

Terms of Reference

Consultant - Study Tour and Workshops Facilitator Bosnia and Herzegovina

Role Information	
Organisation	British Council, Bosnia and Herzegovina
Role	Consultant - Study Tour and Workshops Facilitator
Project title	Responsive Democracy Fellowship Programme
Duration	From November 2025 – March 2026
Work model	Hybrid (Home based work & on a location in Sarajevo BiH)
Reports to	Project Manager

Project description

Implemented by the British Council and supported by the UK Government, the Responsive Democracy Fellowship Programme addresses Bosnia and Herzegovina's cross-sectoral challenges, with Clean Air selected as the central theme of this cycle. The programme aims to empower up to 15 experts from politics, public administration, business, and civil society by equipping them to drive impactful policy reforms. Participants will gain first-hand exposure to the UK's policy-making processes through a study tour, enhancing their understanding of effective approaches to air quality management, sustainable energy, and mobility. This cohort will learn from the UK's innovative strategies for monitoring, reducing, and preventing air pollution, with the aim of adapting these insights to BiH's context. The fellowship includes pre- and post-visit workshops, collaborative efforts to create actionable proposals, and interactive sessions with BiH and UK experts. By fostering cross-sectoral dialogue, inclusivity, and transparency, the initiative seeks to promote healthier communities, environmental sustainability, and a more resilient BiH.

The **Study Tour and Workshops Facilitator** will play a key role the smooth organisation of workshops and study tour of the Fellowship. Working closely with the Project Manager and the wider British Council team, the Facilitator will support the smooth organisation of all programme components, from participant coordination and visa support to workshop and study tour facilitation.

About British Council

The [British Council](#) is the UK's international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. British Council celebrates 90 years in 2024. The British Council

is committed to policies and practices of equality, diversity, and inclusion across everything we do, and we want to encourage applicants from under-represented groups to apply.

Scope of Work

Under the overall supervision of the Project Team, the Study Tour and Workshops Facilitator will be responsible for the following:

1. Visa process management

- Coordinate UK visa application process for programme participants, ensuring application with all required documentation is submitted in a timely manner.
- Coordinate visa appointments and ensuring participants are prepared and ready for appointment
- Ensure all occurred costs related to participants' visa applications are adequate and eligible and payment confirmations are obtained.
- Ensure all payment confirmation documentation is completed and submitted to project team.
- Ensuring BC team is informed regularly on progress of visa application for selected participants.

2. Event Coordination

- Support the planning and on-site delivery of workshops and planning the UK study tour, ensuring high-quality participant experience.
- Coordinate travel, accommodation, and meeting schedules for participants and partners.
- Ensure post-event reporting and evaluation procedures are completed, including feedback collection and participant summaries.

2. Data and Research

- Conduct data collection, entry, and basic analysis to support project monitoring and evaluation.
- Compile and organise participant and partner information, ensuring its accuracy and timely updates.
- Conduct background research to support planning of study visits, thematic sessions, and expert engagements.

3. Communication and Reporting

- Draft and format workshop plans, presentations, and summaries for internal and external audiences.
- Support the preparation of communication materials related to workshops and study visit.

4. Stakeholder and Relationship Management

- Act as a point of contact for participants related to workshops and study visit.
- Assist in maintaining a positive public image through events and promotional activities.

Expected Outputs

- **Effective Participant Support:** Thorough assistance with visa preparations and other participant needs, ensuring smooth involvement in all project capacity building activities.
- **Efficient Project Support:** Timely and accurate completion of required tasks, including documentation, logistical arrangements, and procurement processes.
- **Clear Communication and Reporting:** High-quality updates and reports delivered on time, along with effective communication with stakeholders and participants.
- **Successful Event Coordination:** Seamless support in organisation and execution of events, workshops, and trainings, with comprehensive post-event evaluations and participant feedback.

Location

The project office is located in Sarajevo, Bosnia and Herzegovina, and the Study Tour and Workshops Facilitator is expected to work both from the office and from home.

Reporting

The Study Tour and Workshops Facilitator is expected to work closely with British Council team.

At the end of each month, the Study Tour and Workshops Facilitator shall submit a timesheet with the number of days worked and brief description of the activities or tasks performed. The timesheet will be a base for payment, and it needs to be approved by the British Council.

Timing of deliverables will be agreed with the British Council team.

Requirements

Education:

- University degree or relevant 3-year experience in similar tasks

Language skills:

- Fluent in written and spoken English (minimum C1)
- Fluent in written and spoken B/H/S language

Professional Experience:

- Prior experience in capacity building activities organisation and facilitation
- Prior experience in organising study tours or similar activities
- Experience in project or event management is desirable
- Knowledge of monitoring and evaluation principles is desirable

Other competencies:

- Strong time management and organisational abilities.
- Excellent communication skills, both verbal and written.
- Proactive approach and ability to work independently.

Application process

Applicants are required to submit the following documents in English:

- CV – max 3 pages
- Cover Letter (maximum 2 pages):
 - Explain how you meet the qualifications and experience requirements.
 - Provide a brief outline of your proposed approach to the assignment.

Note: The position is offered at a fixed daily fee.

Evaluation criteria:

The British Council will evaluate applicants based on the following criteria:

Criteria	Percentage Weight
Demonstrable experience and qualifications relevant to the assignment	40%
Quality of the cover letter, including clarity in addressing qualifications, experience and approach to the assignment	20%
Performance during the interview	40%

Background check:

The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. The robust screening of selected applicant will be undertaken, including Pre-Appointment Checks, Post appointment measures, Criminal Records Checks, in line with organisation's procedures and policy.

Timeline:

To apply please send your application to hena.atlic@britishcouncil.org

Please put: *Application for Study Tour and Workshops Facilitator – RD Fellowship Programme* in the subject of the email.

The deadline for applications is Wednesday, 5 November 2025, at 23:59 CET.

Interviews are scheduled to take place on Friday, 7 November 2025.

The successful applicant should be prepared to start working on Monday 17 November 2025 at the latest.

Only shortlisted candidates will be contacted.