



Call for Proposals

General English-Language Course with Soft Skills Component in the UK for Colombian University Staff

4 weeks June-July 2019

Call for Proposals

UK-based, 4 week General English-language course with a component of Soft Skills for a group of 10 Colombian University Staff (28-45 years old | B1-B2)

A client of the British Council Colombia is looking for a British Council accredited language course provider in the UK to offer a 4 week English Language course, to deliver 20 hours of English language teaching per week for a group of Colombian university staff. The course should be a combination of classes in the morning, a range of sporting and cultural activities in the afternoons, with cultural excursions on the weekends. Further details below:

- **English-Language course:** The students in the group will have an intermediate command of the English language (B1-B2 level), so we are looking for a course which covers general-English plus an additional component of Soft Skills (team work, problem solving, leadership, time management etc.). They would like it to be a closed-group.
- **Location:** The group would like to be situated in a town that has a small Spanish-speaking population to ensure they have the chance to practice their English skills as much as possible.

Duration: 4 weeks

Course Dates: June-July 2019

Group Description:

- A group of 10 Colombian University faculty and administrative staff, with B1-B2 levels of English wishing to improve their general English skills (age range: 28-45) and their Soft Skills (teamwork, problem solving, time management, leadership, etc).
- Will need a representative of the institution to be assigned to the group.

Accommodation:

The British Council Colombia would like costing with regards to accommodation in homestay. The Language School will arrange accommodation according to the details below:

1. For 10 students in homestay accommodation- single room and shared bathroom as close to school as possible
2. Meals: breakfast, dinner and evening snacks for all students. Cafeteria vouchers to be provided for lunches.

Cultural Activities:

These are additional components of the course which will enable students learn more about the country, its people and culture. Activities should be planned head of time and have a learning objective, hopefully linked to what students are seeing in the classroom. A detail program of activities and Institution Activity Leaders assigned will be requested if selected.

Proposal Terms of Reference:

- Justification;
- General and specific objectives of course;
- Teaching methodology and course content;
- Additional components and/or features to the programme (e.g. use of new technologies to support the learning of English; range of sporting/cultural activities available);
- Assessment System (including final student report);
- Materials to be used;
- Initial and final placement test;
- Certification;
- Proposed breakdown of costs/budget;
- Child Protection Policies in place within the institution
- Any other additional activities/services as a plus from the language school;
- Desirable: Variation of activities in different locations on or off-campus;
- Contact details of dedicated person assigned to British Council group.

The breakdown of costs/ budget should include:

- Tuition (course fees);
- Airport transfers;
- Local transport if necessary;
- Accommodation;

- Meals (Breakfast, lunch cafeteria vouchers, dinner & evening snacks);
- Placement test on arrival and departure using the same testing system;
- Course materials for each student;
- Final report of students' progress and certificates;
- Costs of cultural/other activities (entrance fees/hire of equipment etc.), excursions;
- International health and travel insurance.

ACTION REQUIRED

Proposals should be sent to katie.mccoll@britishcouncil.org in the submission template in a single PDF by no later than Thursday, 31 January 2019. Subject line: **“Proposal – General English and Soft Skills for Colombian University Staff, 2019”**

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

CONTACT PERSON

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