

**POST DESCRIPTION**

Title	Academic Consultant - EWB
Location of project	Bogotá
Scale	Senior Consultant I/ Approved teacher
Economic Compensation	\$ 63.000.000 for the entire contract <b>(IVA not included)</b>
Lengths of contract	9 months (Conditioned to the effective signature of contract with the stakeholder).
Number of consultants required	2

***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.

Contracts: British Council delivers a series of consultancy and teacher training and mentoring projects for both public and private sectors. Main contracts are usually with the Ministry of Education, the Ministry of Commerce, the Ministry of Defence and Local Education Authorities.

Projects: British Council delivers a portfolio of large-scale and local projects in English, Education and Society and the Arts The British Council's English Programmes unit (EP) formulates and delivers a series of projects for both the public and private sectors.

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 assist the academic team during the implementation of English without Borders by contributing to the monitoring and reporting duties.

To gather and analyse data, follow-up on the Remote Teacher's deliverables and prepare reports for the academic team and senior management.

**Responsibilities**

- To assist the academic team in the design, implementation and monitoring of the English without Borders strategy devised by the British Council and its cooperation partner.
- To assist in the design of forms and surveys, and the analysis and report of their results. This may be in Spanish or English.
- To assist the academic team in the execution of meetings and trainings.
- To review and verify and follow up on the quality and accuracy of the technical reports, products, and other documents delivered by the academic team, helping ensure the quality and content is in line with BC requirements.
- To proofread and edit documents, forms, presentations, reports.
- To ensure the academic team's files and documents are maintained up-to-date regarding team contact details, course access links, club assignment, among others.
- To collect and file project evidence such as class photos and audiovisual material.
- To file the projects' documentation in line with data protection and storage policies.
- To contribute to the production, quality review and, delivery of the project's deliverables in a timely, accurate fashion.
- To support the design of instruments for data collection.
- To carry out monitoring and data collection processes during the different stages of the implementation process.
- To work together with the administrative team of the project for student and teacher follow-up, documentation, filing, and reporting purposes.
- To participate in technical and administrative meetings as required by the project.
- To take the Introduction to Safeguarding and Child Protection Mandatory Training by the British Council, and apply the protocols and regulations set forth there when interacting with students.

**TERMS OF REFERENCE**

Type of Contract	Service Provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> <li>- Payments after submission of a monthly report of actions and deliverables established in the implementation plan of the project.</li> <li>- Prior to each payment, the contractor 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.</li> </ul>
Legal deductions	<ul style="list-style-type: none"> <li>- In accordance with local legal legislation in Colombia.</li> <li>- Legally required deductions (Income Withholding Tax, Industry and Commerce Tax-ICA- and any other applicable taxes) will be applied.</li> <li>- To claim travel related expenses, the contractor must submit an invoice for payment which will also be subject to the same taxes indicated above as applicable</li> </ul>
Deliverables	<p>Depending upon the service provided. This may include but not be limited to:</p> <p>D1. Files of project documentation in line with data protection and storage policies.</p> <p>D2. Consolidated databases of academic team members and course details.</p> <p>D3. Monthly evidence of project implementation (eg course photos and screenshots).</p>

	D4. All the materials, presentations and documents produced as academic assistant. D5. Duly filled formats required by the project.
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**CONTRACTOR SPECIFICATION**

Essential qualifications, experience and skills	<ul style="list-style-type: none"> <li>- University degree in administration, or social sciences.</li> <li>- 6 years of experience performing administrative and/or coordination duties</li> <li>- 2 years of experience with language training programmes.</li> <li>- High proficiency managing databases (Excel)</li> <li>- High proficiency using cloud based collaborative tools.</li> <li>- Non-native English speakers should demonstrate a minimum B2 level.</li> </ul>		
Desirable	<ul style="list-style-type: none"> <li>- Experience as an English teacher or teaching assistant.</li> <li>- Experience managing large databases and a variety of online learning platforms</li> </ul>		
Passport and/or nationality requirement	<ul style="list-style-type: none"> <li>- Right to work in Colombia is necessary.</li> <li>- The British Council is not able to support or sponsor work visa applications or relocation costs for non-Colombian applicants.</li> </ul>		
Important features	<ul style="list-style-type: none"> <li>- Most of the work is expected to be performed from home. However, there may be some face to face activities.</li> <li>- Internet access or any other equipment to deliver the activities is not provided by the British Council and is the sole responsibility of the academic assistant.</li> <li>- A confidentiality agreement is a must to sign the contract.</li> <li>- Signature of the contract with the successful candidate is tied to the completion of relevant background checks by British Council and partners.</li> <li>- Resilience and problem-solving skills.</li> <li>- Ability to operate in English and Spanish (both written and spoken) at a business level.</li> </ul>		
Application Process	Based on the description and guidelines listed above, interested candidates are invited to send their Curriculum Vitae in Spanish (as per the stakeholder's requirement) to: <a href="mailto:Englisharea@britishcouncil.org.co">Englisharea@britishcouncil.org.co</a> specifying the position they are applying for, in this case: Junior Academic Consultant - EWB		
Rates	Upon submission of deliverables, nine payments of \$7.000.000.		
Deadline for application	August 18 <sup>th</sup> , 2023 11.59 Colombian time		
Submitted by	Adriana Giraldo, Head of Implementation, English Programmes	Date	July 25 <sup>th</sup> , 2023