

Role Description

Position Title	Learning Coordinator, Dakchyata TVET Practical Partnership		
Strategic Business Unit	Education & Society	Location	Kathmandu, Nepal
Reports to	Team Leader	Grade	Project based consultancy contract, comparable to British Council Nepal's Pay Band G
Duration of inputs	18 months (fixed term through to December 2021)		

PURPOSE

This post will lead of coordinating learning, monitoring and evaluation activities for the European Union (EU) funded *Dakchyata: TVET Practical Partnership* project, contracted to the British Council through a delegation agreement for implementation to the value of Euro 14.1 million over five years.

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, education and civil society. 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.

The British Council is highly experienced in managing vocational education and training programmes throughout the world. It has extensive experience in managing large TVET projects including financial management, procurement, contract management and monitoring and evaluation. It has supported various governments in institutional reforms and capacity development in TVET sector, organizational restructuring of TVET institutions, quality improvement of TVET and partnership programs for linkages of TVET trainees to various industry employments.

Country Operation

The British Council has had a presence in Nepal since 1959. The British Council office in Nepal has been active in improving the teaching and learning of English, education sector projects and partnership programs, education promotion, UK examination and policy dialogue activities. British Council has also delivered range of Skills programmes in South Asia.

The Project

The Project – *Dakchyata TVET Practical Partnership* has the overall objective of contributing to Nepal's inclusive and sustainable growth through investment in human capital and by creating better employment opportunities. The specific objective is to strengthen and implement more effectively a TVET policy responsive to labour market needs and pilot an integrated Public Partnership Approach in three key economic sectors i) agriculture (commercial farming and food production), ii) construction, iii) tourism, that offer opportunities for promoting the transition to a greener, climate-

resilient, low-emission economy.

The project began in March 2017, and will continue through to December 2021. To achieve the objectives the project is working towards the following result areas:

- Innovative PPP models piloted to enhance the relevance, quality and sustainability of TVET
- Capacity building and role of GoN in the TVET system enhanced and TVET governance improved

ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES

The **Learning Coordinator** is responsible for all learning, monitoring, and evaluation activities for the project. The main purpose of the role is two-fold: to gather evidence of impact resulting from project activities, and support the collation of lessons and learning emerging from grant funded pilot projects under the Practical Partnership Fund.

This is an excellent opportunity which would suit someone who has defined career aspirations in Monitoring, Evaluation and Learning (MEL) of donor funded interventions tackling social issues and looking to develop experience and skills within a supportive environment. The role has ample opportunity for the successful candidate to build their generalist impact evaluation research and MEL experience; supporting managers with evaluations, quality monitoring, accountability, learning and gathering of case studies. We are looking for a confident communicator who is equally comfortable talking to employers, trainers and trainees on project visits as providing senior leaders with updates and analysis of findings. The ideal candidate will be a collaborative worker who enjoys both working and contributing ideas in a tight team as well travelling independently to build new relationships with a diverse range of external partners.

Main responsibilities include:

- Collating and analysing results: gather and document progress towards achieving results, producing and reporting against the Dakchyata Learning Framework and Log Frame, and the British Council Results and Evidence Framework, allowing the project to meaningfully communicate results and lessons learned, backed-up with robust data and evidence;
- Communicating impact: close coordination with the Senior Management, Communications and Grant Teams to translate evidence and lessons from Dakchyata and partner activities into learning, to generate resources, guidance and tools for further dissemination and replication
- Building capacity with project team and partners (grant recipients) for learning, monitoring, and evaluation
- Learning for impact and innovation: work closely with Senior Management to foster a culture of learning for staff and partners

Specific duties comprise, but are not limited to, the following:

- Provide orientation and continuous capacity building and support to project grantees and other members of the project team on the project MEL systems and tools
- Support the collection, including direct data collection with project partners and stakeholders, analysis and documentation of knowledge and the exchange of learning from grant funded projects and Dakchyata activities
- Analyse reports from grantees in terms of progress, challenges and required actions and identify the causes of potential problems and challenges and actions to mitigate against these.
- Support the design and delivery of capacity building and learning exchange workshops between project partners to share lessons and learning across the network
- Work with the Grants Team to gather and critically analyse results and learning from pilot projects on what works well (and less well) and why, mapped against the project Learning Framework
- Support the documentation of results into various formats as outlined in our Learning and

