

# Role Profile

## Project Lead

Role information		
Location	Reports to	Contract
Kathmandu, Nepal	SRO	Project-based Consultancy Contract
Role type		Duration
Business Delivery	Choose an item.	Fixed term (July 2024 – September 2026)

**Role purpose**

To successfully lead on all aspects of technical, programme and stakeholder management, ensuring delivery meets internal and external standards and requirements. The project lead will work closely with the SRO, as well as partners and colleagues to ensure that the project management, technical and financial aspects are of a high standard throughout all stages of the project cycle.

**About British Council and Role Context**

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. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

British Council Nepal is a vibrant operation delivering a high impact portfolio of projects across Education and Skills, Exams and English and the Arts, present in Nepal since 1959. Further information is available on our website [www.britishcouncil.org.np](http://www.britishcouncil.org.np)

The core objective of the project is to support the Government of Nepal in ensuring equitable access to quality education for all children, with a particular focus on those from socially and economically disadvantaged groups, children with linguistic diversity, and children with disabilities.

The project will support the implementation of the Equality and Inclusion agenda of the School Sector Education Plan (SESP) at the federal, provincial, and local levels, as well as fostering inclusivity in schools for children facing barriers based on their disabilities and those speaking different languages at home.

## **Main accountabilities**

The Project lead is a critical role for the programme and sits as part of the project's Senior Management Team. The lead will oversee the delivery and management of the project with the SRO through all stages of the project cycle and across results areas, ensuring delivery meets donor and British Council standards. And will help to motivate and create a dynamic and productive environment for colleagues across the team.

### **Sector/subject expertise**

- Uses sector expertise (especially disability, inclusive education and multi-lingual education) to represent the British Council's perspective and demonstrate the UK's thought leadership in relevant external forums.
- Ensures evidence-based principles are embedded into the design and development of project-related content and resources.
- Supports internal capacity building (project team and consultants), ensuring that teams can grow their sector knowledge and skills.
- Identifies and develops opportunities for potential new/future collaboration in the sector.

### **Technical Lead**

- Provides technical guidance on the multilingual, inclusive education and disability education components of the project.
- Monitors and assesses the technical progress of the project, identifying opportunities for improvement and making necessary adjustments.
- Provides technical inputs and insights for the implementation of the multi-lingual education guidelines and/or standards, Teacher Training Curriculum, Trainers' Guide, Trainee Resource Manual, and guidelines for local governments on the use of languages for teaching and learning.
- Collaborates with the Client, the internal and external technical experts and stakeholders as required to achieve project outcomes.
- Guides the team in resolving technical challenges and provides innovative solutions.

### **Quality Assurance**

- Develops and implements quality assurance tools with partners and the government for all project activities, ensuring they meet British Council standards.
- Develops and implements a quality monitoring, evaluation, and learning framework with partners and the government based on baseline data to assess project activities against set standards.
- Ensures trainers' performance and training sessions are in line with the project scope, the needs of participants and British Council standards.
- Leads on development of and timely submissions of progress reports to the client's requirements.
- Provides feedback, technical support and guidance to implementing partners for quality assurance purpose.
- Implements changes to the project based on feedback from the client, partners, beneficiaries, and stakeholders within the project scope.

### **Project Management**

- Leads on work planning and scheduling of the programme activities, securing and contracting inputs from partners and short-term experts in line with the workplan.
- Monitors the implementation of the British Council's Project Management Framework and project management tools, to ensure contract compliance and efficient and successful delivery.
- Leads on internal planning and reporting including risk and issue management, impact reporting and ensuring regional management information requests are met.
- Ensures that effective governance arrangements are in place and operating effectively for the project, including coordinating inputs into the project board meetings, client meetings and internal planning and reporting and management information requests.
- Contributes to financial /risk management reporting.
- Ensures British Council's anti-fraud and corruption policy are embedded in project systems.
- Provides a support role to the SRO and the wider project team on strategic approach for project management.
- Ensures all project management documentation are compliant with the client's and British Council policies and standards.
- Line-manages assigned project staffs.

### **Contract Management**

- Ensures all contractual and financial requirements are met in line with the project scope and agreed workplan.
- Identifies national and international consultants as per the scope and the workplan
- Manages relationship with all the relevant key internal and external stakeholders as agreed with the SRO.
- Leads on day-to-day client management for the project, meeting donor requirements and the British Council's standards.
- Ensure project delivery adheres to the British Council's Safeguarding, Environmental Framework Tool (EFT), and Equality, Diversity and Inclusion (EDI) and Counter Fraud policies.

