

**POST DESCRIPTION**

Title	<b>Monitoring and Data officer – English Without Borders</b>
Location of project	Colombia
Scale	Junior Postgraduate Consultant
Economic Compensation	\$37.012.451 for the entire contract (IVA not included).
Lengths of contract	Seven (7) months
Number of consultants required	1

**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.

*“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.”*

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.

**Purpose**

The purpose of the role is to support the effective delivery and continuous improvement of the English Without Borders strategy by designing and implementing tools to collect, analyse, and visualise data related to student attendance and performance. The post holder will develop robust tracking mechanisms, consolidate information on students’ language proficiency progress, and produce accurate analyses and reports to inform decisions on materials allocation, student enrolment, and school-level performance.

**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.

**Data Management and Reporting**

The following duties must be delivered in accordance with British Council and partner standards, strategic performance indicators, and national regulations:

- Design and implement data collection systems to support effective information management across the English Without Borders strategy.
- Develop and apply data collection, analysis, and reporting tools and protocols to ensure consistency and accuracy across the implementation of the strategy.
- Manage systems for enrolment tracking, beneficiary monitoring, and timely reporting to support project delivery.
- Oversee a virtual platform in collaboration with the designated vendor to enable the generation of progress reports, incorporating input from Technical Leads.
- Contribute to the collection and organisation of essential records, including registration logs, login reports, signed commitment letters from teachers and schools, completion certificates, and other supporting documentation required by the British Council and stakeholders.
- Design and set up a well-organised databases to store and manage project information, ensuring that the data collected is accurate, consistent, and easy to access and track across all activities and beneficiaries.
- Provide timely and relevant insights based on project data, delivering outputs in formats such as analytical reports, presentations, technical documents, and academic materials.

- Maintain and update databases regularly, using projections and scenario planning to support informed decision-making regarding support provision, logistics, distribution, and incentives.
- Ensure quality assurance across all data management processes, guaranteeing reliability and consistency in data collection, processing, and reporting.
- Offer technical guidance and collaborate with team members to promote alignment in data management protocols and practices.
- Review project platforms regularly to monitor data flow and ensure the accuracy and completeness of information.
- Ensure the timely and high-quality delivery of all activities and outputs outlined in the technical proposal. Promptly report any deviations and provide actionable recommendations.
- Carry out project closure duties, including data handovers, finalisation of inventories, and archiving of documentation in compliance with British Council and partner requirements.
- Safeguard data privacy and confidentiality, ensuring full adherence to data protection policies in all aspects of data handling.

**Monitoring, Evaluation and Communications**

Collaborate with managers, technical leads, and other team members to:

- Support the implementation of a monitoring framework to track beneficiary progress using predefined indicators. This framework should support the generation of reports that offer meaningful insights to guide project decisions.
- Ensure that high-quality feedback from stakeholders and participants is systematically gathered, reviewed, and used to support evidence-based decision-making, in alignment with the corporate Reference Evidence Framework.
- Provide key data and analysis that demonstrate the results of the project, supporting internal and external communications by the British Council and its partners.

**Training and Compliance with British Council Policies**

The selected consultant must actively participate in training and ensure full compliance with all relevant British Council policies, legal requirements, and contractual obligations. Responsibilities include:

- Engage in all required training sessions, follow-up meetings, and related activities to ensure alignment with the British Council's objectives and contractual commitments.
- 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](#).

- Complete the six mandatory courses, including Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.
- Apply the principles of equality, diversity, and inclusion in all aspects of project delivery.
- Comply with digital and information security policies, including acceptable use, roaming use, and security information protocols, as well as any specific written instructions provided.
- Protect all personal data and sensitive information accessed during the contract, in accordance with British Council data protection policies and Colombian law.
- Promptly report any data security incidents involving personal information to the British Council.
- Securely destroy or return all personal data upon termination of the contract, following official guidance.
- Strictly adhere to biosafety protocols established by national and local authorities for any in-person activities. Failure to comply may result in immediate and unilateral termination of the contract.
- Address feedback, comments, and recommendations from project coordination in a timely and constructive manner.
- Conduct all activities with discretion and a high standard of confidentiality concerning project-related information.
- Respect copyright and intellectual property rights at all times.
- Fulfil any additional requirements necessary to meet the objectives of the project or that arise from its scope and nature.

