

Request for Proposal

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# UK – Indonesia Partnerships for ELT Teacher Professional Development

Proposal Submission Deadline: 9 November 2021

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# Overview of the British Council

We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world.

We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications.

We are funded by a grant-in-aid from the UK government and with significant additional income from partnership agreements, contracts, teaching and exams.

Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## English in Education Systems

The British Council's work in English for Education Systems (EES) aims for transformational change in English language policy and practice. We believe that better teaching and learning of English increases academic and career opportunities and enables people to participate actively in a global society. Our research and innovation with UK and overseas partners provide evidence of 'what works' in English language teaching and learning and contribute to the development of English language teaching and learning worldwide. We support language teaching and learning in a multilingual world, helping to ensure inclusive and equitable quality language education in line with UN Sustainable Development Goal 4.

As of 2021, our EES programmatic framework is thematically organised into three key impact areas:

- ELT in Education,
- English and Empowerment
- English Connects (digital)

Underpinning these priorities is our approach harnessing UK expertise in teacher education, education technologies and inclusive pedagogies and research, insight, and innovation. We seek to document and share learning gained from practical experience. Our role in global English means that advancing thought and positioning the UK as leaders in English language education are at the heart of our mission.

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# Partnerships for ELT Teacher Professional Development Grant

## Request for Proposal (RFP)

### 1. Overview of Funding Opportunity

The British Council Indonesia is now inviting grant applications for UK-ID innovative and collaborative approaches to support English teacher professional development in schools and Higher Education. UK and Indonesia universities, ELT and EdTech organisations are now invited to partner and bid for grant funds to design, develop, pilot, and evaluate TPD resources with the potential to be used at national scale. The grant categories are:

- A. Teacher professional development (TPD) resources to support pre service / trainee English teachers and in service / English teachers working in schools e.g. online courses such as a massive open online course (MOOC)
- B. Teacher professional development (TPD) resources to support English teachers working in rural and remote areas – i.e. areas requiring low tech innovations
- C. Teacher professional development (TPD) resources to support English teachers and academics (e.g. EMI lecturers) working in Higher Educations Institutions

We are seeking to award 2-3 UK-ID partnership grants in each of the categories above. Each successful UK-ID partnership proposal will be award up to a maximum of £50,000 GBP which shall only be used to cover project activities contributing to developing English language teaching, learning and assessment in Indonesia. Partnership proposals are for two years of implementation from December 2021 to March 2023. The funding is for the duration of the project.

Example of project activities could include (not exhaustive list):

- Course designed to train English teachers formative assessment techniques using the Common European Framework of Reference for Languages: Learning, teaching, assessment (CEFR).
- A MOOC designed to train English teachers techniques to use technology to teach English in the classroom and / or a course focussed on remote teaching.
- Course designed to training English teachers how to integrate 21st century skills such as collaboration, critical thinking, problem, solving, negotiation, etc into English language teaching
- Low tech TPD course designed to train teachers how to use data light 'low tech' tools to teach English in the classroom and remotely.
- A course designed to build the capacity of English study centres in Indonesian higher education intuitions – improving EAP provision.

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- A MOOC to support Indonesian academics focussed on current EMI practice, effective EMI pedagogy, and increase their confidence in using English.
  - Best practice in developing ESP resources for students and integrating ESP lessons into EMI courses

Objectives:

- New UK-ID innovative and collaborative partnerships to support English teacher professional development (TPD) in schools and higher education. These partnerships will design, develop, pilot, and evaluate new TPD resources.
- Teacher Professional Development (TPD) resources will be context specific – i.e. they will be produced specifically for Indonesian English teachers in schools and higher education. For example, where the resources feature case studies, examples from the classroom, videos of teaching talking / teaching, video from the classroom – these will likely feature Indonesian teachers, Indonesian classrooms.
- Specific grant category for ‘low tech’ TPD resources accessible to teachers in rural and remote areas (i.e. teachers with no access, or limited access, to the internet).
- Produce high quality TPD resources which are accessible and can be used at scale – e.g. by all target teachers nationally.
- Partnership approach includes co-creation and capacity building with Indonesian partners to ensure high quality TPD resources are promoted and supported by local expertise, ensuring greater reach, impact and long-term sustainability.

## 2. Eligibility

The British Council welcomes proposals from UK and Indonesian universities, ELT and EdTech organisations with relevant qualifications, expertise and experience.

Partnerships may include:

- One UK leading applicant
- One Indonesian leading applicant

Consortium proposals may include:

- One UK leading applicant
- One Indonesia leading applicant
- Up to five more UK and Indonesian members from universities, organisations and businesses

We are inviting applications for innovative responses to this open call. Applications must include at least one partner in the UK and one from Indonesia. Applicants must be living in their respective country at the time of applying and for the duration of this project.

