Tender for Continuing Professional Development (CPD) Programme for Chinese EMI Teachers

The China Education Association for International Exchange (CEAIE) is looking for an experienced trainer/consultancy company to design and deliver an ONLINE course in English as a Medium of Instruction (EMI) to between 30-50 university and college teachers, with a maximum of 25 trainees in each cohort (I.e., 2 cohorts). CEAIE is planning a series of Continuing Professional Development (CPD) programmes for EMI teachers and is now requesting an initial tender to recruit trainers/training providers with appropriate experience and resources.

It is hoped that the bidders can provide approximate costings for different scales based on the number of CPs to be finally recruited. This should consider factors outlined below and include an overall cost for 3 delivery stages to two cohorts, needs analysis, reporting and staff costs.

To apply, please email your company information, the CV of the training experts, a sample of a basic course outline in lieu of the needs analysis and a cover e-mail indicating;

- your availability and suitability for the tender to [elt@britishcouncil.org.cn; xueshubu@ceaie.edu.cn].

Deadline: [**23:59 UK time, 31 May 2022, Tuesday**]

Arrangement overview **(Fully online)**	The course will be delivered through an appropriate online platform agreed by both parties. Delivery dates: From <u>August to November</u>. The 3 stages will run consecutively, but 2 cohorts should be run in tandem and may require more than one trainer. <table><tr><th></th><th>Expected delivery related trainer time</th><th>Training</th></tr><tr><td>Stage 1</td><td>45 hours</td><td>Asynchronous Learning - Input by trainer - Online group work and interactive activities - Homework reflection tasks and collaborative mini-projects - Action planning for future lesson development</td></tr><tr><td>Stage 2</td><td>1.5h per CP</td><td>One-to-one tutorials on lesson samples, with feedback written up individually</td></tr><tr><td>Stage 3</td><td>Up to 30 hours</td><td>Live observations and workshops</td></tr></table> The table below displays the arrangement of the EMI project.		
Target participants	The target Course Participant (CP) group include up to 100 teachers from Chinese colleges and universities, whose English language level is CEFR B2 or above. From this it is expected that between 25-50 CPs will be recruited for this programme. One cohort will be approximately 25 CPs. CPs in each cohort should have no more than 45 hours of participation requirement over the 3 – stages of training, including reflection tasks.		

Time allocation	Needs Analysis will be conducted with teacher group prior to course design. 1. Stage 1: Weeks 1 to Week 4 (Up to 45 hours) **Individual CP participation, including reflection tasks, should not exceed 30 hours** <u>Suggested format:</u> Activities should include a combination of synchronous and asynchronous activities: • 15 hrs online input including interactive group discussion and tasks. This will include approximately 3-5 hrs per week in F2F input sessions, Reflection 'homework' tasks will also be expected. • Approx. 20 hrs of written feedback on reflection tasks and replying to CP enquiries. • 10 hrs of tutorial work with small group (Approx. 5 CPs per group) arranged separately from the larger group input sessions 2. Stage 2: Weeks 5 to Week 6 (1.5 hrs per CP; Time based on final number of CPs) **Individual CP participation should not exceed 3 hours:** <u>Suggested format:</u> One-to-one tutorials on 15-minute-lesson video submissions from each CP. • Approx. 1.5hrs per CP, including: Review lesson plan and observe video/ 20 minutes Write individual feedback / 30 minutes One-to-one tutorial/ 40 minutes) 3. Stage 3: Weeks 7 to Week10（up to 30 hours） **Individual CP participation should not exceed 12 hours** <u>Suggested format:</u> • Recorded lesson observation • Drop in online group feedback sessions • A selection of optional intervention workshops informed by observed lessons Final course report to be submitted by Week 12
Expected requirements **of trainer or organisation:**	• Attend a pre-course briefing via TEAMs/phone as appropriate and remain. in contact with the appointed CEAIE liaison throughout to ensure course objectives are met. • Conduct a needs analysis for baseline and course design purposes. • Prepare course delivery to a high standard and as specified by CEAIE. • Issue reflective tasks and feedback provided as per stage 1 requirement. • Carry out all one-to-one and groups sessions in a professional manner, and with sensitivity to the local context.

	- Complete brief 'trainer daily report' form and share progress on input with CEAIE daily. - Fulfil all reporting requirements including a needs analysis report; individual tutorial reports; lesson feedback reports, and a final course report within 7 days of the completion of the course to CEAIE
Costing	The specific cost should include all features highlighted in the tender and offer variance based on the final number of participants for the online delivery. A cohort of 25 CPs can be used as a baseline for costing purposes
Objective	Based on specific need areas identified, the programme aims to improve EMI teacher capacity and knowledge building in areas of effective pedagogy and research
Suggested programme content	For guidance, suggested course content may include input and support in the following areas. This can be used as the basis for the needs analysis designed to support course creation: - Current EMI research and opinion, with particular focus on delivery - Contemporary teaching methodologies and delivery technique relevant to the EMI context - Developing formative and peer assessment - Improving motivation in EMI classroom contexts - Effectively utilising L2 classroom language support for academic use (I.e., translanguaging or bilingual delivery) - Cross-cultural communication

Essential experience
- Experience of delivering professional development training in higher education contexts
- Experience of delivering EMI training courses to lecturers in Higher Education Contexts
- Familiarity with online training delivery models and best practice

Essential skills
- Practical training skills
- Record-keeping and IT skills

Desirable
- English language teaching qualification
- Familiarity with the Chinese HE context
- Specific experience of teaching in EMI environments

Certification
A certificate of Course Completion issued jointly by both the trainer/organisation and CEAIE will be awarded to each CP.

Platform

The main online delivery platform will be arranged by CEAIE to match local access needs. Further resource platforms for asynchronous learning can be agreed with successful applicant(s) and should be available to teachers in China.

Proposal evaluation weighting：

Criteria	Weighting
Academic qualifications and experience of proposed trainer	20%
Track record of trainer and organisation	15%
Academic proposal including monitoring & evaluation methodologies	45%
Value for money	20%

Please note that British Council is facilitating the opportunity, but this programme is <u>NOT</u> managed by the British Council. Contractual agreements will be made directly with CEAIE. The British Council accepts no responsibility or liability for any contracts agreed between the training provider and CEAIE.