

**Invitation to act as National Trainer for School Leaders on the British Council
"21st Century Schools" Programme**

Date	13 December 2019
Overview of the British Council	<p>The British Council is the United Kingdom's international organization for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2012-13, its programmes reached a total audience of 550 million people worldwide and we engaged directly with 10.8 million. The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.</p> <p>Its primary charitable objects are set out in the Charter and are stated to be:</p> <ul style="list-style-type: none"> • Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries; • Promote a wider knowledge of the United Kingdom; • Develop a wider knowledge of the English language; • Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries; • Otherwise promote the advancement of education. <p>The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.</p> <p>Further information can be found at www.britishcouncil.org</p>
Project Title and overall objective	21st Century Schools Programme Improving the quality of primary education across the Western Balkans
Project purpose	Enhancing critical thinking, problem solving and coding skills of students aged 10 to 15 across the Western Balkans
Relevant project result to be supported through this assignment	School Leaders actively support the implementation of critical thinking, problem solving and coding skills at school level across the school curricula
Project Timeframe	Project start date: October 2018 Project end date: September 2021
Timing, duration & location of the assignment	January 2020 – June 2021 4-8 working days per training cycle. In total five training cycles will be organized during the project lifetime March 2019 – June 2021. One training cycle corresponds to one school term. Please note that some training will be delivered during the weekend.

**Context and environment /
/Focus
/Scope of work
/Specification**

Context

“21st Century Schools” programme is inspired by the understanding that the education should be at the forefront of economic growth in the Western Balkans. Future labour market will assume new jobs, which will require new set of skills in employees, such as analytical thinking and innovation, critical thinking, complex problem-solving, etc. Many young people in Western Balkans leave formal education without the skills required by employers. In some sectors, including digital, vacancies are left unfilled. At the same time, changes in technology are moving faster, and teachers are struggling to use technology effectively to support pupils’ learning needs. Schools also lack the digital infrastructure to support the increased use of new technologies in education and need affordable solutions. Teaching coding through physical computing, using micro:bit devices, is an affordable way to support development of those skills in pupils.

Designed and piloted by the British Council and funded by the UK government, this ambitious education programme will be implemented over the three year period in all Western Balkan countries. It builds upon experiences gained under previous pilot project “21st Century Schools” initiated in 2017. Programme focuses on introducing core skills critical thinking, problem solving and coding in teaching and learning process in primary schools in Western Balkan countries, i.e. Albania, Bosnia and Herzegovina, Macedonia, Serbia, Montenegro and Kosovo.

The new “21st Century Schools” programme brings activities piloted under the previous project to a much larger scale. It is expected that 27,330 trained teachers and up to 4,500 school leaders will equip up to one million young people with practical coding, critical thinking and problem solving skills, and support development of an enabling environment for closing the digital skills gaps in Western Balkan countries. By engaging all 10 to 15 year olds in the primary school system across the Western Balkans, programme supports development of competitive skills for future job market entry.

The focus of the assignment is:

Up to date a number of teachers and school leaders from primary-lower secondary schools in Kosovo are already trained in integrating problem solving, critical thinking and coding skills in teaching and learning process.

The British Council is seeking additional trainers from Kosovo to deliver trainings to primary school leaders on how to integrate core skills (primarily critical thinking and problem solving) and coding skills (by using [micro:bit](#) coding device) in teaching and learning process, as per [British Councils original core skills course](#).

Scope of work:

Validation process (provided by the British Council)

The selected candidates will be entitled to conduct training on training to school leaders after they:

- complete the tasks prior to training of trainers
- participate at the two-day training of trainers workshop
- prepare and deliver a teaching session as a part of training process.

Delivery of trainings to school leaders

- preparation and delivery of trainings in amount of up to 4-8 days per school semester on integrating core skills and coding skills to the group of approximately 30 school leaders, in coordination with the British Council
- monitor, support and mentor school leaders to integrate core skills and coding skills extracurricular and cross curricular activities, including facilitation of feedback day session

Outputs

- training to school leaders delivered in coordination with the British Council
- providing specific recommendations and counselling to the school leaders in integrating core skills and coding skills on the school level
- reports submitted to the British Council.

Reports to:	British Council Project's National Coordinator
Place of delivery:	The Republic of Kosovo

Expertise

National Trainer must possess the relevant expertise, knowledge and experience to deliver the required services, including:

Essential:

- at least 5 years of experience in delivering training to school leaders
- experience in mentorship and providing support to primary-lower secondary school leaders in integrating new skills in school
- good knowledge and understanding of education system in the country
- good knowledge of the English language
- fluency in at least one of local languages, on which the training will be conducted: Albanian, Turkish, Bosnian/Serbian.

Desirable:

- experience in adaptation of training materials

Supplier Response

Please submit **your CV** and completed **Response to Request** at: Diellza.Rizvanolli@ks.britishcouncil.org no later than **27.12.2019**, at **17:00 hrs.**

Evaluation Criteria

The award criterion for this Invitation to Quote is relevant experience.

Applicants will be assessed using the following criteria and weightings:

Criteria	Weighting
Mandatory and Discretionary Rejection	Pass/Fail
Section 1 - Background, knowledge and experience	60%
Section 2 - Understanding of BC aims/objectives	10%
Section 3 – Costing/Price	30%

Evaluation of all submitted responses will be undertaken by the evaluation panel which will consist of British Council representatives with relevant and significant experience and knowledge of the requirements.

Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.

The responses under each section will be scored based on the following matrix:

Points	Interpretation
15	A comprehensive and strong answer indicating the supplier is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
12	There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

	10	There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.	
	5	There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.	
	0	The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.	
	<p>The final evaluation score will then be calculated for each response by adding together the scores for each Section.</p> <p>“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”</p>		
<p>Terms and conditions of engagement</p>	<p>Each selected Trainer will sign Service Contract immediately upon selection procedure is finished.</p> <p>In a case of dropout 20 days prior to the already scheduled training event the trainer would need to reimburse individual cost related to Validation training to the British Council.</p>		