

POST DESCRIPTION

Title	Technical Lead
Location of project:	Colombia
Scale	Senior Consultant I /Approved Teacher Trainer Senior I
Economic Compensation	\$78.765.623 COP for the entire contract (IVA not included).
Length of contract	Approximately eight (8) months (subject 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 aim to increase the impact of our operation locally. In Colombia, the British Council works mainly in English, Education and Arts.

We deliver a series of consultancy and teacher training and mentoring projects for both public and private sectors. Within the English and School Education (ESE) sector, the British Council manages a wide-ranging portfolio of large-scale and local projects. These initiatives are developed and delivered in collaboration with both public and private sector partners.

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 dedicated to safeguarding everyone we interact with. To ensure a safe context, we implement enhanced practices for work that involves direct contact with our stakeholders. These practices include thorough checks of qualifications, references, identity, and criminal records in compliance with local laws.

Additionally, safeguarding training is provided during inception of service provision or onboarding to ensure a clear understanding of responsibilities. By engaging with us, you commit to upholding these standards and contributing to a safe space for all.

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:

The Academic Lead will play a strategic role in designing and overseeing the implementation of targeted interventions to strengthen the quality of English teaching and learning across public schools in Barranquilla.

The selected candidate will lead the academic design, coordination, and delivery of key project components aimed at enhancing teacher capacity, including online English language and methodology training for approximately 400 teachers, the management of scholarships for a cohort of around 10 teachers, and the facilitation of effective cascade processes within schools.

In addition, the Academic Lead will work closely with the evaluation team to coordinate all Monitoring and Evaluation (M&E) processes, including implementation tracking, results measurement, and impact evaluation.

The role holds overall accountability for the quality and coherence of the academic components, ensuring alignment with project objectives and close coordination with the operational team and the Head of Implementation, within the framework of a partnership with the Local Education Authority.

Activities

All activities must be carried out in line with the British Council's corporate policies, including Equality, Diversity and Inclusion (EDI), Safeguarding, and Data Protection. All materials and outputs must adhere to British Council and partner branding guidelines, data protection regulations, and applicable Colombian law.

- A1.** Lead the academic design and planning of assigned project components, including the definition of instructional goals, learning outcomes, methodologies, and assessment frameworks. Oversee the development and implementation of corresponding pedagogical plans and materials.
- A2.** Lead the development, review, and implementation of syllabi, instructional materials, and pedagogical resources, ensuring quality, contextual relevance, and alignment with British Council and Local Education Authority standards.
- A3.** Manage and monitor the implementation of academic activities across participating institutions, ensuring consistency with project frameworks, quality standards, and timelines.
- A4.** Provide technical guidance to the academic coordinators and oversight to service providers, ensuring alignment with project objectives and expected learning outcomes.
- A5.** Lead and support remote teachers' professional development, including training, onboarding, mentoring, class observation processes, and continuous improvement based on feedback and performance.
- A6.** Contribute to the recruitment, selection, and training of academic staff, consultants and service providers, ensuring alignment with project needs and organisational standards.
- A7.** Monitor academic delivery and learning outcomes through regular review of activities (e.g. classes, workshops, special initiatives), identifying areas for improvement and ensuring alignment with pedagogical objectives.
- A8.** Draft and conduct technical reviews of teaching and learning materials, ensuring academic quality, contextual relevance, and suitability for monitoring and evaluation (M&E) purposes.
- A9.** Coordinate and contribute to the design and implementation of Monitoring and Evaluation (M&E) processes, including implementation tracking, results measurement, and impact evaluation, acting as a liaison between internal teams and external stakeholders.

- A10.** Prepare technical reports and provide regular updates on progress, risks, and outcomes, including timely escalation of issues that may affect project delivery, and contribute to the preparation of project deliverables as required.
- A11.** Provide input into the selection and effective use of instructional materials, digital platforms, assessment tools, and self-evaluation instruments.
- A12.** Design a cascade training scheme for scholarship teachers from the 2025 and 2026 cohorts, enabling them to replicate the knowledge and pedagogical practices acquired and share them with other teachers in their respective IEDs.
- A13.** Support the design and implementation of engagement and retention strategies to ensure sustained participation of teachers across project activities.
- A14.** Contribute to the design and delivery of open calls and registration processes, ensuring inclusive and equitable participation.
- A15.** Facilitate coordination with internal teams, service providers, and strategic partners, including participation in technical and operational meetings to support decision-making and effective project delivery.
- A16.** Ensure compliance with British Council policies and standards, including safeguarding, data protection, equality, diversity and inclusion (EDI), confidentiality, and ethics, and complete all mandatory training. These policies, codes and protocols are available at: <https://www.britishcouncil.org/partner/international-development/jobs/policies-consultants>
- A17.** Carry out all activities with high standards of professionalism, confidentiality, and respect for intellectual property, and undertake any additional tasks required to meet project objectives.

TERMS OF REFERENCE

Type of Contract	Service Provision (Prestación de Servicios)
Payment terms	<ul style="list-style-type: none"> - Monthly payments after submission of a report of activities and deliverables. - 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 the Head of Implementation upon completion of deliverables/products.
Legal deductions	<ul style="list-style-type: none"> - In accordance with applicable legislation in Colombia. - All legally required deductions, such as income withholding tax, Industry and Commerce Tax (ICA), and any other applicable taxes, will be applied.

