Terms of Reference

Workshop Development and Trainer,

Bosnia and Herzegovina

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role Information |  |  |  |  |
| Organisation | British Council, Bosnia and Herzegovina | | | |
| Role | Workshop Development Consultant and Trainer (Redefining Teacher Professional) | | | |
| Project title | Spark: Skilled Youth Empowered Communities | | | |
| Duration | Max 6 working days in total from 08 May 2025 – 31 March 2026 | | | |
| Work model | Face-to-face delivery of workshops | | | |
| Report to | Project Manager | | | |

**Project description**

*Spark: Skilled Youth, Empowered Communities* is a project funded and implemented by the British Council in Bosnia and Herzegovina in the period May 2025 - March 2026.

The project aims to create empowered communities of youth in Mostar by developing their skills and knowledge. University students will have the opportunity to participate in workshops focused on peace education and new teaching methods for English language education, including integrating contemporary topics such as climate change and environmental sustainability into the curriculum. Students will also have access to British Council’s OTC platform for additional online courses.

**About British Council**

The [British Council](https://www.britishcouncil.org/) 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. The 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**

The British Council is seeking a ELT professional who will develop and deliver workshop on Redefining Teacher Professional Development (ELT focus).

.

**1. Delivery of workshop**

The Consultant/Trainer will be required to deliver workshop for university students of English and ELT professionals in May 2025, at location in Mostar.

**3. Safeguarding**

**The Trainer is required to complete a comprehensive British Council’s Safeguarding online training as part of preparations for the role.**

The British Council is committed to safeguarding of 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 the Article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

We expect all our Partners to adhere to Safeguarding standards and Principles while working with us.

**Expected Outputs**

* Preparation of workshop on Redefining Teacher Professional Development (ELT focus)
* Delivery of Workshop on Redefining Teacher Professional Development (ELT focus)
* Progress report submitted
* British Council's safeguarding requirements met throughout the assignment.
* Lessons learned and recommendations shared with British Council.

**Location**

The project is implemented in Mostar, Bosnia and Herzegovina.

**Reporting**

The Consultant is expected to work closely with British Council team. At the end of each month, the Consultant 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 along with an invoice, and it needs to be approved by the British Council. Timing of deliverables and frequency of Progress Reports will be agreed with the project team.

**Requirements**

Education:

* MA/PhD degree in English language, preferably in the field of ELT professional development
* Any internationally recognised scientific or professional training qualification would be an advantage.

Language skills:

* Fluent in written and spoken B/H/S language

Professional Expertise:

* Demonstrable expertise in Professional Development for Language Education, with significant experience in delivering workshops and mentoring professionals.
* Proven experience in teaching English as a Foreign Language.
* Proven experience and active participation in forums and associations pertaining to teaching English as a Foreign Language

Other Competencies:

* Experience in working with diverse and multicultural groups in educational settings.
* Ability to design and deliver student-centered, interactive workshops and training sessions.
* Strong communication and coordination skills, with the ability to work collaboratively within interdisciplinary and dispersed teams.

**Application process**

Applicants should send (in English):

* **CV including references**' full name, job title, company name, email address and tel. number.
* **Cover letter** (max 2 pages) stating how they meet the qualifications and experience requirements, particularly experience in project development and management, and delivering training.
* **Description of workshops**
* Workshop Approach and Thematic Overview
  + Outline of the proposed workshop delivery, including the key themes to be covered.
  + Clear explanation of the objectives of workshop, expected learning outcomes
* Working Methods:
  + Description of the teaching methods and techniques to be used to engage students and facilitate learning (e.g., interactive activities, group discussions, practical exercises).

Note:

* Consultant/Trainer will be offered a competitive daily fee rate and will be paid for the days they actually work.
* 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 [british.council@britishcouncil.ba](mailto:british.council@britishcouncil.ba)

Please put: *Application for Consultant - Trainer – Spark* *ELT* in the subject of the email.

**Deadline for applying is Monday, 28 April 2025, at 23:59 CET.**

Interviews are expected to take place in early May 2025.

Successful applicant should be ready to start working in mid-May 2025.

Only short-listed candidates will be contacted.