

### **Annex 3 TOR**

The British Council is looking to contract freelance training consultants (suppliers) to deliver high quality online and face-to-face training interventions for teachers and/or school leaders in Nepal from February 2023 to March 2025 (with the option to extend for 12-24 months).

Suppliers will be mobile and would be able to reach students, teachers and school leaders from all/specific geographical areas in Nepal.

#### **Each appointed supplier will:**

1. In consultation with the British Council, plan the content, structure and length of courses to suit the specific needs of participants - using the training materials and trainer notes provided by the British Council for delivery.
2. Deliver teacher educator and teacher training programmes (online and/or face to face) to a range of partners including state government departments of education and NGOs.
3. In consultation with the British Council, promote the British Council's online resources. The British Council will also work with each trainer to promote the course via channels such as the British Council website and e-newsletter and exhibitions/events to ensure specific target audiences are prioritised as necessary.
4. Provide support and mentoring to other trainers with development needs in your country. This might include telephone and email support or co-delivering training to help model best practice and share knowledge and experience.
5. Administer the British Council monitoring and evaluation tools. These may include tools to gather stakeholder feedback from interviews and focus groups, and to observe classrooms and training rooms. The British Council will record and analyse feedback received to help inform future developments in professional development offers.
6. Actively participate in a community of practice. Appointed suppliers are expected to engage with this network via online forums and networking spaces on a regular basis.
7. As required by the British Council, take part in additional face-to-face quality assurance and professional development workshops and take part in Strengthening Teacher Educators' Professional Skills (STEPS) Programme for trainers' own professional development. The dates and venues of these follow-up workshops will be determined in consultation with the trainer.

#### **Standards to be met:**

1. Delivery must meet the methodological and language skills needs of the target groups as identified through the training needs analysis conducted by the British Council.
2. Delivery must meet minimum the British Council standards as defined by the standards and behaviours on this role profile.
3. Engage in relevant continuing professional development activities to ensure delivery meets standards.
4. Monitoring and evaluation procedures are followed as per project requirements
5. All course documentation (attendance registers, participant profiles, trainer reports etc) is completed and submitted according to agreed standards and timelines.
6. Client satisfaction levels are positive, measured by feedback from client customer satisfaction data and focus groups etc.
7. Data protection and copyright laws are complied with and when necessary, copyright permission is obtained and kept on record.

8. All travel arrangements and travel and expense claims are made in line with the British Council policy.
9. The trainer should adhere to and ensure that the British Council standards are upheld for Safeguarding, Equality, Diversity and Inclusion (EDI) policy and health and safety.

Trainers must be available to attend a training, assessment and validation event planned in March end 2023.

Trainers will be given access to English Programmes training package materials and will be expected to carry out some preparatory work before the event, and follow-up work post-event

### **Qualification Requirements**

#### **Essential**

- English language teaching qualification (CELTA or equivalent will be preferred)
- A university degree in Education or equivalent degree
- At least 3 years' teaching experience
- At least 2 years of teacher training experience
- Experience of running online training using digital tools
- Commitment to deliver at least 30 days of training per year
- Willingness to travel to remote areas and deliver quality trainings with limited resources
- Minimum C1 level on the CEFR
- Legal rights to live and work in Nepal

#### **Desirable**

- Experience of delivering training to public school teachers and head teachers in Nepal or similar context