



# **Call for Proposals – MX02**

## **ESP English Course in the UK for Mexican Undergraduate Students**

February/March 2020

# Call for Proposals

UK-based, 2-week intensive English course focus on English for Specific Purposes for a group of 12 Mexican students from a technical college.

(CEFR: B1)

A client of British Council in Mexico is looking for a University in the UK to provide an intensive two-week course (lectures and workshops) in English for Specifics Purposes. The programme must include tours to research facilities or labs on campus, additional cultural activities are optional.

The service should include:

- Accommodation (homestay or residence)
- Transport to and from the airport
- Academic activities (conferences, workshops, lectures)
- Visits and tours to labs and/or innovation centres
- English Language course, 21 to 25 hours per week
- 4 hours per week of additional academic activities such as supervised conversation clubs
- Other cultural activities
- Local guides
- Chaperone (1)
- Course certificate

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

**Duration:** Two weeks, February or March 2019

**Accommodation** is in homestays / residence - preferably within walking distance.

1. For 12 students
2. Ideally in homestay.
3. If quote includes student residences, it should specify costs for both individual and shared rooms.
4. Potentially quote accommodation for 1 accompanying group leader

**Budget:** The client's budget for this course is 9,000£ for the entire group.

Bear in mind that this cost **should not include:**

1. Additional meals rather than the one's provided at their homestay
2. Local transportation
3. Health insurance

### 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.**

### The breakdown of costs/ budget should include:

- Tuition (course fees)
- Airport transfers from nearest airport
- Accommodation
- Meals (Optional)
- Course materials for each student
- Final report of students' progress and course certificate
- Costs of visits. sporting/cultural activities (entrance fees/hire of equipment etc.).

### ACTION REQUIRED

**Please complete the attached template and send your proposals to the contact persons below no later than Monday 9, December 2019. Subject line: "UK Proposal – English focused in Academic English for Technical College Students"**

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 PERSON

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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.