Terms of Reference

Short term – Admin consultant

Date: September 2025

**About 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. Through our arts, education and English programmes, we give opportunities to hundreds of millions of people worldwide each year. We are on the ground in six continents and over 100 countries. The British Council has been operating in Nepal since 1959.

The British Council’s education work is far-reaching and covers nearly all 110+ countries in which we do business. Our education programmes, which are core to our charitable purpose, are built to give people opportunities, make connections to the UK and ultimately engender trust. The British Council believes that by delivering education programmes that are mutually beneficial to the UK and other countries, we will create more understanding and links between people, making a brighter future for all of us.

Education priorities for British Council Nepal are guided by the Nepal Government’s National Education Policy 2019, School Education Sector Plan (SESP) priorities, and strategic priorities of the British Council.

**About What Works Hub for Global Education**

The What Works Hub for Global Education is an international partnership working out how to implement education reforms at scale, with the goal of increasing literacy and numeracy. The WWHGE aims to improve how evidence is communicated and used at all levels of government and at all stages of the delivery cycle, supporting evidence-based and cost-effective education policies that improve learning for all.

Strategic partners include UK government’s Foreign, Commonwealth & Development Office (FCDO) – the primary funder, the Bill & Melinda Gates Foundation, World Bank, UNICEF, UNESCO-IIEP, the Learning Generation Initiative, the British Council, the Jacobs Foundation and the Blavatnik School of Government, University of Oxford.

The What Works Hub for Global Education mainly works under following pillars:

**Pillar 1**: Help **make the best existing evidence clear and available** to governments so they can use it immediately.

**Pillar 2**: Support **governments’ use of evidence for bold reform** through embedded evidence labs, and by building and nurturing networks of government, researchers and practitioners.

**Pillar 3**: Generate a **new field of implementation science in education**, which will leverage existing research on what policies work to understand how they should be implemented in practice, at the scale necessary for transformative outcomes.

This financial year, we will prioritize policy dialogues at both federal and provincial levels to promote the development of contextually relevant, evidence-informed education policies. In parallel, we will strengthen the capacity of 8 to 10 local governments in Lumbini Province to engage in data-driven education planning, using existing system data and participatory processes to inform inclusive and actionable local education plans.

**Objective and scope of the assignment**

The objective of this assignment is to provide financial and administrative support to the British Council programme coordinator to coordinate and organise project events, policy dialogues at federal and provincial levels in close coordination with the project stakeholders, the British Council, and FCDO.

**Specific scope of the assignment**

Working with in-country British Council and FCDO colleagues, the tasks of the admin consultant shall compromise of the following:

**Administrative and Coordination Support**

* Coordinates with vendors/suppliers to book accommodation and venues and order supplies.
* Requests quotes and evaluate proposals from different suppliers.
* Draft meeting minutes and support in documentation.
* Assists in maintaining filing system in line with British Council IGRM requirements
* Schedules appointments for meetings and manage calendars/diaries
* Timely communicate schedules and conduct RSVP with relevant stakeholders.
* Provides necessary logistics support for project events (workshops, seminars, trainings)
* Manages vehicles and office vehicles booking
* Manages tickets and other logistics for national/international consultants and project staff.
* Supports in vendor registration in SAP system, following the British Council's policies.
* Supports in document formatting, Nepali typing, multimedia presentations, and meeting minutes preparation
* Provides general support in scanning, printing, typing, translation, fax and email.

**Financial Support**

* Review and verify supporting documents for project-related expenses to ensure accuracy and compliance.
* Create PO requisition, track the PO from creation to payment.
* Prepare estimated budget for the event and get it reviewed and approved.
* Manages invoices, quotations, and communication with service providers.

**Data Management**

* Manages the database based on Information Security Governance & Risk Management (IGRM) policy
* Organizes project meetings and keeps detailed records through meeting minutes and attendance lists
* Plans, monitors, and evaluates planned events, including logistics, teamwork, reports, and handouts

**Compliance**

* Ensures compliance with all relevant British Council policies.

**Stakeholder and Relationship Management**

* Manages relationships with clients/partners/stakeholders
* Fills out necessary forms on audience targets for the project.

**Implementation Arrangement**

The Consultant will report to the Education expert and designated staff from the British Council.

**Duration of Assignment**

The task will be implemented from **1 October 2025** till **31** **March 2026.**

**How to apply:**

**Interested eligible applicants should submit the necessary documents as mentioned to** **consultant@britishcouncil.org.np** **by 15 September 2025.**

1. one pager explaining the experience, skills and knowledge that makes you fit for the role. (please also mention the expected salary)
2. Curriculum Vitae (CV)