



Foreign, Commonwealth  
& Development Office

**British Council Chile**

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**Call for proposals**  
**CLIL course**

December 2020

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# Call for Proposals - CLIL - Online Course

## Call for Proposals

The British Council in Chile is looking for a UK organisation with experience in designing and delivering online teacher training to adapt and deliver a four-module (20-hour) CLIL course for a group of Secondary school teachers working at Technical Professional (TP) Schools in Chile.

The CLIL course is planned to use a blend of synchronous (1 - 2 hour) and asynchronous (3 hours) learning approaches – totalling 5 hours of learning for students, per module. The modules will be delivered in March 2021.

Participants' level of English will be a minimum of a solid B2 – CEFR.

The UK organisation will provide the learning platform and the content for the four modules, resources for students, training notes, and live delivery of the modules to the participants.

## Length of the programme:

**Course: 3 weeks (20 hours + 2 hours orientation module)**

20 hours adapted and delivered by commissioned UK organisation

## Dates of the programme:

5 – 26 March 2021, 4 modules + orientation module delivered by commissioned UK organisation

## Objective of the programme:

The aim of this programme is to provide participants with tools and strategies to use CLIL in their English TP classrooms. By taking the online course participants will be able to develop practical classroom skills to design and deliver CLIL lessons and to design assessment tasks for a specific CLIL context.

The classes will be developed with a hands-on approach, which means that the participants will design their CLIL lesson plans and assessment instruments.

It is expected that, at the completion of the course, the participants will have a better understanding of CLIL and of how it can be implemented in their TP classrooms and can cascade learning to peers.

This course will be delivered in the context of a wider CPD programme that the British Council in Chile is delivering for the Chilean government's national programme to improve English language learning and teaching in Chile. The funding is being provided through the Foreign, Commonwealth and Development Office, FCDO, as part of its support for the English Language Network of the Pacific Alliance.

## Course Description:

<b>MODULE</b>	<b>MAIN CONTENT</b>	<b>LENGTH (HOURS)</b>
<b>0</b>	Orientation Module	2
<b>1</b>	What is CLIL? Aims and rationale. CLIL and SLA. The 4 Cs	5
<b>2</b>	CLIL planning: language demands of subject contents. (CALP/BICS)	5
<b>3</b>	CLIL planning: material selection and adaptation. Activity types for teaching and assessment	5
<b>4</b>	CLIL delivery: scaffolding, monitoring and giving feedback	5

## Details of consultancy:

This call for proposals is open to all UK institutions that can commit to delivering the following:

	<b>ACTIVITY</b>	<b>DATES</b>
	Deadline for submission of proposal	25 January 2021
	Final Decision communicated to winning applicant	28 January 2021
<b>1</b>	Initial briefing meeting with British Council Academic Consultant through video conference	29 January 2021
	Signing of Contract	29 January 2021 or ASAP thereafter pending British Council approvals
<b>2</b>	Adapt course content as needed	29 January – 19 February 2021
<b>3</b>	Technical pilot (to test platform and content, not full delivery)	22 February 2021
<b>4</b>	Course delivery – Orientation Module Institution and British Council Academic Adviser	5 March 2021
<b>5</b>	Course delivery – 4 modules	8 – 26 March 2021
<b>6</b>	Reflection and evaluation of the course: feedback from professors and students	26 March 2021
<b>7</b>	Course assessment report deadline	15 April 2021

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8	Training notes and complete training pack for future course delivery if the majority of the material is designed / developed specifically for British Council implementation	15 April 2021
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We would also like you to consider how the learning outcomes could be measured amongst participants who complete the course, designing the feedback mechanisms, so that a report is issued by the Institution on student progress at the end of each course (Activity 6 and 7).

You should also take into consideration that this course is aimed at 25 participants. We would like to see in your proposals the approach and considerations you would take for teaching this group of participants online.

## Confidentiality

All information supplied to applicants by the British Council, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this call for proposals) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

## Budget

Our maximum budget for this work is £17,000 (including VAT if payable) and should be taken into consideration in your proposal. This is to cover everything as outlined on page 3

## Proposals

Your proposal should cover the following points:

- Your interest in this opportunity.
- Your track record (aligned with what is being sought).
- An outline your methodology and approach for the 4 modules (you can use images, sample materials etc. to support if needed).
- Budget for delivering everything outlined on page 3.

Please note that the proposal should have **a maximum of 6 pages**.

