



Call for Proposals

General English in the UK for Colombians

8 December 2019 – 11 January 2020

Call for Proposals

UK-based, open General English course Colombian students, faculty, and staff from a local Higher Education Institution

A Colombian Higher Education Institution (HEI) is looking for a General English immersion programme, to be offered to its entire academic community. All language/academic institutions with immersion programs that meet the requirements below are invited to send a proposal.

- I. **Duration and course dates:** The institute must offer courses that can be completed in 4 weeks during the winter vacation. (December 8, 2019 - January 11, 2020).
- II. **Intensity of Hours:** The courses must include at least 25 hours (60 min. per hour) of instruction weekly.
- III. **Additional Offers:** Preference will be given to language institutions that offer more than one city.
- IV. **Budget:** The budget indicated **must be for one student, and not group packages**. The HEI cannot guarantee a minimum number of participants. The following costs should be detailed in the proposal:
 - a. Tuition fees
 - b. Accommodation
 - c. Additional costs (books, meals, etc.)
 - d. International insurance costs, and coverage
 - e. Additional tourist or cultural activities packages (for individuals as the size of the group is not guaranteed).
 - f. Transportation costs (airport transfers)

V. Selection criteria

All proposals deemed to comply with the above requirements will be reviewed by the British Council who will shortlist, and then present to the client. Final selection will be made by the client.

VI. Proposal Terms of Reference:

Proposals should be sent specifying the points below in a single PDF document. No additional attachments will be accepted.

1. Institution
 - 1.1 Details
 - 1.2 Description (type, setting, unique selling points)
 - 1.3 Contact details of dedicated person assigned to this group
 - 1.4 Examples of past experience hosting similar groups (desirable)
2. Course
 - 2.1 General and specific objectives of course;
 - 2.2 Teaching methodology and course content (include sample timetable);
 - 2.3 Additional components and/or features to the programme (e.g. use of new technologies to support the learning);
 - 2.4 Materials to be used;
 - 2.5 Initial and final placement test;
 - 2.6 Assessment System (including final student report);
3. Accommodation description
4. Tourist, cultural immersion and social activities specified for this proposal;
5. Budget
 - 5.1 Total net cost
 - 5.2 Proposed breakdown of net costs to cover the items described in section IV.
Breakdown of costs should be given per student.
 - 5.2.1 Tuitions for 4 weeks and specify cost for each additional week
 - 5.2.2 Accommodation cost for 4 weeks and for each additional week
 - 5.2.3 Additional costs (books, meals, etc.)
 - 5.2.4 International insurance offered costs, and coverage
 - 5.2.5 Additional tourist or cultural activities packages

5.2.6 Individual transportation costs (airport transfers)

5.3 Any other additional activities/services as a plus from the language school.

ACTION REQUIRED

Proposals should be sent to barbara.decastro@britishcouncil.org.co, copying in eltplacement@britishcouncil.org.co by no later than day, 5 April 2019 at 12:00 pm UK time. Subject line: “Proposal – General English Course for Colombians, Winter 2019-2020”

Proposals will be assessed according to compliance with the terms of reference above and breakdown or costs/budget. Only institutions shortlisted for consideration will be contacted for follow-up. Once a winning bid is confirmed we will announce the results through Newswire. Institutions which were not contacted by 22 April 2019, will have not been shortlisted.

CONTACT PERSON

Bárbara De Castro

Tertiary Education Lead

British Council Colombia