BRITISH COUNCIL

TERMS OF REFERENCE
INDEPENDENT CONTRACTORS

POST DESCRIPTION

Title	Data Consultant – Barranquilla project (2027)
Location of project	Barranquilla, Colombia
Scale	Senior Consultant I /Approved teacher trainer Senior I
Economic Compensation	$ 98,593,396 COP for the entire contract (11 monthly payments of $ 8,963,036 COP each) (excluding VAT)
Number of trainers required	NA
Lengths of contract	Eleven (11) months (February to December 2027), subject to the approval of the project's 2027 annual plan and budget
Number of consultants required	1

Context and Environment

The British Council in Colombia is a largely UK government grant-funded not-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.

We deliver a series of consultancy, teacher training and mentoring projects for both public and private sectors. Within the English and School Education (ESE) sector, 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.

Since 2023, the British Council has implemented, together with the District of Barranquilla and its Secretaría Distrital de Educación (SED), an international cooperation agreement that supports the Public Policy Barranquilla Bilingüe 2023–2030 in the District's public schools (IED). The programme includes English teaching for primary and secondary students, professional development for teachers, the use and appropriation of the Barranquilla English Curriculum, institutional support for schools, and a monitoring and evaluation (M&E) strategy that combines an internal monitoring system with an external evaluation.

In 2027, part of the English teaching and teacher training services is expected to be delivered by specialised providers contracted by the British Council, using the standards, reporting formats and information systems defined by the British Council. Reliable, timely and verifiable data are therefore essential to monitor implementation, verify service delivery and report results to the partner.

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 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 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, or access to their personal data, 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

To lead the management, quality assurance, analysis and reporting of the programme's data in 2027, so that the British Council and the SED can monitor implementation, verify the delivery of services (including those delivered by contracted providers), report progress against the agreed goals and make timely, evidence-based decisions. This includes:

- Operating and improving the programme's information system and data pipeline, from data collection to dashboards, building on the internal monitoring plan in place since 2026.
- Defining and applying the data standards, templates and validation rules that the team and contracted providers must use.
- Verifying coverage, attendance, hours and results data, including the providers' key performance indicators (KPIs), as input for the approval of deliverables and payments.
- Producing the indicators, dashboards and reports required by the British Council, the agreement's Technical Committee and the partner.
- Ensuring that personal data, especially of children and adolescents, are handled in line with Colombian law and British Council policies.

The consultant reports to the Head of Implementation and works closely with the operations, programme managers, academic leads, and supports contracted providers, the SED and the external evaluator as needed. All activities must comply with British Council policies, the partner's strategic goals and national regulations.

Responsibilities

Accountabilities, responsibilities and main duties (in line with EDI, Child Protection, Adults at Risk and other overarching corporate policies). All materials produced should follow British Council and partner brand guidelines, data protection policies and the applicable law. The following accountabilities must be carried out in line with British Council and partner standards, the agreement's indicators and Colombian regulations:

Data governance and information system

1. Update, during the first month, the programme's 2027 information management plan: data inventory, sources, owners, flows, frequency, data dictionary and quality rules for each component and strategy approved for 2027.
2. Define the data standards, reporting templates and validation rules that the British Council team and contracted providers must use (e.g., enrolment, groups, attendance, hours delivered, make-up sessions, staff assignment and assessment results), and train them in their use.
3. Define the functional requirements and oversee the operation of the programme's information system and related platforms (e.g., learning and assessment platforms, online forms), in coordination with British Council and SED, where applicable, the provider in charge of hosting it, ensuring availability, role-based access, backups and timely recovery of information.
4. Keep the master databases of schools (IED and sites), groups, teachers and students up to date, reconciling them with official sources (e.g., SIMAT and the lists validated by schools and the SED) and keeping a log of changes.
5. Develop and maintain the data model and data pipelines (ETL) that ensure traceability from each record to its source, prevent duplicates and allow consolidated analysis across strategies and years (2023–2027).

