

## **Annex 5 Academic consultant cases (3)**

### **Case 1**

#### **Context**

The English for Education Systems SBU must deliver a large contract of services including the training of English teachers for an extended period.

This training is composed by 2 programmes:

Programme 1 - synchronous sessions delivered by local consultants.

Programme 2 - online platform activities monitored by global e-moderators.

Number of course participants: 500

Location: Mexico City

Delivery: Online training

Schedule:

Length of course: 105 hours in total, split as follows:

- Programme 1 – 60 hours of online trainings
- Programme 2 – 45 hours of online platform activities

Days: Tuesday and Thursday evenings

Time: 1.5 hours per session

Breakdown: 70 sessions of 1.5 hours each

Start month: September

End month: January

#### **Specifications**

Programme 1.

Consultants must deliver the study programme following academic and quality standards established by the British Council. Consultants will be trained in the use of British Council materials, programmes and methodology prior to the start of the programme

Supervision of service is required from planning to the ending of the programme

Consultants must keep attendance records of participants (teachers) and an incident log per course, and a final course development report should be delivered after each course.

Consultants must give a proper follow up on participants' development, participation, and evaluation.

At the end of the programme, a closing online meeting is held to recover all lessons learnt from consultants and the service in general, and consultants will be asked to attend to coordination meetings at least once a month for a formative assessment and feedback of the course.

The bulk payment to consultants is composed as follows:

- 60 hours of teaching/training at \$500.00 MXN an hour plus VAT.

- 1 assignment per participant is considered at a rate of \$100 MXN per assignment plus VAT.

Consultants must fulfill the professional profile requested by the British Council. All materials and IT equipment must be provided by the consultant (e.g., laptop, internet access, etc).

## Programme 2.

Global e-moderators are part of a global list provided by the British Council in the UK. They are aware of all British Council policies, academic contents and other specifications for the delivery of the study programme.

Supervision of service is required from planning to the ending of the programme, and e-moderators will be asked to attend to coordination meetings at least once a month for a formative assessment and feedback of the course.

E-mods must give a proper follow up on participants' development, participation and evaluation.

E-mods must keep attendance records of participants (teachers) and an incident log per course. This must be collated for the client on monthly basis.

The bulk payment to e-mods is composed as follows:

- 45 hours of teaching/training at \$1,000.00 MXN an hour plus VAT.
- 1 assignment per participants is considered at a rate of \$100 MXN per assignment plus VAT.

Considerations: Most of global e-moderators are located outside Mexico, which represents an international hiring process and payment.

## **Case 2**

### **Context**

The roles will have an active participation in our English Connect programme. English Connect programme is a major new programme connecting the UK with the ELT section in the country and region through activities with series of events and conferences.

It aims to improve the quality of English language teaching and learning, thus creating opportunities to enable young people to increase their potential to study and improve their employability and networks.

Working with governments, the private sector, young entrepreneurs, future leaders, educators and learners in formal and non-formal education, the programme aims to reach and impact a wide audience through face-to-face interaction, media and digital channels.

The programme will continue to connect UK ELT providers, institutions, media and educational technology agencies with targeted countries, showcasing UK expertise, creativity and innovation in education, aiming to build trust and new partnerships.

Programme activities:

Programme activities with series of events and conferences focus on three main strands:

1. Access to broadcast, digital and face to face and off-line English resources for teacher, teacher trainers, ELT professionals and young people.
2. Professional development for teachers along with strengthening of their communities of practice.
3. Engagement with ministries of education and others on English language provision, in conjunction with FCDO (Foreign, Commonwealth & Development Office)

According to the consultant profile, he/she can support with translations, edition of documents and/or participate in webinars, events, conferences, forums, etc. as speaker, moderator, academic consultant, relator, master of ceremony, supervisor. The maximum of session depends on the event.

The consultant should be aware of all British Council policies, academic background preferable and or communications skills, experience moderating and other specifications as the code of conduct to project the British Council image and values. During preparation of the conference, the consultant can be requested to translate or review general translation documents.

The payment to consultant compounds as “4A Pricing Approach” indicates.