

POST DESCRIPTION

Title	Implementation and Monitoring Liaison / Enlace de implementación y seguimiento
Location of project:	Bogotá, Colombia
Scale	Senior Consultant I
Economic Compensation	\$56.000.000 per the entire contract (IVA included)
Length of contract	Approximately eight (8) months (subject to contract signature with the stakeholder).
Number of consultants required	2

Context and Environment

The British Council in Colombia is a largely UK government grant funded non-for-profit organisation. Colombia is an important commercial, cultural and educational partner for the UK, and we aim to increase the impact of our operation locally. In Colombia, the British Council works mainly in English, Education and Arts.

Contracts: British Council delivers a series of consultancy and teacher training and mentoring projects for both public and private sectors. Main contracts are usually with the Ministry of Education, the Ministry of Commerce, the Ministry of Defence and Local Education Authorities.

Projects: Within the English and School Education (ESE) pillar, the British Council manages a wide-ranging portfolio of large-scale and local projects. These initiatives are developed and delivered in collaboration with both public and private sector partners.

Equality, Diversity, and Inclusion (EDI) Statement: The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do. We support all staff to make sure their behaviour is consistent with this commitment. We want to address under representation and encourage applicants from under-represented groups, in particular, but not exclusively, on grounds of ethnicity and disability. All disabled applicants who meet the essential criteria are guaranteed an interview and we have Disability Confident Employer Status. We welcome discussions about specific requirements or adjustments to enable participation and engagement in our work and activities.

The British Council is 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.

The British Council is dedicated to safeguarding everyone we interact with. To ensure a safe context, we implement enhanced practices for work that involves direct contact with our stakeholders. These practices include thorough checks of qualifications, references, identity, and criminal records in compliance with local laws. Additionally, safeguarding training is provided during inception of service provision or onboarding to ensure a clear understanding of responsibilities. By engaging with us, you commit to upholding these standards and contributing to a safe space for all.

Purpose

The Implementation and Monitoring Liaison will be responsible for working directly and closely with district educational institutions (IEDs) over an eight-month period (approximately), ensuring that the actions outlined in the implementation plan are carried out in a timely, coherent, and high-quality manner. This role is key to ensuring effective coordination among the various stakeholders involved in the project, promoting the active participation of schools, and supporting the achievement of the established objectives.

Although most activities may be carried out virtually, the Implementation and Monitoring Liaison is expected to visit assigned schools when necessary. The main objectives of the role include, but are not limited to, the following:

- Act as the coordinating agent for all strategies and activities at each assigned school.
- Conduct an initial exploration in each of the assigned schools to identify the main point of contact, the most effective communication channels, and the most appropriate methods for engagement during the accompaniment period.
- Provide teachers, headteachers, and coordinators with resources to encourage participation in all activities, tailored to each school's context and needs.

Responsibilities

All responsibilities must be carried out in line with the British Council's core corporate policies, including Equality, Diversity and Inclusion (EDI), Safeguarding, and Data Protection. All materials and outputs must adhere to British Council and partner branding guidelines, data protection regulations, and applicable Colombian law.

General responsibilities

- Work directly with the assigned IED, gathering relevant information and verifying that planned actions are being carried out in accordance with the implementation plan.
- Support the Operations Managers in the implementation, follow-up, monitoring, and evaluation of the activities carried out in the institutions.
- Ensure the proper execution of field activities in line with the project's technical and operational guidelines.

- Provide support to the Technical Lead to ensure consistency in the approach and development of activities within the IEDs.
- Facilitate coordination and collaboration among different stakeholders, promoting effective communication and joint work.
- Promote the active and committed participation of educational institutions in all phases of the project's implementation.
- Contribute to the production of reports, analyses, and recommendations to support the strategic decision-making of the technical and operational teams.
- Participate in all the synchronous and asynchronous training sessions and meetings with the coordination team and academic lead.
- To ensure the active participation of the assigned schools and teachers at all stages of the strategy.
- To ensure a close, permanent communication with the assigned schools and teachers.
- To schedule, prepare, execute, and keep track of the delivery of actions and progress in a systematic and timely manner according to the project's general timeline.
- To support the implementation of the evaluation component by routinely collecting data and evidence.
- To provide timely information, prepare comprehensive analytical reports, presentations, and technical documents relevant to the project.
- To keep constant communication with Schools to monitor the development of the activities, according to the procedures and standards defined.
- To report alerts, and cases that require immediate attention, thus mitigating dropout.
- To build and keep up to date databases of teachers and schools assigned, using the standard formats.
- To promote amongst assigned teachers and schools the participation and attendance of workshops, webinars, and events within the framework of the project.
- To consolidate partial and final reports per school describing the results and providing analysis and recommendations.
- To promote the British Council's equality, diversity, and inclusion policy in all the activities performed in this role.
- To complete all the British Council vendor requirements.
- To complete any other activities as established by the contract.
- To complete the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
- To understand and comply with British Council policies, including but not limited to data protection, codes of conduct, confidentiality, safeguarding, and ethics. Full documentation is available at:
British Council Policies for Consultants.