Verification of service delivery and provider performance

6. Validate, at each reporting cut-off, the data reported by contracted providers and by the team (coverage, attendance, hours, staff assignment and results) against the contract, schedules and evidence, and report inconsistencies and early warnings.
7. Calculate the key performance indicators (KPIs) set out for each strategy led by the British Council in the Bilingual Policy (e.g., timely start with validated staff, hours or sessions delivered, complete and timely deliverables, and teaching quality from classroom observations) and issue the data verification that supports the approval of deliverables and payments.
8. Monitor student and teacher attendance and retention and issue early-warning reports (e.g., risk of dropout, groups below target, delays by school) for the implementation team.

Monitoring, evaluation and reporting

9. Update, together with the implementation teams, the 2027 indicator matrix and its operational definitions (implementation, output and outcome indicators), in line with the programme's M&E strategy and theory of change.
10. Produce the figures, databases and annexes required for the agreement's management reports at each cut-off weekly, monthly and as required by internal and external M&E, in the formats agreed with the British Council and the partner.

11. Develop and maintain dashboards (e.g., Power BI) for the British Council and the SED on coverage, attendance, progress and KPIs, with access according to each user's role.
12. Process and analyse entry and exit test results and other learning data for students and teachers, documenting the methodology and comparability with previous years.
13. Prepare the datasets requested by the external evaluator, under the corresponding data-sharing agreements, and support the use of evaluation findings.
14. Analyse satisfaction surveys and information from monitoring visits, and document findings, lessons learned and recommendations.
15. Provide official, consistent figures for the internal and external communications of the British Council and its partners.

Data protection, quality and closure

16. Ensure that personal data, especially of children and adolescents, are collected, processed, shared, stored and deleted in line with Colombian data protection law (Law 1581 of 2012 and its regulations), the agreement and British Council policies, including the data processing instructions given to providers.
17. Report immediately any personal data security incident and support its management.
18. At the end of the contract, hand over databases, code, documentation and access credentials in the British Council's repositories, and support the information closure and backups required by the agreement.

Training and Compliance with British Council Policies

1. Participate in training sessions, follow-up meetings and activities necessary to meet the British Council's goals related to the contract.
2. Understand and comply with the British Council's policies, including but not limited to data protection policies, codes of conduct, confidentiality, and safeguarding. These policies, codes, and protocols are available at: https://www.britishcouncil.org/partner/international-development/jobs/policies-consultants
3. Complete the five mandatory British Council courses and keep them up to date: Safeguarding (annual recertification), Information Management (annual), Fraud Awareness (annual), Equality, Diversity and Inclusion (every 3 years), and Safety and Security (every 3 years).
4. Understand and comply with the acceptable use, roaming use and information security policies, and any written instructions on these matters.
5. Maintain all legal measures of confidentiality, security and protection of the personal data accessed during the contract, in accordance with the British Council's data processing policy and Colombian law.
6. Destroy and/or return all personal data upon termination of the contract, following the instructions received.
7. Address comments and/or recommendations from project coordination.

8. Respect copyright at all times.
9. Comply with any additional requirements necessary to fulfil the objectives or arising from the nature of the project.

TERMS OF REFERENCE

Type of Contract	Service provision upon request
Payment terms	- Eleven (11) monthly payments of $ 8,963,036 COP each, upon submission of the deliverables for the period and their approval by the Head of Implementation. - Each month, the contractor will submit the invoice together with the proof of social security contributions ("parafiscal contribution payment schedule") for the current month, as required by local legislation.
Legal deductions	In accordance with legal policies in Colombia
Deliverables	1. **Monthly data report**, including, but not limited to: - Data management activities carried out in the period, data quality issues found and actions taken. - Progress of the programme's indicators and of the bilingual policy and providers' KPIs, with key insights, early warnings and recommendations for decision-making. - Updated databases of schools, groups, teachers and students in the British Council repository, with backups and a change log. - Updated dashboards and additional data visualisation tools that may be required by the British Council. 2. **Data verification reports for contracted providers**: at each cut-off defined in their contracts, with the data validation that supports the approval of deliverables and payments (when applicable). 3. **Reporting annexes for the agreement**: figures, databases and annexes for the agreement's partial, management and final reports, according to the agreed cut-off dates and as requested by the British Council. 4. **2027 information management plan (month 1)**: data inventory and dictionary, data flows, quality rules, reporting templates for the team and providers, and the updated indicator matrix. 5. **Final data report and handover (last month)**: consolidated 2027 results compared with previous years, documentation of the analysis processes, and handover of databases, code and access. **First payment:** certificates of completion of the five mandatory British Council courses (see Training and Compliance with British Council Policies).