Applicants can apply for between £20-50,000 to realise their innovative idea. Applicants with in kind or matched support are welcome, although this is not essential. Match funding cannot be provided through other British Council funded programmes.

Applications should be jointly submitted and signed by all named collaborators, with one principal applicant e.g. a lead UK partner organisation, who will be contracted and responsible for leading communications and disseminating the grant to all collaborators.

[www.britishcouncil.org](http://www.britishcouncil.org)

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Organisations and/or informal collectives/networks are eligible to apply but should have demonstrable experience of managing similar projects and grants.

Applicants must be able to demonstrate clear benefit to Indonesia which should be reflected through the project planning (including budget allocation), delivery and dissemination. This includes demonstrating how the local partners or their audiences may benefit. Mutuality must be a central component to the international collaboration.

We expect applications to embed principles of equality, diversity and inclusion through their core proposal and idea (including costs relating to captioning videos or translating content).

We are interested in new, original ideas in response to this brief. Existing projects and programmes will be ineligible. Exceptions apply for existing ideas which have reached a pilot or prototyping phase but have not been realised publicly.

Applicants will be expected to plan, design, and realise their project between January 2022 and March 2023. Main activity can take place any time during the year, although we anticipate that you will respect the annual academic calendar (and holiday breaks) in Indonesia.

Successful applicants will own the copyright of any work created but must grant the British Council and the Indonesian Ministry of Education, free and unequivocal use of any arising outputs, which may include promotion of works through our digital channels or exhibiting works in the future. For the avoidance of doubt, this license will not include use of any work for commercial purposes.

Successful applicants will be required to keep in regular communication with the British Council, offering project updates and share their project monitoring and evaluation progress and final reports for review and publication.

### **3. Total Funding and Project Duration**

Funding of maximum £50,000 will be awarded for each project covering the whole project duration. Project in receipt of funding will be expected to start in January 2022 and can run for a maximum of 14 months (until March 2023). The funding is for the whole project duration and not per annum. Terms and Conditions of this grant is set out in Appendix 4: Grant Agreement.

### **4. Eligible Costs**

The budget requested in your proposal should cover only costs that are essential, appropriate, and relevant to the collaboration ensuring value for money. The proposal should specify any cost share through direct and indirect institutional contributions.

Please find the List of Eligible and Ineligible Costs in Appendix 3. Please contact the British Council if you are in doubt which costs the grants can and cannot cover.

## 5. How to Apply

Please complete Application Form (Appendix 1) along with all supporting documentations (Appendix 2, Appendix 5 and letters of support) and email them to Maria Ersandi at [ees.indonesia@britishcouncil.or.id](mailto:ees.indonesia@britishcouncil.or.id) by at the latest 9 November 2021 at 23:59 GMT.

Please use the subject line **UK-ID Partnerships for ELT Teacher Professional Development**

### Briefing session

Potential applicants are welcome to submit questions for clarification in advance (by Oct 12) and join a Briefing session (Oct 19) where we will talk through the call for proposals and answer any questions you may have about the Digital Innovation TPD Grants. Kindly inform us of any access needs, so we have ample time to put appropriate measures in place. All sessions will be run in English.

## 6. Assessment Criteria

Considering impacts and outcomes that English for Education Systems (EES) wants to achieve as outlined above, all proposals will be assessed against the following criteria:

- Potential to deliver digital innovation TPD impacts and outcomes (40 points)
- Alignment with grant strategic objectives (30 points)
- Principal Applicant and its partner's capacity to deliver on time and within budget (30 points)

See Appendix 6: Scoring Form for detailed explanation on each criterion.

## 7. Timetable

ACTIVITY	DATE
Call for Proposal	28 Sept 2021
Clarification request submitted by applicants	12 Oct 2021
Q & A Briefing	19 Oct 2021
Application deadline and to submit amendments to Grant Agreement (if any)	9 Nov 2021
Proposal assessment Clarification questions to applicants and interviews (as appropriate and if necessary)	10 - 19 Nov 2021
Notification of proposal's outcome	23 Nov 2021
Agreement signing	7 Dec 2021
Disbursement of Grant (payment one - 75%)	Dec 2021

Inception meeting	Jan 2022
Project implementation	Jan 2022 – Jan 2023
Quarterly progress meetings & reports	Every three months
Disbursement of Grant (payment two - 25%)	31 June 2022
Submission of final report	March 2023

## 8. Payment of the Grant

After the results are announced, the British Council will sign Grant Agreements with the successful principal applicants. Unless stated otherwise, funding from British Council will be administered within 60 days of the signature of the Grant Agreement and all funded applicants must submit a declaration confirming they have received the funds.

