Terms of reference – Specialist Contractor

Purpose

The specialist contractor terms of reference (ToR) is a document that sets out the specialist contractor’s contribution to the task. The template is designed to set out the aims of the task and what the contractor is responsible for in order to achieve those aims.

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| Document owner | Rabia Malik |
| Document author | Rabia Malik |
| Issue date | 15 August 2025 |
| Project Team | English and Schools Education |
| No of Positions | 20 |
| Duration of the contract | 2+1 year |
| Deadline to Apply | 2nd September,2025 |
| Location | Pakistan |

Consultancy role title:

**Location:**

**Apply by:**

* 1. Background and context about the project

The British Council Pakistan is seeking experienced English academic content writers to support the development of curriculum and training materials across various education levels. This includes designing English curricula for children in public and private schools, creating teacher training content for both online and face-to-face delivery in large-scale ELT programmes, and developing non-formal education materials aimed at empowering girls and children from marginalized backgrounds. These initiatives are part of broader efforts to improve English language teaching and learning in primary and elementary government schools by enhancing curriculum design, assessment methods, and digital integration. Teachers and trainers from both the public and private sectors who meet the required criteria are encouraged to apply.

* 1. About the role of the specialist contractor

The Academic Writer will work remotely individually or with a team to design and develop top quality English training and learning materials aligned with the National and relevant provincial curricula, training modules, activity/learning books for children and adolescents, and assessments; adapted for digital content for LMS platforms and face-to-face learning.

**Preferred Profile:**

* Candidates from across Pakistan with experience in public or private school systems, particularly those who have served as teachers and academic or CPD leads and have contributed to the development of English language teaching and learning curricula.
* Those with experience in both academic writing and teacher training materials.
* Freelance consultants and individuals already affiliated with educational institutions are encouraged to apply.
  1. Outcome and outputs

1. **Curriculum-Aligned Content** – Delivery of high-quality English training and learning materials fully aligned with the National Curriculum and relevant provincial curricula.
2. **Structured Learning Resources** – Well-organized unit structures, lesson plans, activity guides, and learning outcomes that are context and age-appropriate and ready for implementation.
3. **Localized Digital Content** – Adaptation of materials for LMS platforms, ensuring accessibility and relevance for the target audience.
4. **Quality and Consistency** – All deliverables meet agreed British Council academic and quality assurance standards following collaboration with relevant teams.
   1. Timeline  
      Based on the academic writer’s availability and the suitability of their background, as determined by the Senior Academic Manager, tasks will be assigned on a needs basis for multiple projects during the period from September 2025 to September 2027 along with one year extension based on the performance.

* 1. Fee & expenses

Once assigned a task, the academic writer will be engaged at the rate of PKR 20,000 per day. The number of days of engagement will be determined by the British Council project team, taking into account the nature of the task and the duration required.

* 1. Reporting and communication

Reports to Senior Academic Manager – British Council Pakistan

* 1. Qualifications and experience required
* Master’s degree in English, Applied Linguistics, English Language Teaching, Education, or at least 16 years of education with proven track record of working on similar key responsibilities mentioned above and trained to lead the task requirements shared.
* Proven experience in developing English language curricula or textbooks at the primary/elementary level.
* Experience working with or contributing to Pakistan’s national or provincial curriculum reform processes.
* Minimum level of English proficiency C1 across all skills
* Familiarity with CEFR, CPD frameworks, inclusive and multilingual pedagogy.
* Strong understanding of learner-centered and activity-based pedagogies.
* To build a diverse and well-rounded pool, we are also seeking individuals with experience in developing curriculum and instructional materials for other languages such as Urdu and Sindhi.
* Excellent academic writing skills in English (Sindhi/Urdu proficiency is a plus).
* Experience working with large-scale donor or government-funded projects preferred.
  1. How to apply

Click the Freelance Academic writers’ Form. The deadline to apply is 2nd September 2025.

* 1. Criteria for evaluation

**Selection Process:**

* Candidates who match the requirements listed above will be short-list only.
* All short-listed candidates will be required to go through an online interview and a written assessment.
* Selected candidates will undergo a screening process and will be asked to provide following documents for verification prior to signing their contract.

**Documents required at Later stage**

1. Recent Police verification certificate.
2. Identity Document.
3. Academic Documents.
4. Account maintenance certificate.
5. Blank crossed cheque.
6. Employment certificate.