## TERMS OF REFERENCE

Type of Contract	Service provision upon request
Payment terms	<ul style="list-style-type: none"> <li>- Monthly payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</li> <li>- 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.</li> </ul>
Legal deductions	<ul style="list-style-type: none"> <li>- In accordance with local legal legislation in Colombia.</li> <li>- Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- and all applicable taxes) will be applied.</li> </ul>

<p>Deliverables</p>	<p>D1. Monthly data and progress reports: A comprehensive report including, but not limited to, the following components:</p> <ul style="list-style-type: none"> <li>- Monthly data analysis summary: A detailed narrative and visual summary of the data analysis conducted during the reporting period. This should highlight key findings, observed trends, and data patterns, along with actionable insights and recommendations to support informed decision-making and continuous improvement.</li> <li>- Updated data repository: A clean and updated version of the database used for analysis, containing the most recent data collected. The structure must support efficient navigation and data retrieval.</li> <li>- Beneficiary databases: Updated databases of participating schools, teachers, and students, including backup copies. Data must be properly categorised and securely stored.</li> <li>- Progress indicator report: A report outlining the current status of key performance indicators related to the component, comparing targets and achievements where applicable.</li> </ul> <p>D2. Updated data visualisations: Submission of graphs, tables, and other visual elements that clearly and effectively communicate findings from the data analysis. These visualisations should be tailored to support both internal and external reporting needs.</p> <p>D3. Updated ethical and legal documentation: Review and update of all documentation related to the ethical and legal handling of data, ensuring full compliance with relevant regulations, including data protection policies and national legal requirements.</p> <p>D4. Documentation of data analysis processes: A detailed record of the analytical methods, tools, and processes used during the data analysis. This documentation should enable replication, transparency, and peer review by technical experts and partners.</p> <p>D5. For the first payment, the consultant must submit proof of completion of the six mandatory British Council training courses: Child Protection Awareness, Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security.</p> <p>-</p>
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**CONSULTANT SPECIFICATION**

Essential qualifications, experience, and skills	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Hold a professional, technical, or vocational degree in a relevant field such as Statistics, Data Science, Economics, Mathematics, Computer Science, or Educational Measurement and Evaluation with a strong quantitative orientation</li> </ul> <p><b>Professional Experience:</b></p> <ul style="list-style-type: none"> <li>- A minimum of four (4) years' experience in information management.</li> <li>- At least four (4) years' experience conducting statistical and mathematical analysis using tools such as but not limited to R, Python, Octave, Stata, or other advanced data analysis software.</li> <li>- Proficiency in using data management and analysis tools, including but not limited to Google Sheets, Microsoft Excel, Airtable, Trello, Google or Microsoft Forms, and CRM systems, as well as other relevant software.</li> <li>- Experience in data visualisation using platforms such as Tableau, Power BI, Looker Studio or equivalent tools.</li> <li>- Experience managing databases (Always ensuring compliance with data protection regulations), including SQL, and ability to work with large and complex data sets.</li> </ul> <p><b>Language Proficiency:</b></p> <ul style="list-style-type: none"> <li>- Ability to communicate effectively in English (both written and spoken) at least at a B1 level on the Common European Framework of Reference (CEFR).</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>- Involvement in the evaluation of educational programmes and policies.</li> </ul> <p>Verifiable experience in research and development, comparable to a research profile in Colombia or its equivalent in the country of origin.</p>
Passport and/or nationality requirement	<ul style="list-style-type: none"> <li>- Right to work in Colombia is necessary.</li> </ul> <p>The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.</p>
Important features	<ul style="list-style-type: none"> <li>- While the majority of the work is expected to be carried out remotely, the consultant might be required to attend periodic in-person activities in Bogotá.</li> <li>- The British Council does not provide internet access or any equipment necessary for the delivery of the activities. Provision of such resources is the sole responsibility of the consultant.</li> <li>- Signing a confidentiality agreement is a mandatory requirement for contracting.</li> <li>- 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.</li> </ul>

	<ul style="list-style-type: none"> <li>- 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.</li> </ul>		
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 <a href="mailto:englisharea@britishcouncil.org.co">englisharea@britishcouncil.org.co</a> specifying the position you are applying for, in this case: <b>Monitoring and Data officer - EwB</b>		
Rates	Seven (7) payments of COP 5.287.493 each will be made upon submission and approval of the corresponding deliverables.		
Deadline for application	January 12, 2026 11.59 pm Colombian time		
Submitted by	Milton Mendoza Ruiz Operations Manager	Date	December 2025