Communications strategy

- Support to design, plan and manage external evaluations of pilot projects
- Communicating impact and lessons learned, working closely with the Senior Management, Communications and Grant Teams contribute to the development of content that showcases lessons learned from Practical Partnership pilots, and broader project results and impact in line with the project communications strategy.
- Gathering case studies in line with programme outcomes in the programme delivery field (schools, colleges, community settings etc.)
- Manage and further develop project data collection tools and methods and provide quality assurance of information and data that is collected and collated.
- Lead regular and systematic reviews of project logical framework and Learning Framework, ensuring that key learning questions and assumptions are revisited and tested throughout project implementation
- Draft biannual results focused progress reports for submission to the EU
- Provide monthly monitoring reports to the Team Leader, Senior Programme Manager, and Project Board.
- Lead on internal quarterly reporting against the British Council Results and Evidence Framework including data collection, analysis and inputting on SAP.
- Participate in planning and conduct of periodic monitoring visits to grantees implementations districts
- Ensuring the project team remains focused on outcome level change, including leading regular review meetings internally
- Support Senior Programme Manager to embed lessons learned culture across project team.

KEY RELATIONSHIPS

- Project Senior Management Team
- International Strategic Learning Lead
- Grant Manager
- Communication Manager
- Other Project Team
- Client (EU Delegation)
- Government of Nepal Representatives / CTEVT
- Partners
- Short term experts

OTHER IMPORTANT REQUIREMENTS OF THE JOB

We encourage work life balance. However, occasionally the role may require working at unsocial hours.

Location and Duration

The Learning Coordinator will be based in Kathmandu for the duration of the project, with associated country travel expected across the 30+ implementation districts of the grantees, across all 7 provinces of Nepal.

The post shall be full time fixed term through to December 2021 with remuneration paid on a monthly rate commensurate to experience and salary history.

Passport/visa and/or nationality requirement.	Nepali
Security or legal checks required for this role.	Comprehensive background check

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Being accountable – (level 3): <i>Showing real dedication to long term missions of the British Council or team</i></p> <p>Working together – (level 3): <i>Creating environment in which others who have different aims can work together</i></p> <p>Making it happen – (level 2): <i>Challenging myself and others to deliver and measure better results</i></p>		Interview only
	<p>Shaping the future – (level 2): <i>Exploring ways to add value</i></p> <p>Connecting with others – (level 2): <i>Actively appreciating the needs and concerns of myself and others</i></p> <p>Creating shared purpose – (level 2): <i>Creating energy and clarity so that people want to work purposefully together</i></p>		These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment purposes
Skills and Knowledge	<p>Problem solving skills, with the ability to think creatively and critically about monitoring, evaluation and learning for a grant-maker</p> <p>Well developed communication skills: ability to communicate technical concepts to colleagues and partners who are not experts in MEL</p> <p>Excellent interpersonal skills and the ability to engage appropriately with various audiences</p> <p>Strong planner with keen attention to detail, time management and analytical skills</p>	<p>Strong presentation skills and experience of adapting oral and written research outputs to present in non-technical language to diverse audiences from grassroots to senior levels</p>	Short listing and interview

Experience	<p>Experience of facilitation of meetings and workshops to support participants to define lessons and learning – encouraging others to ‘think outside the box’</p> <p>Experience of undertaking or managing monitoring and evaluation of fieldwork and adapting methods to challenging and resource-constrained conditions</p> <p>Experience of delivering training and building MEL capacity both in person and remotely to organisation’s with limited knowledge and capacity in MEL</p>	<p>Experience in engaging with private sector in skills development (TVET) in Nepal</p> <p>Experience of relationship management and coordination between a wide range of internal and external stakeholders for evaluation and learning purposes</p>	Short listing and interview
Qualifications	University degree in relevant subject		Short listing

Submitted by	Pippin Searle	Date	May 2020
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The British Council are committed to safeguarding children, young people and adults who we work with.

We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council’s Safeguarding policies for Adults and Children.