CONTRACTOR SPECIFICATION

Essential qualifications, experience, and skills	- Professional degree in statistics, economics, systems or industrial engineering, computer science, data science, mathematics or a related field. - At least four (4) years of experience in information management within the context of projects in the educational or social sector. - At least three (3) years of experience in statistical analysis and data processing using tools such as R, Python or Stata. - A minimum of six (6) years of total relevant professional experience. - Experience managing relational databases (SQL), data modelling and ETL processes, and working with large and complex datasets. - Experience designing dashboards in Power BI, Tableau or similar platforms. - Advanced use of Microsoft Excel and Google Sheets/Forms, and of collaborative environments such as SharePoint or Google Drive. - Knowledge of Colombian personal data protection regulations, in particular regarding children and adolescents. **Language Requirements:** - **Spanish:** Native or equivalent proficiency, to produce reports and work with the SED and schools.
Desirable	- Postgraduate studies in statistics, data science, economics, public policy evaluation, education or a related field. - Involvement in the evaluation of educational programmes and policies (e.g., outcome or impact evaluation). - Experience with Colombian education information systems and data (e.g., SIMAT, DANE school codes, Saber 11 results). - Experience overseeing data reported by third parties or contractors, including performance indicators. - Experience with data from learning management systems (e.g., Moodle) or assessment platforms. - Proficiency in English: Ability to communicate effectively in English (both written and spoken) at least at a B2 level of the Common European Framework of Reference (CEFR).
Passport and/or nationality requirement	- **Eligibility to Work in Colombia:** Candidates must have the right to work in Colombia. - **Visa Sponsorship:** The British Council is unable to support or sponsor work visa applications or cover relocation costs for non-Colombian applicants.

Important features	- Successful applicants are not offered an immediate contract. The British Council Colombia is expanding its pool of consultants, and contracts are offered on a regular basis, based on organisational needs. - The contract is subject to the approval of the project's 2027 annual plan and budget, and to the completion of the checks described in the Context and Environment section. - Candidates must be based in Colombia, although they are not required to reside in Barranquilla. The role combines remote work with occasional in-person attendance in Barranquilla, as required by project needs (e.g., meetings with the SED or the Technical Committee). Travel and accommodation expenses associated with these required visits will be covered by the project. - For each payment, the consultant must submit the "parafiscal contribution payment schedule" together with the invoice. The schedule must correspond to the current month of payment and must be uploaded at the same time as the invoice. Documents dated from previous months will not be accepted.
Application Process	Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: bilinguismobaq@britishcouncil.org **Please follow the below steps:** - Your CV should highlight the relevant experience and qualification for the post. - Your CV should be named with your name and surname as follows: **John Williams CV** - In the mail subject, please specify the position you are applying for, in this case: "**Data Consultant** – Barranquilla project". If you have any questions about this application process, you can write an email to bilinguismobaq@britishcouncil.org using " **Data Consultant** Barranquilla project Application" as the subject. The British Council reserves the right to reject all applications and accept the one it deems most advantageous.
Rates	Upon submission of deliverables – 11 payments of $ 8,963,036 COP each
Deadline for application	06 December 2026 **Note:** Applications received by this date will be considered for the selection process of this call. After the closing date, the British Council will continue to receive CVs for this profile in order to keep an active pool of consultants. These

	applications may be considered if a replacement or additional support is required during the contract period, subject to the British Council's selection and approval procedures. Submitting a CV does not guarantee an interview or a contract. By submitting their CV, applicants authorise the British Council to keep their information on file for this purpose, in line with Colombian data protection law (Law 1581 of 2012).		
Submitted by	Sandra Rangel, Head of Implementation	Date	17/11/2026