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## Selection criteria

<b>CRITERIA</b>	<b>%</b>
<b>Experience in designing and delivering online courses</b>	20%
<b>Academic knowledge (ideally specifically related to CLIL)</b>	20%
<b>Training methodology</b>	35%
<b>Budget</b>	25%

## ACTION REQUIRED

**Proposals should be sent to Deborah Sepulveda ([Deborah.sepulveda@britishcouncil.cl](mailto:Deborah.sepulveda@britishcouncil.cl)) by no later than 25 January 2021. Subject line: “Proposal – CLIL online course for British Council Chile”.**

Should you have any questions related to this call for proposals, please contact Deborah Sepulveda by no later than 21 January 2021. Subject line: “Proposal – CLIL online course for British Council Chile partner - Questions”.

Proposals will be assessed according to compliance with the terms of reference above and budget.

All institutions will be contacted by 28 January 2021 with the results.

## CONTACT PERSON

Deborah Sepulveda

Senior English Projects Manager – Chile

British Council

[Deborah.sepulveda@britishcouncil.cl](mailto:Deborah.sepulveda@britishcouncil.cl)

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## COUNTER-TERRORISM AND MONEY LAUNDERING POLICY

The British Council is a UK organization for cultural relations and educational opportunities.

As a non-profit organization, the British Council must comply with applicable Chilean law, including by making sure that its assets are protected and properly used to meet its objectives. We also have a duty to protect the public funds we receive. The funds must not be used to support criminal or terrorist intentions, or in any way that violates the applicable penalties.

This policy applies to all British Council operations worldwide, unless the local legal requirements are more stringent, or if the enforcement of the policy is unlawful under local regulations.

The British Council will assess the risks of becoming involved in terrorism and money laundering, and of violating applicable penalties. It will implement proportional measures to manage these risks, while continuing to work in difficult and challenging places.

The British Council undertakes to:

- Have systems, procedures, and controls in place, to make sure the risks of becoming involved with the funding or support to terrorist activity, money laundering, or violation of penalties are managed;
- For the highest-risk negotiations, check whether the funds that the British Council receives or works with are not on lists of banned terrorist groups or persons, lists of financial penalties, or other lists of regulatory compliance, and assessing the risks, if any;
- Train its team to be aware of the risks related to terrorist activity, money laundering or violation of penalties;
- Make sure that its staff understands their obligations to report any actual or suspected terrorist or money laundering activity; and
- Comply with its obligations, informing the external authorities when necessary.

We require that all funds received by the British Council comply with this policy, to make sure that funds and assets are not used to fund or support terrorist or money laundering activity.

The British Council will review this global policy annually, to reflect new legal and regulatory developments and ensure the adoption of best practices.

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## EQUALITY, DIVERSITY AND INCLUSION POLICY

The British Council creates opportunities for people from the UK and other countries and builds a relationship of trust between them around the world. The British Council seeks to work effectively with diversity and promote equal opportunities, and this is an essential part of the work.

The British Council is committed to ensuring that there is no unjustified discrimination in the recruitment, retention, training and development of employees based on age, disability, gender (including transgender), HIV/AIDS, marital status (including steady union), pregnancy and maternity, political opinion, race/ethnicity, religion and belief, sexual orientation, socioeconomic history, criminal background, trade union membership, work pattern, existence of dependents or any other data irrelevant to the function performed.

It also aims at respecting and promoting egalitarian legislation, following the laws and intentions they express in this area and seeking to avoid unjustified discrimination, recognizing that discrimination is a barrier to equality, diversity, inclusion and human rights.

The British Council undertakes to:

- understand, value and work with diversity, in order to allow fair and integral participation in our work and activities;
- ensure that there is no unjustified discrimination in our recruitment and selection processes, among others;
- promote equality, including checks on conditions of equality and impact assessments of policies and functions, as well as progressive action plans aiming at diversity;
- treat everyone with whom we work with justice, dignity and respect; and
- do our part to remove barriers and correct imperfections caused by inequality and unjustified discrimination.

The British Council requires all employees to ensure that their behavior is consistent with this policy. It also asks that customers, users, partners and suppliers be aware of this policy and act accordingly.

The British Council will provide appropriate and adequate resources to implement this policy, and make sure that it is communicated and understood.

The British Council will review this policy annually, to reflect new legal and regulatory developments and ensure the adoption of best practices.



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## Safeguarding

We have a duty of care to safeguard the children and vulnerable adults we work with. If you or someone you know is concerned about safeguarding, please let us know via [Customer Services](#).

For information, visit the [NSPCC's webpage on child safeguarding](#). For adult safeguarding, read [GOV.UK's vulnerable adults policy paper](#).

### Covid-19 and safeguarding

Covid-19 has heightened the level of risk to children and vulnerable adults in everyday life. Part of our response to Covid-19 has been to move activity online. Increased risks include:

- cyber-bullying
- grooming
- exploitation
- blackmail
- extortion.

