

POST DESCRIPTION

Title	Technical Lead, SED Bogota
Location of project	Colombia
Scale	Senior Consultant II
Economic Compensation	\$31,860,171 for the entire contract (IVA not included) .
Lengths of contract	Approximately 3.5 months (conditioned to contract signature with the stakeholder)
Number of consultants required	1

Context and Environment

The British Council in Colombia is a largely UK government grant funded non-for-profit organisation. Colombia is an important commercial, cultural, and educational partner for the UK, and we need to increase the impact of our operation locally. In Colombia, the British Council works mainly in English, Education and Arts.

The English Programmes (EP) division manages a portfolio of large-scale and local projects, providing a variety of consultancy services, teacher training, and mentoring activities for government schools. These initiatives are supported through International Cooperation agreements with ministries and local education authorities.

Equality, Diversity, and Inclusion (EDI) Statement: The British Council is committed to policies and practices of equality, diversity, and inclusion across everything we do. We support all staff to make sure their behaviour is consistent with this commitment. We want to address under representation and encourage applicants from under-represented groups, in particular, but not exclusively, on grounds of ethnicity and disability. All disabled applicants who meet the essential criteria are guaranteed an interview and we have Disability Confident Employer Status. We welcome discussions about specific requirements or adjustments to enable participation and engagement in our work and activities.

The British Council is committed to safeguarding children, young people and adults who we work with. We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.

Purpose

To lead the technical implementation of key strategic components as part of a project with the Local Education Authority of Bogotá. This includes:

Activity 1: Diagnosis – Liaising with an evaluation team to conduct a thorough assessment in up to 320 government schools in Bogotá.

Activity 2: Baseline English Levels - Establishing benchmark levels of English proficiency.

Activity 3: Documents and Materials – Leading the creation of documents and educational materials.

Main Responsibilities**Activity 1: Diagnosis**

- Work together with the evaluation team (senior researchers, sampler, data analyst, experts in quantitative analysis, and index design) and the data collection team.
- Oversee the technical implementation of activities conducted by the evaluation and data collection teams. This includes designing the conceptual model, developing data collection instruments, conducting in-person data collection at schools, analysing the data, and diagnosing the results.

Activity 2: Baseline English Levels

- Support the Operations Manager and the evaluation team in preparing the implementation plan and timeline; selecting the sample of students and teachers; communicating the selections to schools, teachers, parents, and students; administering tests to both students and teachers; and analysing the collected data.

Activity 3: Documents and Materials

- Support the Operations Manager and selected consultants in preparing two key documents that will inform further decisions on implementation:
 - o A document that provides comparative descriptions of the various artificial intelligence solutions offered to the Local Education Authority to enhance English language learning and teaching.
 - o A document that offers recommendations on the integration of technologies into the learning and teaching process, with specific guidance on protecting the rights, wellbeing, and safeguarding of children and young people who may use these technological tools.
- Lead the technical review of both documents.
- Liaise with an external team during the design of an AI-based tool to support English teachers in lesson planning.

General Responsibilities

- Support the design of implementation plans, including detailed guidelines, tools, and protocols.
- Support the delivery of training sessions as required.
- Prepare reports on the implementation, risks, and impact of various activities.
- Conduct technical reviews of documents and teaching/learning materials produced for the project.

- Oversee and advise on the pedagogical follow-up for planning and delivery of assigned activities, in accordance with guidelines provided by the British Council and its partner.
- Lead and provide guidance on the design and reporting of deliverables and products specified by the programme.
- Serve as a liaison between internal and external stakeholders for the design and implementation of project.
- Participate in technical and administrative meetings as required by the project.
- Provide professional support for managing calls for participation and registration processes in alignment with the actions developed with the Local Education Authority of Bogotá.
- Assist in the preparation and organisation of meetings related to project implementation and delivery, as guided by the British Council and its partner.
- Complete all mandatory training provided by the British Council and adhere to the protocols and regulations when interacting with underaged students and vulnerable adults.

TERMS OF REFERENCE

Type of Contract	Service provision
Payment terms	<ul style="list-style-type: none"> - Three (3) payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project. - Prior to each payment, the consultant needs to submit a bill for service, a copy of RUT, proof of contribution to social security as established by local law, and approval for payment from manager upon completion of deliverables/products.
Legal deductions	<ul style="list-style-type: none"> - In accordance with local legal legislation in Colombia. - Legally required deductions (such as Income Withholding Tax, Industry and Commerce Tax-ICA- and all applicable taxes) will be applied. - To claim travel related expenses, the consultant must submit an invoice for payment which will also be subject to the same taxes indicated above as applicable.
Deliverables	<p>Depending on the service provided, this may include, but is not limited to:</p> <ul style="list-style-type: none"> D1. Technical documents for the implementation of the project. D2. Training materials necessary for the implementation. D3. Monthly reports describing steps taken for each strategy upon stakeholder request. D4. Periodic and final reports in both Spanish and English. D5. Certificates of completion for Mandatory Training. D6. Any other official formats and reports required by the project.

CONSULTANT SPECIFICATION

<p>Essential qualifications, experience, and skills</p>	<ul style="list-style-type: none"> - University degree in Education, Languages, or a related field, or equivalent experience (9 years). - Postgraduate qualification in an education-related field (e.g., M.A. TESOL, language assessment, educational technologies, language didactics, education) or equivalent experience (9 years). - A minimum of nine (9) years of proven experience in at least two of the following areas: <ul style="list-style-type: none"> a) Teaching English as a foreign language b) Leading or delivering consultancy and assessment strategies for English Language Teaching (ELT) c) Working on large-scale projects in the public sector, including English Language Learning d) Guiding teachers through the planning cycle and through the design and/or adaption of materials for English as a subject in formal education - Minimum C1 level proficiency in both Spanish and English 			
<p>Desirable</p>	<ul style="list-style-type: none"> - Experience implementing monitoring and evaluation strategies in a large-scale project. - Knowledge of English teaching and learning platforms or other digital tools. 			
<p>Passport and/or nationality requirement</p>	<ul style="list-style-type: none"> - Right to work in Colombia is necessary. - The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants. 			
<p>Important features</p>	<ul style="list-style-type: none"> - Although some of the work is expected to be performed from home, the consultant will be required to attend periodical in-person activities in Bogotá. - The British Council does not provide internet access, or any other equipment required for delivering the activities; this is the sole responsibility of the consultant. - A confidentiality agreement is a must to sign the contract. - Signature of the contract with the successful candidate is tied to the official signature of the partnership agreement between the British Council and the stakeholder, as well as completion of relevant background checks by British Council and partners. 			
<p>Application Process</p>	<p>Based on the description and guidelines provided, interested candidates are invited to submit their Curriculum Vitae in both English and Spanish (as required by the partner) to maria.bernal@britishcouncil.org. Please specify the position you are applying for, which in this case is: Technical Lead SED Bogotá.</p>			
<p>Rates</p>	<p>Monthly payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project</p>			
<p>Deadline for application</p>	<p>31.08.2024</p>			
<p>Submitted by</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Carolina Cruz Corzo English Programmes Lead </td> <td style="width: 10%; padding: 5px;"> Date </td> <td style="width: 40%; padding: 5px;"> August, 2024 </td> </tr> </table>	Carolina Cruz Corzo English Programmes Lead	Date	August, 2024
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