

Terms of reference

Consultancy role title: Freelance Training Consultants

Location: Pakistan

Apply by: 25 June 2023, 9PM

Background and context about the project

The British Council's presence and work in Pakistan, specifically in Islamabad, Lahore, and Karachi, demonstrate the organization's commitment to engaging with various sectors and promoting education, language learning, arts, and societal development. With a well-established network, the British Council is able to effectively contribute to the educational landscape and serve as a valuable partner for the Pakistan government.

By actively participating in language policy issues and collaborating with stakeholders, the British Council aims to play a significant role in shaping teaching and learning developments in Pakistan. Furthermore, the organization's involvement in provincial-level reform initiatives indicates a commitment to addressing education challenges at a regional level, taking into account the specific needs and priorities of different provinces.

One of the key values emphasized by the British Council is inclusive education. By striving to provide access to quality education for all learners, the organization works towards ensuring that educational opportunities are available to individuals from diverse backgrounds and with varying needs. This inclusive approach aligns with the broader goal of promoting equitable education and creating a more inclusive society.

Overall, the British Council's work in Pakistan showcases its dedication to fostering educational excellence, promoting language learning, supporting social development, and collaborating with stakeholders at different levels to drive positive change in the country's education sector.

British Council English Programmes team Pakistan is recruiting hourly-paid, locally engaged training consultants to deliver face to face and online activities under various projects including large-scale public sector teacher development programme (**EaSTE**), non-formal education programme with adolescent girls (**EDGE**) and online learning opportunities (**English Connects**).

This is an excellent opportunity to develop both professionally and personally and to pass on your knowledge, experience and skills to others. The work is challenging, requiring frequent travel around Punjab, KPK and Baluchistan and possibly other areas of Pakistan. Consultants will need to be resourceful, flexible and able to take the initiative when required. Consultants also need to be proficient digitally as they will also deliver training and workshops online. We are looking to recruit consultants who engage actively and continuously in their own professional development and who are committed to contributing to educational reform in Pakistan

English as a Subject for Teachers and Educators (EaSTE) is a collaboration between Quaid-e-Azam Academy for Educational Development Punjab (QAED) and British Council Pakistan.

EaSTE aims to improve the English language teaching ability of approximately 150,000 Primary School Teachers in Punjab. Teachers follow five online self-access courses available on QAED's Learning Management System (LMS). They do the courses at regular intervals outside school hours on the platform. Each course takes six-weeks to complete. The course content is further supported by discussion forum activities and monthly community of practice sessions.

English and Digital for Girl's Education (EDGE) is a British Council global non formal education programme which aims to improve English language skills, digital literacy and social awareness in adolescent girls who have dropped out or risk dropping out of the education system. English Programmes Pakistan team is currently working with various partners across Pakistan for the implementation of the project across Pakistan.

English Connects is our digital programme for all teachers and teacher educators of English worldwide, delivered through our global TeachingEnglish platforms and regional/country and partner platforms. It provides professional development opportunities, resources, peer support and networking for a global community of English language teaching professionals and practitioners. Through English Connects we are able to gather evidence about ELT worldwide, understand the issues teachers face, and provide a forum for UK expertise and standards. We share global perspectives and through teachers reach communities and students worldwide.

1. About the role of the specialist contractor

The Consultants will work with a range of stakeholders on various activities and will represent the British Council and therefore will be expected to maintain high levels of professionalism and conduct. They will be further expected to portray themselves as a role model to teachers and teacher educators by demonstrating strong work ethics and best practice. The role of the Training Consultant may include (but not limited to) the following.

- Deliver face to face/online trainings to beneficiaries under various projects of English Programmes Pakistan and/or monitor trainer and teacher education training, seminars, and workshops
- Delivery must meet the methodological and language skill needs of the target groups, as identified through the training needs analysis conducted by the British Council.
- Delivery must meet British Council standards as defined by the standards, skills and behaviours in this role profile.
- Monitoring and evaluation procedures are followed as per project requirements and relevant documentation is completed and submitted on time.
- Training may be up to 36 hours a week as defined by individual project requirements.
- All course documentation (attendance registers, participant profiles, trainer reports, etc) is completed accurately, kept up-to-date and submitted according to agreed standards and timelines.

