

Terms of reference / Call for proposals

Annex 4

Professional development online courses for 30 Russian early-career researchers

Background

The British Council run programme “*UK-Russia University Alliance*” aims to support early career researchers’ mobility and internationalisation of Higher Education and research.

Objective

One of the intended outcomes of the ‘*UK-Russia University Alliance*’ programme is a strengthened community of Russian early career researchers who are open to UK ideas and positive towards the UK, who see the UK as a source of science excellence and an attractive longer term career partner for future joint research initiatives.

To achieve this, we are opening a call for proposals to offer early career researchers from Russia, online professional development courses focused on improving their academic writing and presentation skills, enabling them to:

- Publish in international journals,
- Write convincing joint funding bids with their UK counterparts and,
- Deliver quality public presentations in English.

Services Required

Summary description of service	<ul style="list-style-type: none">• A short online course, delivered in English focused on improving academic writing and presentation skills• 10 hours (minimum) course of group contact time. This could be delivered over 2 - 4 weeks or upon proposal suggestion. Such as two sessions to set out course, time to complete work and two sessions to review and complete• 1 x 1-hour one-to-one review tutorial start of course• 1 x 1-hour one-to one post course follow-up meeting• Certified on completion
Approach	<p>Design</p> <ul style="list-style-type: none">• Professional development course should be provided online, with dedicated contact time from course tutors.• Provision must be engaging and interactive.• Consideration should be given to including material regarding relevant funding opportunities for UK-Russia collaboration• Presenting to an audience in real-time with peer-to-peer feedback to be included. Online format with face-to-face• Access to wider peer group of early career researchers and identifying involvement would be beneficial and bidders should identify if this is an offering <p>Delivery</p> <ul style="list-style-type: none">• Self-study assignments to be given and pre-reading assigned

	<ul style="list-style-type: none"> • Group sizes should be small of around 6-8 participants. Proposals of large groups will be considered if justification and reasoning of learners benefits are identified • Course participants should leave the course with a clear understanding of how to make continuous improvements on their skill sets for the future. <p>Review</p> <ul style="list-style-type: none"> • Learning outcomes to be measured amongst all early career researchers, with feedback mechanisms throughout the course • Evaluation and recommendation report will be required • Delivery platform should be acceptable in Russia. E.g. Microsoft Teams or Zoom.
Audience	<ul style="list-style-type: none"> • 30 Early Career Researchers from various locations in Russia • All ECRs will have an Upper Intermediate level of English, considered B2 in CEFR • Participant details and brief will be shared in advance.
Timings	<ul style="list-style-type: none"> • Courses to be delivered online between 1 December 2020 and 28 February 2021 • Nb. Russian holiday 31 Dec – 10 Jan. UK 20 Dec – 6 Jan. • Audience based in Russia, with varying time zones and their work commitments will need to be factored in • Course length 2-4 weeks in total
Questions	<ul style="list-style-type: none"> • 14 October 11 – 12:00 UK time an open call for questions and answers. • To attend please contact camilla.rous@britishcouncil.org
Statements around payment structure, timelines, supplier management	<ul style="list-style-type: none"> • To respond to this call for proposal, you will need to submit your suppliers response and pricing approach as provided with the request for proposals . Draft contract to be shared • Proposals to be submitted by 26 October 2020
Budget	<ul style="list-style-type: none"> • £40,000 is the budget allocated for this please refer to the pricing approach document to respond
Intellectual Property	<ul style="list-style-type: none"> • Please refer to the draft contract that is shared with these Terms of Reference. This will also outline GDPR and Privacy Data and other areas of compliance and code of conduct of British Council.
Submit proposals	<ul style="list-style-type: none"> • Please contact Camilla Rous who will issue the tender pack; including request for proposals, supplier response, pricing approach and draft contract • Camilla.rous@britishcouncil.org
Timeline	<ul style="list-style-type: none"> • Tender open 08 10 2020 • Tender close 26 10 2020 • Questions 14 10 2020 11:00 – 12:00 • Submitted questions by 19 10 2020