



# Call for Proposals

GENERAL ENGLISH COURSE FOR  
INDIGENOUS STUDENTS FROM MEXICO

Autumn 2019

# Call for Proposals

UK-based, 3-week intensive English course. With tours around research facilities or labs on campus. For a group of 20 Mexican students from indigenous communities who are about to start or already studying their Master or PhD degree.

**CEFR: A1**

A client of British Council in Mexico is looking for an education institution in the UK to provide an intensive three-week course (lectures and workshops) in English with an aim to help students reach an A2 level. Our client is keen that the students should experience academic life in a UK University, so it would be greatly appreciated if tours to research facilities or labs on campus are included and, if applicable, meetings with people from the Latin American Studies department; since most of these students are from indigenous origin and a cultural exchange might be of great value for both parties. Additional cultural or social activities are optional.

The service should include:

- Accommodation (homestay or residence)
- All Meals
- Transport to and from the airport for the group
- English Language course
- Academic activities (conferences, workshops, lectures)
- Visits and tours to innovation centres
- All course materials for the group
- Other cultural activities
- Local guides
- Course certificates
- International Travel insurance for the group.

**Visit Plan:** Proposals should include visits to UK sites or institutions that are of cultural importance.

**Duration:** Three weeks

**Accommodation** is in homestays/residence - preferably within walking distance or local transportation included:

1. For 20 students, ideally in homestay.

2. If quote includes student residences, it should specify costs for both individual and shared rooms.

**Budget:** Our client's maximum budget for this course is £1300 per person, or £26000 in total. We understand it's a tight budget so if you need to adjust the programme, number of weeks or activities included please make this clear in your proposal.

#### **Proposal ToRs (Terms of Reference):**

- Justification
- General and specific objectives of course
- Teaching methodology and course content;
- Additional components and/or features to the programme (e.g. use of new technologies to support activities and/or classes);
- Materials to be used
- Course certificate
- Proposed breakdown of costs/budget
- Child Protection Policies in place within the institution;
- Any other additional activities/services as a plus from the language school;
- **Desirable:** Variation of activities in different locations on or off-campus;
- **Contact details of dedicated person assigned to British Council group.**

#### **ACTION REQUIRED**

**Please complete the attached template and send your proposals to the contact persons below no later than [Friday 22 March 2019](#). Subject line: "GENERAL ENGLISH COURSE FOR INDIGENOUS STUDENTS FROM MEXICO"**

Proposals will be assessed according to compliance with the terms of reference above and breakdown of costs/budget. Only institutes shortlisted for consideration will be contacted for follow-up.

#### **CONTACT PERSONS**

##### **Rodrigo Bueno**

Head of Higher Education

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## **British Council Child Protection Policy**

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. We believe child protection requires everyone to take responsibility. We recognize that the care and welfare of children is paramount and that all children have the right to protection from all types of harm. The British Council recognizes that we have a fundamental duty of care towards all children we engage with, including a duty to protect them from abuse. We achieve this through compliance with UK child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the Child (UNCRC) 1989.

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is, or their home country. This policy is mandatory for all British Council staff worldwide. This includes anyone who works for the British Council, either in a paid or unpaid, full or part time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of the British Council.

### **The British Council is committed to:**

- Valuing, respecting and listening to children
- ensuring all necessary checks are made when recruiting staff
- maintaining strong child protection systems and procedures for staff
- training our staff and providing a common understanding of child protection issues to inform planning and practice
- sharing information about child protection and good practice with children and parents/careers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff through clear processes, supervision, and support.
- We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood. The British Council will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.