The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The Principal Applicant is responsible to communicate and agree with Partner Applicant and partner country's institution on the project's grant management and disbursement. The final terms will be communicated to successful applicants.

The British Council reserve the rights to recover full payment if the final report and supporting documents are not satisfactory, or the activities have not been delivered as planned.

In cases where the projects have spent less than the funding awarded, the underspend cannot be used for further activity unless agreed by the British Council.

## 9. Implementation

All funded projects must be implemented in accordance with the submitted proposal, Grant Agreement, and other formal / written communication by the British Council. Any changes to proposed project activities must be approved by the British Council before going ahead.

## 10. Digital Platform

At this stage, given current travel constraints due to covid-19, it is envisioned that the partnership activities will be conducted remotely. Should the situation improve, there may be opportunities for face-to-face operations.

The British Council's Global Information Security Policy recommends using Microsoft Teams to deliver virtual activities and workshops. Principal Applicants, who want to use other online tools or online platforms, must follow British Council's safeguarding and security protocols. Please email British Council for the protocols or if you have any questions.



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## 11. Diversity and Gender Statement

### Diversity statement

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. Applicants are therefore encouraged to include participation by participants from under-represented groups in the teams implementing their proposed research. Applicants may apply for funding to cover extra costs for such participation, for example, for people with disabilities who may otherwise not be able to participate, or for childcare. Please describe any action you are taking to encourage diversity on your application form and make costs necessary to cover this inclusion clear within your application.

### Gender statement

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form. Applicants are required to consider the impact their project will have on gender. We aim for projects to be gender sensitive. This will be an assessment criterion for this call. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed throughout the partnership programme. It should not be a re-statement of your Institution's policy, you may refer to the policy, but should show how the policy will be implemented in terms of the project. The Gender Statement must address the below criteria, with an understanding that, depending on the nature of the proposal, not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

- Have measures been put in place to analyse the needs and to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the project.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

British Council reserve the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.



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## 12. Safeguarding

We have a duty of care to safeguard the children and vulnerable adults we work with. Please refer to the Safeguarding policy here: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

Where proposals involve any contact with children, each organisation and individual will need to adhere to the relevant national requirements to ensure they have been fully vetted to work with under-18s.

## 13. Project Reporting, Monitoring and Evaluation (ok)

Principal Applicant is responsible to submit Quarterly Report and Annual Report to the British Council. This report shall consist narrative and financial information that tracks progress against milestones / plan. In addition to this, the Principal Applicant will be required to submit a final narrative and financial report within 30 days upon completion of the project. Project report template will be provided prior to Kick Off Meeting.

The British Council will conduct regular Monitoring and Evaluation as well as commission independent evaluations of selected projects that are of strategic importance.

Record of project including record of activities, contracts, important project document, evaluation reports, spending and supporting documentations related with financial transaction should be kept until seven (7) years after the closure of the project for audit purpose.

## 14. Data Protection

The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with the Ministry of Education and Training in order to assist with management of the application process.

The British Council comply with the General Data Protection Regulations 2016/679 (EU GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used for the processing of your application. The information will be viewed by British Council and those who are part of the decision-making process. Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council reserve the right to publish and share anonymized aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or the Data Protection

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Team [inforgovernance@britishcouncil.org](mailto:inforgovernance@britishcouncil.org) or see our website:  
<http://www.britishcouncil.org/privacy-cookies/data-protection>.

## 15. Applicant Screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant nor any of the applicant's employees, partners, directors, shareholders is listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.
- If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

## 16. Contractual Requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <https://www.britishcouncil.org/organisation/structure/status>).
- The successful applicants will be expected to undertake activities in the UK and in Indonesia
- The British Council is subject to the requirements of the UK Freedom of Information Act, ("FOIA"). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
- The British Council's contractual approach in respect of the grant (Terms and Conditions of the Grant Agreement) ("Grant Agreement") is set out Appendix 4. By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.
- In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to Maria Ersandi at [maria.ersandi@britishcouncil.org](mailto:maria.ersandi@britishcouncil.org)

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in accordance with the provisions of this call for applications by the application deadline.  
The British Council reserves the right not to make any changes to the Grant Agreement.

- The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

## **17. Contact Details**

For all enquiries, please contact:

Maria Ersandi  
English for Education Systems Programme Manager  
British Council Indonesia

E: [maria.ersandi@britishcouncil.org](mailto:maria.ersandi@britishcouncil.org)