TERMS OF REFERENCE

Type of Contract	Service Provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> - Monthly payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project. - Prior to each payment, the consultant needs to submit a bill for service, a copy of RUT, proof of contribution to social security as established by local law, and approval for payment from manager upon completion of deliverables/products.
Legal deductions	<ul style="list-style-type: none"> - In accordance with local legal legislation in Colombia. - Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- and all applicable taxes) will be applied.
Deliverables	<p>The deliverables listed below are indicative and may be adjusted based on the specific activities assigned and the evolving needs of the project during its implementation:</p> <p>Monthly payments:</p> <p>D1. Weekly schedule report of accompaniment to Schools, detailing the process and outcomes, including monitoring and alert reports.</p> <p>D2. Monthly progress reports detailing actions taken for each activity, as requested by stakeholders.</p> <p>D3. Technical documentation supporting the implementation of assigned activities.</p> <p>D4. Any additional official formats, templates, or reports required by the project framework.</p> <p>D5. Key information and relevant data for each one of the assigned schools to build on Infographics.</p> <p>D6. Any other official formats and reports required by the project.</p> <p>In addition to deliverables D1 to D6, the first payment will include:</p> <p>D7. Certificate of completion for all mandatory British Council training.</p> <p>D8. Diagnostic Report: initial assessment of each school. Details of the initial assessment will be determined with the Operations Managers and Academic Lead.</p> <p>D9. Attendance to all mandatory British Council training sessions (synchronous and asynchronous).</p>

	<p>In addition to deliverables D1 to D6, the last payment will include:</p> <p>D10. Comprehensive final reports with statistics, descriptions, and suggestions on each school.</p>
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CONSULTANT SPECIFICATION

Essential qualifications, experience, and skills	<p>Education:</p> <ul style="list-style-type: none"> - Professional degree in areas such as Social Sciences, Education, Public Administration, Social Work, Psychology, or related fields. <p>Professional Experience:</p> <ul style="list-style-type: none"> - Minimum 6 years' experience in the implementation of projects, preferably in school or education settings. <p>Language Proficiency:</p> <ul style="list-style-type: none"> - Ability to operate in English and Spanish (both written and spoken) in business contexts. Non-native speakers should demonstrate a C1 level CEF. <p>Skills:</p> <ul style="list-style-type: none"> - Minimum intermediate level proficiency in Office, Excel, database management and online cooperation tools (such as G-suite) is a must. - Ability to work under pressure and commit to deadlines. - Strong interpersonal and communication skills in both English and Spanish - Strong analytical skills. - Excellent writing skills in Spanish. - Strong teamwork and inter-institutional coordination abilities. - Excellent verbal and written communication skills. - Organised, proactive, and results-oriented.
Desirable	<ul style="list-style-type: none"> - Familiarity with the public education system of Bogotá or nation-wide and the National English Curriculum - Monitoring and evaluation methodologies for projects.
Passport and/or nationality requirement	<ul style="list-style-type: none"> - Right to work in Colombia is necessary. - The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.

Important Features	<ul style="list-style-type: none"> - Some activities at schools, workshops and trainings will be carried out face-to face. - Most of the activities will take place virtually. Internet access or any other equipment to deliver the activities is not provided by the British Council and is the sole responsibility of the consultant. - Selected candidates must have the availability and flexibility to carry out face to face and virtual activities adapting to the schools' and teachers' schedules. - A confidentiality agreement is a must to sign the contract. - Ability to proactively solve issues to achieve previously agreed objectives and goals. - Passion for education and willingness to invest time in learning and training. - Resilience, communication, and problem-solving skills. - The contract with the selected candidate will be formalised only following the official signing of the partnership agreement between the British Council and the stakeholder, and upon successful completion of all required background checks by the British Council and its partners. 		
Application Process	Based on the description and guidelines listed above, interested candidates are invited to send their Curriculum Vitae in Spanish (as per stakeholder's requirement) to englisharea@britishcouncil.org.co specifying the position you are applying for, in this case: Implementation and Monitoring Liaison		
Rates	Eight (8) payments made upon submission and approval of the corresponding deliverables.		
Deadline for application	May 25, 2025 11.59 pm Colombian time		
Submitted by	Carolina Cruz Corzo English and School Education Lead	Date	May, 2025