

# Terms of reference – Specialist Contractor

**Consultancy role title: Chevening Scholarship, Reading  
Committee – 2025/26**

**Location: UK**

**Apply by: Sunday, 18 August 2024, 23:59 BST**

**The Chevening Programme** is the UK government's global scholarship programme funded by the Foreign, Commonwealth and Development Office (FCDO) and partner organisations. Offered in over 160 countries and territories globally, the Chevening Programme grants awards to outstanding scholars and fellows with demonstrable leadership potential and a commitment to creating positive change in their home country or territory.

Chevening offers two types of awards:

- **Scholarships:** A one-year taught master's degree in any subject and at any UK higher education institution.
- **Fellowships:** Either a bespoke short course or a research project based in the UK for between two to twelve months. Fellowship awards are available in specific regions only.

For the 2023-2024 academic year, 1,450 awards have been offered to Chevening Scholars and Fellows to the UK. For more information on Chevening Awards please visit [www.chevening.org](http://www.chevening.org).

**The Reading Committees** form a crucial part in the selection of Chevening Scholars and Fellows to ensure independently assessed excellence. **Each committee comprises two members: a Regional Assessor and an Academic Assessor** who will be asked to assess applications from a particular country and/or territory, or countries and/or territories from a particular region (see Annex 1).

## About the roles

### Regional Assessors:

We are seeking a number of **Regional Assessors** with substantial international experience across a range of countries and/or a region (see Annex 1).

### Academic Assessors:

We are seeking a number of **Academic Assessors** with experience in assessing academic applications from a wide range of subject areas. In addition to reading and scoring applications

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according to the Chevening assessment criteria, Academic Assessors are responsible for notifying the Chevening Secretariat if an applicant is unlikely to gain admission to their chosen course or if the applicant's preferred courses do not align with their stated long-term goals.

Each reading committee member will be tasked to make an assessment on the quality of each application against the Chevening global selection criteria. Committee members are required to submit their scores on the online application platform between **18<sup>th</sup> November 2024 and 05<sup>th</sup> January 2025**. However, for quality assurance purposes, all assessors must complete an initial assessment of 20 applications from 18<sup>th</sup> to 25<sup>th</sup> November 2024.

All committee members (including those who worked as an assessor in previous years) are required to complete a compulsory online training in October/November 2024.

**Please note that all assessors must reside in the UK and able to proof residency for the entire duration of the contract period: from 01 October 2024 to 31 March 2025.**

## Eligibility & Criteria

- Must not be currently employed or have been employed since 9 September 2022 by the Chevening Secretariat, ACU, British Council, FCDO, British embassies/high commissions overseas, former Foreign and Commonwealth Office, or Department for International Development.
- Must not be a current Chevening Scholar or Fellow.
- Must not be a Chevening Alumnus.
- Must hold a UK bank account registered in their own name.
- Provide proof of a UK residency address and reside in the UK from 1 October 2024 to 31 March 2025.

## Commitments

- Complete the assessment of 20 initial applications from 18 November to 25 November 2024 for quality assurance purposes.
- Assess all remaining applications from 25 November 2024 to 5 January 2025, with scores submitted by 23:59 GMT on 5 January 2025.
- Assess a minimum of 400 to 600 applications, unless otherwise agreed, using Chevening Secretariat's criteria.
- Complete compulsory online training by 8 November 2024.
- Protect and ensure the confidentiality of information, deleting or returning all data upon task completion.

## Skills and Experience

- **Technical Skills:** Proficiency in using application management systems and digital tools.
- **Academic Experience:** Experience in academia, particularly in roles involving student selection, evaluation, or mentoring.

- **Scholarship Programme Experience:** Experience working with scholarship programmes at national or international levels.
- **Intercultural Knowledge:** Demonstrable international experience and/or intercultural knowledge from working or living overseas or with international stakeholders.
- **Professional Background:** Experience in education administration, non-profit sector, and/or international organisations.
- **Analytical Skills:** Strong analytical abilities to assess academic records, personal statements, and essays.
- **Consistency and Fairness:** Ability to apply assessment criteria consistently and fairly.
- **Organisational Skills:** High levels of self-organisation, attention to detail, accuracy, prioritisation, and the ability to manage a substantial workload within tight deadlines.

## Communication and Ethical Standards

- **Communication Skills:** Excellent written and verbal communication skills for providing constructive feedback and articulating evaluations clearly and succinctly.
- **Cultural Sensitivity:** Understanding of diverse cultural, social, and economic backgrounds, with sensitivity to issues of equity and inclusion in educational opportunities.
- **Ethical Standards:** Commitment to confidentiality, impartiality, fairness, transparency, and adherence to strong ethical standards.
- **Programme Awareness:** Familiarity with the Chevening Programme’s target demographics and intended impact, along with an awareness of global education trends and challenges.

## Honorariums

Reading Committee Members will receive an honorarium for their time and valued contributions. The total amount received will be dependent on the number of applications assessed, based on approximately **£1.80 per application**. It is anticipated that each committee member will assess between minimum of 400 to 600 applications, unless otherwise agreed to do more.

Paying tax and national insurance is the responsibility of each Reading Committee member. Payment will be made in sterling to a UK bank account. Due to the short-term nature of this role, we are unable to provide references for assessors in the future.