### **Stakeholder Management**

- Builds and maintains excellent relationships with all three tiers of government (federal, provincial and local level) in Nepal.

- Develops good working relationships with relevant colleagues, partners, national and international consultants and stakeholders.
- Builds a strong internal and external networks and relationships.
- Provides regular updates and reports to internal (SRO, project board, country director, other country teams including finance, procurement, facilities and appropriate regional and global team) and external stakeholders including client and government partners on project progress and key milestones.

These tasks are subject to review and amendments and will reflect any required changes as identified and agreed with the SRO and the client.

### Condition of employment

#### Proof of Identity requirements/right to work in country

Legal right to work in Nepal

Shortlisting

#### Language Requirements

Assessment stage

English at CEFR C1/C2 level

Shortlisting

#### Additional job requirements

Role could require domestic and international travel and occasional out of hours, evening and weekend work.

### Person specification

#### Qualifications

##### Minimum/essential

##### Desirable

Assessment stage

University Degree in Education or a relevant field with significant technical and project management experience  
  
Evidence of continuous professional development

Relevant degree in a sector area relevant to development contracts

Shortlisting

#### Role specific knowledge and experience

##### Minimum/essential

##### Desirable

Assessment stage

<ul style="list-style-type: none"> <li>• Extensive experience (a minimum of 5 years) in leading technical aspect of complex projects</li> <li>• Knowledge and experience of contract management</li> <li>• Experience of managing diverse stakeholders, including multilateral agencies, donors, government officials (federal, provincial and local level), academics</li> <li>• Experience in effective risk management</li> <li>• Understanding of monitoring and evaluation principles</li> <li>• Experience in conducting lessons learned reviews/After action reviews to inform future programme design and management</li> <li>• Record of effective team management in a variety of contexts</li> <li>• Experience of quality assurance of project activities</li> <li>• Experience in writing proficiently in both English and Nepali languages</li> <li>• Strong presentation skills in both English and Nepali languages</li> </ul>	<p>7 years of experience of managing education-related projects, particularly related to foundational literacy and numeracy, multilingual approaches and/or integrating children with disabilities.</p> <p>Experience of managing dispersed teams</p>	Shortlisting AND/OR interview
<b>Role specific skills</b>		<b>Assessment stage</b>
<ul style="list-style-type: none"> <li>• In-depth understanding of the school education system in Nepal</li> <li>• Experience of establishing and managing relationships with all three tiers of government in Nepal</li> <li>• Coaching approach to management, with an emphasis on team development</li> <li>• Demonstrable commitment and respect on equality, diversity and inclusion</li> </ul>		Shortlisting AND interview
<b>British Council core skills</b>		<b>Assessment stage</b>
<b>Managing projects – 3</b> <b>Leads smaller projects</b> Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to medium scale and/or low risk projects		Shortlisting AND /OR interview

### **Communicating and Influencing - 3**

#### **Is creative and adaptable in communications**

Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.

### **Managing risk – 3**

#### **Develops the culture**

Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices.

### **Account and Partnership management - 3**

#### **Builds account teams**

Identifies and deploys teams of Council staff whose attributes match the stakeholder/customer/partner's needs and adapting proposals to accommodate the needs of the other party.

### **Planning and organising –3**

#### **Develops annual plans**

Develops and reviews the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.

### **Finance and resources – 3**

#### **Supports budget management**

Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.

### **British Council values and behaviours**

British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:

#### **Open and Committed**

Our belief in what we do translates into a deep and long-term commitment to the people we work with and the places where we work. We tackle challenges and take responsibility with openness and honesty to bring about positive change.

#### **Expert and Inclusive**

### **Assessment stage**

Shortlisting  
AND /OR  
interview

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Inclusion is at the heart of everything we do. By involving everyone in the conversation we learn from each other and bring together all of our experience, knowledge and expertise to do the best work that we can.

**Optimistic and Bold**

We believe in the potential of young people to create a better world. Inspired by this optimism, we are positive and creative, and we focus on what works. We are not afraid to make bold choices to shape a better future for everyone.

**Role Profile completed by**

**Date**

**Name: Bhogendra Lamichhane**

May 2024