

Terms of Reference

Research & Grants Manager for Creative Entrepreneurship Programme

11 July 2023

A. 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. British Council is operating in Nepal since 1959.

The British Council's Art/Culture sector work covers to global programmes: Culture Connects and Culture Responds. Together these enable creative professionals and entrepreneurs, especially youth, women and those socially/politically marginalised to advance their civil agencies through arts and culture. Both programmes have priorities around the global challenges of climate change and inclusion.

B. Background

Culture Responds is British Council's global programme that supports and celebrates **culture's contribution to sustainable development**. It aims to reorient countries and communities' development need to be driven by its own values and be self-determined. *Culture Responds* has two programming areas: Cultural Diversity and Sustainability & Climate, with each serving as a cross-cutting priority for the other.

Through Culture Responds, we support under-represented groups from across Nepal to participate in culture life and increase the diversity of contributions and narratives in cultural production. Similarly, we support the art/culture sectors' response to climate emergency by improving sustainable practices within the sector and raised awareness and strengthen engagement of national audiences.

Nepal's Nationally Determined Contributions (2020) implies a strong role for diversity and youth in realising an effective transition to a greener, resilient, and inclusive development. Yet there are limited opportunities for youth, particularly those belonging to social/political minorities and with creative pedigree/interests, to apply themselves in Nepal's long-term climate goals.

Since 2018, British Council has worked with national and UK partners, collaborators, and supporters to create spaces where youth can reinterpret Nepal's natural and cultural heritage to develop a stronger understanding of their contributions to climate solution-making. Initially through Crafting Futures, and later with the Road to COP campaign, British Council has built a network and supporting resources to enable youth-led actions responding to the global challenge of climate change.

The British Council's In Our Hands programme incubates ideas, facilitates research, and provides development grants which enables experimentation in sustainable practices, innovation in materials, and application of the circular economy. It is driven by purpose-led business modelling which align youth interest to the upliftment of communities and to become champions of cultural heritage, craft, and indigenous traditions.

C. Scope of Work

To manage In Our Hands delivery in 2023-24, the British Council is seeking a Research & Grants Manager to assure full compliance to the British Council's project management framework. The Consultant will work closely with the Arts Team to successfully manage partnerships, outputs and events to deliver strong value for money and planned outcomes.

The Specialist Consultant is expected to work primarily with external experts representing multiple sectors from Nepal and the UK. Against the project plan, they will manage milestones and planned outcomes for the programme based on the project management plan. Primary outputs include a multi-month incubator for youth entrepreneurs (in 2023) as well as the production of sector and stakeholder events showcasing the knowledge (research and insights) from In Our Hands since its first edition in 2021. The Project Manager will report to the Head of Arts.

Responsibilities include:

1. Applies British Council project management framework to manage delivery of the In Our Hands programme
2. Updates project documentation and communicates with Arts Project Board on progress, issues and risks
3. Reviews internal and external research/documents to apply existing knowledge, market information and other reports to inform project partners and outcomes
4. Conducts regular monitoring exercises including but not limited to After Action Reviews, one-on-one with partners and beneficiaries to track impact and lessons. Escalates any issues to Head of Arts to assure timely actions
5. Work with the Communication Manager and programme partners to execute the communication plan in line with Arts strategies
6. Manages contracts of vendors, partners, grantees to assure timely delivery, protection of British Council IP
7. Works with Arts procurement lead and finance controllers to assure delivery chain payments are as planned and compliant
8. Ensures in-kind and other non-financial support from collaborators, partners and other related persons/institutions is recorded and acknowledged
9. Develops and maintains relationships with the arts/culture, academic and civil society sectors. The post holder will need to manage successful relationship with partners: Kathmandu University, Story Cycle, Nepal Art Village, Applied Arts Scotland and Edinburgh Napier University, through their appointed leads on the programme.
10. The post holder will support engagement with key stakeholders of the concerned sectors which may include representatives from all levels of government.
11. Supports the Arts team to deliver Culture Responds global programme goals through effective management of the project deliverables

D. Deliverables:

- Developed understanding and use-knowledge of British Council's project management framework leading to full compliance at project closing
- Monthly updates including presentation of highlights, issues, risks to the Arts Project Board
- Effective coordination between internal and external stakeholders, leading to strong and positive feedback from beneficiaries
- Project report at the end of the placement

E. Consultant Specifications

- Demonstrable 5+ years of experience working in creative or youth entrepreneurship. Relevant youth-related projects/initiatives and/or relevant civil society actions that promote inclusive and sustainable economic development will also be considered
- Experience of working with interdisciplinary approaches and across multiple sectors is preferred
- Experience of conducting research, analysing data and developing insights for medium-term business development or other outcomes
- Strong communication and interpersonal skills are essential
- Proficiency in written/spoken English; spoken Nepali is required

We encourage women and individuals from underrepresented communities to apply for this position.

F. Duration of Role

The Research and Grants Manager will be in post from **15 August 2023** to **31 March 2024**.

G. Application process

Eligible applicants are required to send in their applications to arts@britishcouncil.org.np with subject line: Grants Manager – In Our Hands. A complete application is required to include the following assessment:

1. Statement of purpose or cover letter consisting of the following:
 - a. Your background, achievements (if any) and/or experience relevant to the post
 - b. Your reasons for applying
 - c. How you exhibit and champion values of equality, diversity and inclusion
2. Updated CV – not more than two pages

Please send in your application by **8 August 2023**.

Shortlisted candidates will be contacted by **11 August 2023**.

You can email arts@britishcouncil.org.np for queries regarding the placement till **31 July 2023**.