partners for course correction
- Produce reports on M&E findings and prepare presentations based on M&E data as required

Coordination with Partners and M&E Team
- Manage the M&E partner/supplier and coordinate routinely with them for accomplishment of deliverables
- Coordinate with M&E colleagues from partner organisations in collecting evidence from the field
- Coordinate with the relevant PMU colleagues for the data collection through online mediums with necessary guidelines
- Coordinate with the Communications Manager for the project, delivery team and the Safeguarding focal point with regards to the data collection through online tools
- Liaise with PMU research team and the M&E partner/supplier to design and conduct assessment and research studies
- Coordinate with M&E partner/supplier, provincial and downstream partners to ensure timely reporting as per protocols

Data and Information Management
- Ensure the operationalisation of effective implementation of the M&E and the Management Information System (MIS)
- Maintain programme M&E database; analyse and aggregate findings. Closely examine the quality of quantitative and qualitative data, to ensure that any discrepancies or issues are highlighted and addressed timely
- Provide relevant monitoring and evaluation information relating to project outputs with the Communications Manager for progress briefs and communication material
- Production of user guidance and other support materials to be used as reference points for staff and partners
- Ensure data security and confidentiality as per standard guidelines and data safeguarding principles

Evidence generation and reporting
- Systematic collection and reporting of robust KPI achievement, evidence generation and ensuring means of verification/validation of all interventions.
- Review and analyse large data sets -both internal and external (e.g. national surveys)- to provide evidence linked to the Aawaz thematic focus.
- Analysing Monthly Progress Reports and Quarterly Progress Reports and provide regular feedback to M&E partner/supplier, provincial and downstream partners 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
- Provide timely, accurate and updated information relating to impact, results and value for money analysis and narratives on project indicators for monthly, quarterly and annual internal and donor reports after regular coordination with the M&E supplier.
- Participate in annual project reviews and planning workshops and assisting the Senior Project Manager in preparing relevant reports by assimilating the relevant information
- Other duties as required in accordance with objectives, plans, and workload priorities.

KEY RELATIONSHIPS
The post holder will need to develop successful relationships with
- M&E partner/ supplier and the provincial and downstream partners for monitoring/assessments and collecting data from the field
- Aawaz II Programme Management Unit for the collection of relevant M&E information

OTHER IMPORTANT REQUIREMENTS OF THE JOB
The post holder is required to travel occasionally and work unsocial hours

QUALIFICATIONS AND EXPERIENCE
This is a manager role, which requires master's in social sciences (preferably economics, statistics,) with at least 7 years of experience in collection, management and analysis of quantitative and qualitative data for M&E. Skills in MIS and fluency in at least one statistical software e.g., SPSS or STATA is essential.

The M&E Manager should have good knowledge of M&E methods; credibility to guide programme teams in relation to monitoring and evaluation. He/she should have experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages, experience in designing and managing beneficiary monitoring and database systems, experience in performance measurement, including indicator selection, target setting, reporting, and developing M&E plans. Expertise in econometric analysis using statistical software is an asset.
., The incumbent must have thematic knowledge of the programme areas that are priority of the Aawaz II programme (gender-based violence, child marriage, social cohesion and tolerance), and effective leadership, interpersonal, analytical, communication (written & verbal) skills.

APPLICATION SUBMISSION
Please submit your Curriculum Vitae (in the format attached) and a brief cover letter stating your experience and interest in undertaking this assignment by email to

To: Urooj.Ejaz@britishcouncil.org

at the latest by **18 October (11:53 PM PST).** Please use the subject **"MEL Manager - Your Name"** in the subject line of email you may send. Please make sure the CV is submitted on the **attached format** at the end of this document (page 4). The title of your resume should be your full name.

Passport/visa and/or nationality requirement.	Right to work in Pakistan
Security or legal checks required for this role.	Comprehensive background check

B. PERSON SPECIFICATION

	Essential	Desirable	Assessment stage
Behaviours *Please see The Behaviours Dictionary for behaviour definitions and levels*	**Behaviours assessed during interview stage of recruitment process** Working Together - *essential* Being Accountable - *essential* Making it Happen - *essential* **Behaviours assessed during recruitment process** Shaping the Future - *essential* Connecting with Others - *essential* Creating Shared Purpose - *essential*		The position holder will be required to demonstrate <u>all six behaviours</u>, on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned.
Skills and Knowledge See **The Core Skills Dictionary** for details	Experience of working in M&E preferably within the civil society sectors Experience of training/technical support in the development of ToRs for M&E inputs and logical frameworks Ability to use quantitative data analysis using software and develop reports Managing People (L1) Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes. Planning and Organising (L3) 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. Analysing Data and Problems (L3) Analyses patterns, seeks out and examines a range of information to identify patterns, trends and options, to solve multifaceted and complex problems Managing Risk (L3) Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices. Using Technology (L2) Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use. Communicating & Influencing (L3) Is creative and adaptable in communications. 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.		Short listing, test and/ or interview

Experience	At least seven years of relevant experience of a similar role in a donor funded project		Short listing and/ or interview
Qualifications	A university degree in statistics/monitoring OR social sciences		Short listing and/or interview

NAME

Profile: (BRIEF OVERVIEW OF PROFILE, EXPERIENCE AND STRENGTHS)

Current position

Nationality
Pakistani

Qualifications

Languages
English   Fluent
Urdu   Mother Tongue

Key skills

(highlight technical/management and soft skills)

Relevant experience:
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR

Other Experience
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR
ROLE/TITLE, ORGANISATION, START MONTH/YEAR – END MONTH/YEAR