- To contribute to specific projects in line with project outcomes and targets and as agreed with British Council staff. This could include, for example, materials writing, conducting language assessments, participating in project planning meetings and conducting research.
- Client satisfaction levels are positive, measured by feedback from client customer satisfaction surveys and focus groups.
- Data Protection and Copyright laws are complied with and, when necessary, copyright permission is obtained and kept on record.
- All teaching and training materials, course and documents must be relevant to the needs of the target audiences and in line with British Council standards as defined by the agreement per activity and British Council staff.
- All materials, courses and documents are developed to agreed format and layout which meet British Council standards and are supported by clear learner, teacher and trainer notes. Materials templates are developed and content standards (e.g. on number of pages of materials per unit, amount of detail in trainer's notes, number of illustrations per page, and complexity of rubric, etc.) are followed according to British Council standards and are in line with project requirements as defined by agreements in place.
- All travel arrangements including travel and expense claims, where travel outside home town is necessary, are made in line with relevant British Council policies.
- Attendance of training, annual team meetings, administrative meetings / events and training programmes
- Complete mandatory safeguarding learning courses and strictly comply with all British Council policies and procedures of child protection and safeguarding.

*The post holder will need to be a Pakistani national or have a legal right to work in Pakistan and will ensure references and background checks as per British Council Pakistan Human Resources Safeguarding policies. As this post is an hourly-paid, freelance position, post holders can be employed elsewhere as long as they can be released from their work or re-schedule it to train for British Council when contracted. Opportunities for delivery of training events are advertised to Training Consultants as they arise with sufficient notice to plan around other commitments.

2. Outcome and outputs

- Attend an induction workshop after they are selected. The workshop will aim to explain their role in more detail, along with guidance on our business processes and expected professional standards.
- Attend orientation/briefing session/call before project activities to understand expected objectives, standards, and outcomes
- conduct monitoring and evaluation (M&E) activities, including field visits and using specified tools to collect and collate data
- Complete and send any tools and/or reports as outlined by the project team within the agreed timelines once an activity is complete
- Delivery of face to face/online trainings/seminars must meet the methodological and language skill needs of the target groups, as identified through the training needs analysis conducted by

the British Council and as per the British Council standards set out in orientations before each training

- Conduct Monitoring and Evaluation activities under the projects as per English Programme's team guidance
- Contribute to specific projects in line with project outcomes and targets and as agreed with British Council staff. This could include, for example, materials writing, conducting language assessments, participating in project planning meetings and conducting research
- Maintain and collate all course documentation (attendance registers, participant profiles, trainer reports, end of course feedback etc) is completed accurately, kept up-to-date and submitted according to agreed standards and timelines
- Maintain internal and external key relationships
 - **Internal** - British Council English Programmes team & other British Council training consultants
 - **External** - Administrative staff, trainers and teachers from public and private educational institutions, partners, Members of local teacher associations and local researchers and academics

3. Timeline

3 years contract

4. Fee & expenses

The Charges will range from PKR 900 – PKR 3000 per hour (dependent on activity)

5. Reporting and communication

Reporting to Senior Academic Manager and Project Manager English Programmes, British Council Pakistan

6. Qualifications and experience required

	Essential	Desirable
Qualifications*	<p>16 years education (minimum bachelors degree)</p> <p>Teacher training/education that can be verified by a certificate and/or a referee</p>	<p>Master's Degree</p> <p>Certified British Council teacher training e.g.TKT, CiPELT, TEFL, CiSELT etc. Cambridge CELTA/Trinity College London Certificate TESOL</p>

Skills and Knowledge	Engagement level of CPD (essential level): <ul style="list-style-type: none"> *CPD framework for Teacher Educators English CEFR level B2/IELTS band 7 *click on the following link to download the PDF of the CPD framework https://www.teachingenglish.org.uk/article/cpd-framework-teacher-educators	Learning technologies (essential level)
Experience	At least 4 years of relevant full-time teaching/teachers training experience in the last 5 years with: <ul style="list-style-type: none"> Primary and/or elementary school students English medium classes Maths, science, computer science or English 	Teacher training experience, specifically delivery of teacher training sessions

7. How to apply

To apply for this role, fill in this [online application](#) by **25 June 2023, 9 PM**.

Please note: Only shortlisted/selected candidates will be contacted.

8. Criteria for evaluation

Step 1: Shortlisting against the criteria (online form, relevant qualifications, experience, and strong referrals)

Step 2: Interviews. Only shortlisted applicants with relevant qualifications, experience, and strong referrals will be interviewed online.

Step 3: Background check and due diligence of selected applicants