

## **Annex 1 Terms and conditions**

### **For the supply of Training and Mentoring on UK Education to the British Council**

Bearing in mind the Introduction and Background to the Project / Programme described on the Request for Proposals (RFP), these are the services, deliverables and considerations required:

#### **Capacity building for educational counsellors**

An online capacity building programme targeted to educational counsellors based in Brazil, Mexico, Colombia and other LATAC countries will take place from 2024 to 2025 as one of the activities to meet the British Council's objectives towards international student mobility.

The capacity building objective is to support counsellors in developing key knowledge about the UK as a study destination and skills, ensuring they are equipped and have knowledge of reliable sources in order to support students and their families to make decisions about international education.

#### **Specific objectives**

- To strengthen the engagement with the British Council's training for agents and counsellors.
- To increase the number of influential counsellors who have completed the British Council training.
- To build relationship with counsellors from key institutions that implement international education initiatives in schools.
- To position the British Council as go-to resource for expertise and guidance on education in the UK.

#### **Participants**

We expect two groups of up to 50 participants each in the capacity building programme. The attendees are educational counsellors from Brazil, Mexico, Colombia and other LATAC countries who work in schools, education departments, educational companies/agencies, start-ups, or as independent professionals. The participants must have proven track record on working in a B2C basis providing counselling and services to students and their families.

#### **Delivery format**

The programme will be free of charge for attendees, delivered in English and 100% online.

## Monitoring and evaluation

The capacity building outcomes will be assessed through attendance reports and feedback from the training consultant(s) and participants.

## Benefits to participants

- In-depth knowledge of the UK education system;
- Development of effective student counselling strategies;
- Mentoring sessions with experts in UK education;
- Exclusive content driven to the needs of counsellors from Brazil, Mexico, Colombia and other LATAC countries;
- Access to exclusive sessions with representatives from UK institutions;

## Draft programme - Capacity building for educational counsellors

The capacity building preliminary agenda encompasses online activities and will be delivered from February 2024 to March 2025 with the following milestones:

Month	Activity	Modality
First week of February 2024	Announcement of open registrations to counsellors registered in the UK Hub and British Council's mailing list	Online
Third week of February 2024	1-hour launching session with registered counsellors to present the proposed initiative, objectives and activities.	Online
Phase 1 Fourth week of February 2024	Workshop including an induction programme, needs analysis session and an activity to form working groups.	Online
Phase 2 From May to August 2024	Series of live/recorded online sessions for all participants and the completion of modules in the UK Hub. The programme will include content in response to the needs analysed in Phase 1.  The working groups will have periodical meetings for mentoring sessions with the consultant(s).	Online
Phase 3 Last week of August 2024	Workshop including a closure and feedback activity. In this session, we will announce the beginning of registrations for the next training programme so that attendees can recommend it to colleagues.	Online

Month	Activity	Modality/Location
Last week of August 2024	Announcement of open registrations to counsellors registered in the UK Hub and British Council's mailing list	Online
First week of September 2024	1-hour launching session with registered counsellors to present the proposed initiative, objectives and activities.	Online
Phase 1 Third week of September 2024	Workshop including an induction programme, needs analysis session and an activity to form working groups.	Online
Phase 2 From October 2024 to January 2025	Series of live/recorded online sessions for all participants and the completion of modules in the UK Hub. The programme will include content in response to the needs analysed in Phase 1.  The working groups will have periodical meetings for mentoring sessions with the consultant(s).	Online
Phase 3 First week of February 2025	Workshop including a closure and feedback activity.	Online

### Consultancy services required:

In order to deliver the capacity building programme for educational counsellors in Brazil and Mexico, the British Council seeks experienced consultant(s) to:

- Design an induction workshop agenda.
- Design a needs analysis tool to be implemented in the induction workshops.
- Design a capacity building plan for two programme rounds including objectives, key themes to be explored in response to the needs analysis, methodology, structure, resources/tools to be used, calendar and sources used. **Please note:** The phases, milestones and online moments presented in the draft programme above (pages 2 and 3) must be accomplished, but the delivery format and the calendar can be adapted.
- Conduct the capacity building sessions including the invitation/management of guest participants (i.e. representatives from UK institutions).