## Timeline

TASK	DATE
Opportunity advertised on 12 <sup>th</sup> July 2024	<b>Deadline to apply by Sunday, 18 August 2024, 23:59 BST, via survey monkey link: <a href="https://www.surveymonkey.com/r/J2NRL8Y">https://www.surveymonkey.com/r/J2NRL8Y</a></b>

Unsuccessful and successful reading committee assessors informed via email on the outcome	<b>Rolling deadline: from 09<sup>th</sup> September 2024 onwards</b>
Selected reading committee assessors contracting period	<b>From September – October 2024</b>
Online mandatory training deadline to complete	<b>By 08<sup>th</sup> November 2024</b>
Reading Committee assessors assessing/scoring period – <b>pre-quality assurance check</b>	<b>From 18<sup>th</sup> November 2024 to 25<sup>th</sup> November 2024</b> – <i>Please note that the online application platform will be unavailable for continuation of your scoring work from 26<sup>th</sup> to 29<sup>th</sup> November 2024, due to a scheduled quality assurance review.</i>
Reading Committee assessors assessing/scoring period – <b>post-quality assurance check</b>	<b>From 30<sup>th</sup> November 2024 to 05<sup>th</sup> January 2025</b>
Assessors service payment period	<b>Completed by 31<sup>st</sup> March 2025</b> – <i>please note that Reading Committee assessors should expect to receive their service payments by the 31<sup>st</sup> March 2025.</i>

## Reporting and communication

Reading Committee members will work closely and report directly to the Chevening Secretariat International team. The International team is responsible for providing support to the global British embassies and high commissions (referred to as “Posts”) on various aspects of the scholarship programmes.

## How to apply

Please note that most questions require written responses; however, one question must be answered in a video format (audio and image). You will also need to upload your most up-to-date CV. Please ensure all questions are answered before clicking submit at the end of the form.

**Apply by Sunday, 18 August 2024, 23:59 BST:**

- You can access the survey here: <https://www.surveymonkey.com/r/J2NRL8Y>

- Or by scanning this QR code:



Any enquiries should be emailed to [sifting@chevening.org](mailto:sifting@chevening.org) for the attention of Juliana Pepl, Senior Programme Manager - International at the Chevening Secretariat.

## Annex 1: Reading Committee Regional breakdown

Reading committee members will be assigned to one or more countries and/or territories from the following regions of the world:

<b>Indo-pacific</b>		
<b>China and Northeast Asia</b>	<b>India and Neighbourhood</b>	<b>Southeast Asia and Pacific</b>
Cambodia China Hong Kong Japan Lao, PDR Mongolia Myanmar South Korea Taiwan	Bangladesh Bhutan India Maldives Nepal Sri Lanka	Australia Brunei Cook Islands Indonesia Malaysia New Zealand Philippines Palau Samoa Singapore Thailand



		Timor-leste Vietnam  <i>Pacific pool:</i> Federated States of Micronesia Fiji Kirbati Nauru Papua New Guinea Republic of the Marshall Islands Solomon Islands Tonga Tuvalu Vanuatu
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**Afghanistan, Pakistan and MENA**

<b>Afghanistan, Pakistan and Iran</b>	<b>MENA</b>
Afghanistan Islamic Republic of Iran Pakistan	Algeria Egypt Iraq Israel Jordan Lebanon Libya Mauritania Morocco Occupied Palestinian Territory Syrian Arab Republic Tunisia Yemen

<b>Africa</b>		
<b>Sahel</b>	<b>Africa (East and Central)</b>	<b>Africa (West and Southern)</b>
Chad	Burundi	Angola
Mali	Central African Republic	Benin
Niger	The Democratic Republic of the Congo	Botswana
	Djibouti	Burkina Faso
	Equatorial Guinea	Cameroon
	Eritrea	Cape Verde
	Ethiopia	Comoros
	Gabon	Cote D'Ivoire
	Kenya	Eswatini
	Republic of Congo	Ghana
	Rwanda	Guinea
	Somalia	Guinea-Bissau
	Somaliland	Lesotho
	South Sudan	Liberia
	Sudan	Madagascar
	Tanzania	Malawi
	Uganda	Mauritius
		Mozambique
		Namibia
		Nigeria
		São Tomé and Príncipe
		Senegal
		Seychelles
		Sierra Leone
		South Africa
		The Gambia
		Togo
		Zambia
		Zimbabwe

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## Americas

Argentina

Belize

Bolivia

Brazil

Colombia

Costa Rica

Cuba

Dominican Republic

Eastern Caribbean (Antigua & Barbuda, Dominica, Grenada, St Lucia, St Vincent & the Grenadines)

Ecuador

El Salvador

Guatemala

Guyana

Haiti

Honduras

Jamaica

Mexico

Nicaragua

Panama

Paraguay

Peru

Suriname

Venezuela

The Bahamas

Barbados (+ St Kitts and Nevis)

Canada

Chile

Trinidad and Tobago

Uruguay



<b>Europe</b>	
<b>Europe</b>	<b>Eastern Europe and Central Asia</b>
Albania	Armenia
Bosnia and Herzegovina	Azerbaijan
Iceland	Belarus
Kosovo	Georgia
Montenegro	Kazakhstan
North Macedonia	Kyrgyzstan
Serbia	Moldova
Turkey	Russia
	South Caucasus
	Tajikistan
	Turkmenistan
	Ukraine
	Uzbekistan
<b>Overseas Territories</b>	
<b><i>British Overseas Territories:</i></b>	
Anguilla	
Bermuda	
British Virgin Islands	
Falkland Islands	
Montserrat	
Saint Helena	
Turks and Caicos Islands	