Deliverables	<p>The deliverables listed below are indicative and may be refined based on the specific responsibilities assigned and the evolving needs of the project throughout its implementation:</p> <ol style="list-style-type: none"> D1. Certificates of completion for all mandatory British Council training modules (Safeguarding, Equality, Diversity and Inclusion (EDI), Fraud Awareness, Information Management, and Safety and Security). D2. A complete set of high-quality, technically reviewed academic documents (e.g. curricula, syllabi, schemes of work, lesson plans, assessment frameworks, etc), aligned with British Council standards and the Barranquilla curriculum. D3. Implementation, retention and risk mitigation plans tailored to assigned activities and target groups. D4. Scope and sequence frameworks, syllabi and/or instructional guidelines aligned with each academic strategy. D5. Complete sets of instructional materials to support the effective delivery of pedagogical interventions, including virtual sessions and face to face activities. D6. Guidance notes, checklists and supporting documents to facilitate the operationalisation of project components and ensure quality and consistency. D7. Training materials and facilitation guides for team members, consultants and educators involved in implementation. D8. Analytical reports on outcomes and impact, including data from diagnostic tools, participant feedback and implementation performance indicators. D9. Regular progress reports summarising the status, challenges and achievements of each strategy, in line with agreed timelines and stakeholder requirements. D10. Cascade training scheme for scholarship teachers from the 2025 and 2026 cohorts, outlining the model, methodology, roles, timeline, and monitoring approach, including at least one sample training session with supporting materials. D11. Additional templates, formats and reports required for project delivery, as defined by the British Council and/or strategic partners. D12. Periodic written reports (e.g. weekly and monthly) in line with the contractual schedule, covering academic progress, risks or deviations, and analysis of progress towards student learning outcomes. D13. Documented evidence (e.g. meeting minutes, data-sharing records) demonstrating effective coordination with internal and external stakeholders, particularly in relation to Monitoring and Evaluation (M&E). D14. A comprehensive final report presenting the results of the assigned components, including comparative analysis of actual versus target outcomes, key challenges, achievements, lessons learnt, and recommendations for improvement and potential scaling.
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CONSULTANT SPECIFICATION

Essential qualifications, experience, and skills	<p>Education:</p> <ul style="list-style-type: none"> - A university degree in Education, Languages, or a related field, or a minimum of 10 years of equivalent professional experience. - Postgraduate studies in an education-related field (e.g., M.A. in TESOL, Language Assessment, Educational Technologies, Language Didactics, or Education), or at least 10 years of equivalent professional experience in the field. <p>Professional Experience:</p> <p>A minimum of six (6) years of proven experience in one or more of the following areas:</p> <ul style="list-style-type: none"> - Teaching English as a Foreign Language. - Leading or delivering consultancy services and assessment strategies in English Language Teaching (ELT). - Designing and/or adapting curriculum for English as a subject within formal education systems. - Working on large-scale education projects in the public sector, particularly those focused on English language learning. <p>Language Proficiency:</p> <p>Minimum C1 level proficiency in both Spanish and English, as defined by the Common European Framework of Reference for Languages (CEFR).</p>
Desirable	<ul style="list-style-type: none"> - At least two (2) years of demonstrated experience in the coordination and management of online programmes and English language courses, including planning, implementation, and monitoring. - Experience working with public education systems or government-led education initiatives. - Familiarity with cascade training models and strategies to ensure effective knowledge transfer. - Experience ensuring quality assurance across training programmes and instructional materials. - Experience in implementing monitoring and evaluation (M&E) strategies.
Passport and/or nationality requirement	<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.
Important Features	<ul style="list-style-type: none"> - The consultant will be required to attend in-person activities in Barranquilla. - The British Council does not provide internet access or any equipment for the delivery of the activities. Provision of such resources is the sole responsibility of the consultant. - Signing a confidentiality agreement is a mandatory requirement for contracting.

	<ul style="list-style-type: none"> - The contract with the selected candidate will be formalised only upon successful completion of all required background checks by the British Council and its partners. - The Consultant must submit the parafiscal contribution schedule (PILA) together with the invoice. The contribution schedule must correspond to the invoicing month. Prior-dated contribution schedules will result in the rejection of the invoice. - The British Council is dedicated to safeguarding everyone we interact with. To ensure a safe context, we implement enhanced practices for work that involves direct contact with our stakeholders. These practices include thorough checks of qualifications, references, identity, and criminal records in compliance with local laws. Additionally, safeguarding training is provided during inception of service provision or onboarding to ensure a clear understanding of responsibilities. By engaging with us, you commit to upholding these standards and contributing to a safe space for all. 			
Application Process	<p>Interested candidates should submit their resumes to the following email address, in accordance with the description and guidelines provided above: linguismobaq@britishcouncil.org</p> <p>Please follow the below steps:</p> <ul style="list-style-type: none"> - Your CV should highlight the relevant experience and qualification for the post. - Your CV should be named with your name and surname as follows: John Williams CV - In the mail subject, please specify the position you are applying for, in this case: "Technical Lead – Barranquilla project". <p>If you have any questions about this application process, you can write an email to linguismobaq@britishcouncil.org using "Technical Lead Barranquilla project Application" as the subject.</p> <p>The British Council reserves the right to reject all applications and accept the one it deems most advantageous.</p>			
Rates	Approximately eight (8) payments of COP \$9,845,703 each will be made upon submission and approval of the corresponding deliverables.			
Deadline for application	April 16, 2026, 11.59 pm Colombian time			
Submitted by	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Sandra Rangel Head of Implementation</td> <td style="width: 10%; padding: 5px;">Date</td> <td style="width: 30%; padding: 5px;">06/04/2026</td> </tr> </table>	Sandra Rangel Head of Implementation	Date	06/04/2026
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