

# Terms of Reference

## CPD Stakeholder Programme 2023-24

September 2023 - March 2024

### Call for Expressions of Interest

### Consultant for the CPD Stakeholder Programme

#### Description of the Service

The British Council Kazakhstan is looking for a qualified consultant to lead a policy-oriented work with stakeholders and provide effective guidance and support to a working group that will focus on streamlining educational policies and developing a policy proposal regarding teacher continuing professional development (CPD) in Kazakhstan.

#### Context and Background

The British Council is implementing a large-scale Future English programme in six countries (Armenia, Azerbaijan, Georgia, Kazakhstan, Ukraine, Uzbekistan) with the ultimate goal of improving the quality of teaching and learning English. The research of English language teaching (ELT) in secondary schools conducted in these countries is a key element of the programme. It addresses the issue of low English proficiency among school leavers and brings together relevant stakeholders and decision makers from governments, as well as the UK ELT sector.

The research report was published and disseminated among key stakeholders in Kazakhstan. In February 2023, findings and recommendations from the report in relation to assessment, pre-service teacher education, CPD and teacher standards were presented at the meetup event co-organised by the British Council and El Umiti Academy.

On 6 June 2023, to further explore these recommendations, the British Council in Kazakhstan organised an event in Astana during which stakeholders discussed areas for development in secondary ELT in the country. The event was attended by 35 participants. As a result of this event, the British Council has decided to create a working group of 10-15 stakeholders and provide support in developing policy proposals regarding CPD in Kazakhstan.

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## Consultancy dates

**Start date:** 01 September 2023

**End date:** 31 March 2024

## Requested Services

The Consultant will work closely with a working group of 10-15 stakeholders and the local Team Leader who will be the contact point for all team members. The output of this work will be a developed proposal that will be submitted for consideration to the Ministry of Enlightenment. A key area will be the development of the national CPD Framework, to which teacher qualification standards and CPD opportunities are linked. In future, this will lead to subsequent decisions about the provision and accreditation of CPD in Kazakhstan.

The services will be based on the following tasks:

- design an overall consultancy programme of structured work with long-run objectives and intermediate targets and set deadlines
- provide guidance and ongoing expert input as required
- review and provide feedback on the work of the group
- organise and lead monthly online meetings with the working group
- generate regular online discussions with the local consultant/team leader
- conduct two in-country one-day meetings with the working group
- review and proof-read the proposal of the working group
- provide with the end of the work summary report and next steps recommendations

## Consultant profile

### Qualifications and experience required

- MA / PhD in TESOL and/or equivalent
- 10 years of experience in teacher education and professional development
- Strong skills in designing, delivering, and evaluating teacher professional development programmes in Kazakhstan
- Significant experience of research, analysis and reporting on English education systems and the needs of teachers and learners
- Knowledge of the education system in Kazakhstan
- Extensive experience, including remotely, of policy-oriented work with ELT stakeholders in Kazakhstan
- Excellent communication, interpersonal and presentation skills, and ability to write well-structured, clear and concise report

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## Working days and payment

Payment for services will be calculated based on the proposed daily rate, specified by the applicant. The value of the contract shall not exceed **£15,000**.

A suggested breakdown of work (to be discussed and agreed with the successful applicant) would be:

- Designing an overall programme – **2 days**
- Briefing with the British Council team on action plan – **1 day**
- Planning meetings with the local consultant/team leader – **4 days**
- Programme planning and preparation – **6 days (1 day per month)**
- Online meetings delivery over 6 months – **3 days (0.5 day per month)**
- In-country meetings (planning, preparation and delivery) – **4 days**
- Reviewing of the ongoing work produced by the working group, including the final proof-reading of the proposal – **3 days**
- End of the work summary report writing – **2 days**

**Total: 25 days**

Travel, accommodation, per diems for the in-country visits will be covered additionally in accordance with the rates and policies of the British Council for Kazakhstan.

## Application process

- Deadline of submission of expression of interest – **1 August 2023**
- Shortlisted candidates might be invited to an interview on **07 or 08 August 2023**
- The final decision will be communicated by **11 August 2023**.

**The submitted proposal should include the following documents:**

1. Cover letter, reflecting your relevant expertise and experience and outlining motivation for engaging in the CPD Stakeholder Programme with a suggested daily fee (maximum 500 words).
2. CV adjusted as per outlined requirements.
3. Links to a sample of a similar work that focuses on ELT policy development.

**Submit your proposals to Ardak Bekturova – [ardak.bekturova@britishcouncil.org](mailto:ardak.bekturova@britishcouncil.org)** or if you have any questions about the role and/or the application process.

*Please note, we can only respond to successful applicants and only within 5 working days of the application deadline.*