- Organise/manage and meet the working groups for online mentoring sessions. **Please note:** the consultant(s) should consider a minimum of 3 mentoring sessions for each working group.
- Monitor/register attendance and engagement reporting to the British Council monthly.
- Collect information and documentation in Phase 3 (programme closure) to produce the final report and support the British Council in the programme monitoring and evaluation.
- Produce and deliver a report in English on the capacity building programme. It must set out, in a clear narrative form, the objectives and outcomes referring to data and information collected throughout the process. The report should include facts and real cases that demonstrate what can be attributable to the outcomes of the capacity building programme. Some information from the report will be made available in the public domain and British Council's stakeholders. Therefore, where individuals can be identified, the British Council will require the consultant(s) to collect consent forms from the participants. The report should include visuals to make it easier to read (i.e. tables, arts and infographics) and an evaluation of the initiative suggesting possible future steps for the programme continuity.

### Key deliverables and instalments

The total value of the Contract with the appointed supplier will not exceed the sum of 20,700.00 GBP.

Deadline	Product	Product	Instalments
2 February 2024	Capacity building plan (initial version)	Word document containing objectives, key themes, methodology, structure, resources/tools to be used, calendar and sources	-
8 March 2024	Workshop delivery (after revised version)	Word document containing objectives, key themes key including those in response to the needs analysis, methodology, structure, resources/tools to be used, calendar and sources	40%
6 September 2024	Midterm report	Word document in narrative format including possible adjustments to the initial plan to be implemented in the second round of the capacity building programme	40%
21 February 2025	Final report	Word document in narrative format including recommendations for future capacity building programmes	20%

### Key considerations

- The proposal should present the total amount including all applicable taxes, professional fees or costs related to external speakers/participants in online activities.

- The consultant will be responsible for the workshop programme, including managing the online platform for the online activities (i.e. Zoom, Google Meet, Teams), technical support, and the communication with the attendees related to the workshop programme.
- Clear lines of communication with regular monitoring and progress reporting will be established to ensure the capacity building content development and its implementation are completed within the expected timelines, quality standards, and to ensure any risks or issues are raised promptly as the work progresses.
- The selected consultant(s) will be required to complete the British Council's trainings for partners: Child Protection Awareness, Introduction to Safeguarding, Understanding Equality, Diversity and Inclusion, Fraud Awareness, Information Management, and Safety and Security.

## **Consultant(s) qualifications**

### **Mandatory**

- Expertise and Experience in designing, leading and managing trainings and capacity building programmes.
- Expertise and experience with various online training platforms (e.g., Zoom, Microsoft Teams, Google Meet), and knowledge of best practices for delivering effective online training.
- Expertise and experience in developing assessment tools and evaluating the effectiveness of training programmes, ensuring continuous improvement.
- Strong experience in the UK Education sector.
- Understanding of the educational counsellors sector, their roles and challenges.
- Demonstrated experience in the production of high quality and timely reports.
- Interpersonal and communication skills.
- Proficiency in English.

### **Desirable**

**Languages:** Proficiency in Spanish and Portuguese.

**Sector Knowledge:** Knowledge and experience on the Education sector in Brazil and Mexico (i.e. academic or professional qualifications, previous work experiences with local institutions etc.).

**EDI:** Proven commitment with international education issues related to equality, diversity and inclusion (i.e. academic or professional qualifications, previous experiences in projects, groups and organisations targeting EDI).

**Cross-Cultural Competence:** Demonstrated ability to work effectively in cross-cultural environments, understanding and appreciating diverse perspectives.

**Innovative Teaching Methods:** Familiarity with innovative and engaging teaching methodologies to ensure active participation and effective learning outcomes.

**International Education Policy Knowledge:** Understanding of international education policies, trends, and regulations, especially those related to student mobility and recruitment.

**Networking Skills:** Strong networking skills to establish and maintain relationships with key stakeholders in the education sector, both in the UK and the target countries.