The [NSPCC](#) and [Think U Know](#) provide further support for staying safe online.

### Our safeguarding strategy

Our safeguarding strategy is based on three principles:

- build a workforce which understands safeguarding and is equipped to respond to issues in a timely, sensitive and appropriate fashion
- use our international networks to share strong safeguarding standards
- put children and vulnerable adults at the centre of everything we do.

It is designed to protect from and prevent harm, abuse and negative discrimination of any kind. Our global and regional safeguarding teams are responsible for overseeing the implementation of this vision. Everyone who works for and with the British Council is expected to understand, support and embrace it.

We also adhere to local legislation and procedures, including [Article 19 of the United Nations Convention on the Rights of the Child \(UNCRC\) 1989](#) and the [Care Act 2014](#).

Our global safeguarding strategy was approved by Sir Ciarán Devan, Chief Executive, in June 2020 and will be reviewed annually.

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## ENVIRONMENTAL POLICY

The British Council creates opportunities for exchange of knowledge between nations and the United Kingdom, creating a relationship of trust with the nations where it is based. Its operations and activities have an impact on the environment and, as such, it is committed to manage and reduce the impact of the organization on the environment.

The Environmental Management System (EMS) has been awarded the ISO14001 certificate in the UK and the environmental action plan aims at reducing carbon footprint in the United Kingdom.

The British Council uses a tool called the Environmental Framework Tool (EFT), to manage its environmental impact in more than 100 countries where the British Council operates.

In Chile, efforts are being made to improve environmental performance by using this tool, which requires the British Council to report progress in specific areas, including employee awareness and their understanding of the environmental impact of activities and behaviors.

The British Council undertakes to:

- evaluate, understand and control the environmental impacts arising from its activities;
- ensure compliance with all relevant national environmental legislation;
- define environmental objectives and targets for activities with significant impact, taking into account the aspirations of the partners;
- communicate progress in reducing environmental impact to stakeholders within and outside the British Council; and
- monitor and reduce the impact of corporate travel on the environment.

The focus of the British Council will be to:

1. Reduce the use of power and water and the carbon emissions resulting from its activities;
2. Reduce the production of garbage, reinforcing practices to reduce use, reuse of materials and recycling;
3. Choose sustainable options during the procurement of goods and services;
4. Monitor and reduce the environmental impact of business travels and explore innovative mechanisms to further develop cultural relations in countries where it operates in an effective manner;
5. Use its creativity and global position to promote sustainability through commitment to the climate change agenda.

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The responsibilities of the British Council are the following:

- Responsibility for the environmental policy falls on the National Officer
- The EFT National Coordinator is responsible for:
  - managing the implementation of the EFT in Chile
  - leading the implementation team, called the Green Team Champions
  - completing the EFT evaluation process and submitting a report to the Regional Coordinator
- The implementation team, called the Green Team Champions, shall be responsible for:
  - working with the National Coordinator to promote environmental awareness
  - contributing to the development of the British Council's environmental policy and action plan for the country
  - leading specific tasks aligned with the EFT

The entire British Council team is responsible for adjusting to the new environmental policy and adjusting its actions to support the improvement of its environmental performance. Officers will be responsible for including in the induction of every new employee an introduction to the environmental policy.

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## ANTIFRAUD AND CORRUPTION POLICY

The British Council creates international opportunities for people from the UK and other countries and builds relationships of trust between them around the world.

As a nonprofit organization, the British Council must comply with the applicable Chilean law, including by making sure that its assets are protected and properly used to meet its objectives. The British Council also receives British aid funds (through the Foreign and Commonwealth Office), and it needs to take steps to preserve these public funds.

The British Council has a policy of "zero tolerance" with regard to fraud, bribery and corruption. Always investigating and seeking to take disciplinary and/or legal measures against those who commit or assist someone to commit, fraud or any other improper activity in their operations.

The British Council undertakes to:

- Develop an anti-fraud culture throughout the organization;
- Seek to minimize opportunities for occurrence of fraud, bribery and corruption;
- Have effective systems, procedures and controls in place, which enable the prevention and detection of fraud, corruption and bribery;
- Make sure that its team is aware of the risks of fraud, bribery and corruption and that it understands its obligations to report any actual or suspected incidents of fraud, bribery or corruption;
- Analyze all reports of fraud, bribery and corruption seriously, and investigate them proportionately and appropriately; and
- Fulfill its obligations by reporting any incidents of fraud, corruption and bribery to the appropriate external authorities.

The British Council will provide appropriate and adequate resources to implement this policy and make sure that it is communicated and understood.

The British Council will review this global policy annually, to reflect new legal and regulatory developments and ensure the adoption of best practices.