

Terms of Reference

Micro:bit Devices & Coding Training Consultant & Trainer, Bosnia and Herzegovina

Role Information	
Organisation	British Council, Bosnia and Herzegovina
Role	Micro:bit Devices & Coding Training Consultant & Trainer
Project title	Spark: Skilled Youth Empowered Communities, Mostar BiH
Duration	Max 14 working days in total from 25 October 2024 – 31 March 2025
Work model	Hybrid (Home based work & up to 5 days on a location in Mostar BiH)
Report to	Project Manager

Project description

Spark: Skilled Youth, Empowered Communities, Mostar BiH is a project funded and implemented by the British Council in Bosnia and Herzegovina in the period May 2024 - March 2025.

Through our Schools programme, the British Council aims to enhance coding skills among young, mixed-gender students aged 10-15 in Mostar. Building on the results of the 21st Century Schools project, we will provide students with micro:bit devices and the additional equipment needed for hands-on learning. This initiative is based on the belief that 'learning by doing' is the most effective way to acquire coding skills, a concept central to the use of physical computing devices like the micro:bit.

In partnership with a local not-for-profit IT learning centre, we will offer coding courses designed to foster teamwork while enhancing students' critical thinking, problem-solving, and technical abilities. As a result, participants will not only learn to code but also develop essential 21st-century skills by collaboratively working on real-world challenges.

The programme will culminate in a Coding Challenge, where students will showcase their problem-solving and coding skills by tackling problems they have collectively identified. This challenge will highlight the students' growth in critical thinking and their ability to work together to find innovative solutions.

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. 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 Consultant will be responsible for:

- **Designing the Training & Materials:**

Create training materials suitable for teaching elementary school students (ages 08-15) how to use microbit devices and develop coding skills. This includes:

- A **Facilitator's Guide** for trainers delivering coding and microbit sessions divided in two sections for pupils aged 8-10 and for pupils aged 11-15
- Develop a list of **online resources for students** to use during and after the training to further enhance their skills, competencies, and knowledge in using microbit devices to foster critical thinking.
- **Training of Trainers (ToT): Conduct a 3-day Training of Trainers (ToT) session for up to 10 trainers.** The ToT will equip trainers with the knowledge and tools to deliver microbit and coding sessions. The consultant will develop the ToT agenda in collaboration with the British Council team and incorporate feedback into the final training materials.
- **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

- Microbit and Coding Training Materials developed for elementary school students aged 08-10 and 11-15.
- Facilitators Guide for trainers developed divided into two sections, for pupils aged 08-10 and 11-15.
- Training of Trainers delivered.

Location

The project will be implemented in Mostar, Bosnia and Herzegovina. The Consultant is expected to travel to Mostar for the purposes of the delivery of one Training of Trainers if he/she does not reside in Mostar. The rest of the Consultant's work is home-based.

Reporting

The Consultant is expected to work closely with the British Council team. This includes attending meetings, if necessary, to ensure that the Consultant's deliverables meet British Council's standards.

At the end of each month, the Consultant shall submit a timesheet with the number of days worked and a 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 will be agreed with the British Council team.

Requirements

Education:

- University degree in IT, computer science, education, or other related fields.
- Any recognized coding or educational qualifications would be an advantage.

Language skills:

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

Professional Experience:

- Minimum 5 years of experience in IT education or coding training.
- Demonstrable experience in developing and delivering training for elementary school pupils aged 08-15.
- Prior experience with microbit devices or similar physical computing tools is required.
- Prior experience in mentoring trainers working with young students (ages 08-15) in non-formal educational settings is required.

Other competencies:

- Excellent communication skills
- Experience of working in multicultural environments
- Experience of working in dispersed teams in collaborative manner; giving and receiving feedback
- Coordination skills and networking

Application process

Applicants are required to send in English:

- **CV including references'** full name, job title, company name, email address and tel. number.
- **Cover letter** (max 2 pages) stating a) how they meet the qualifications and experience requirements, particularly examples from their professional career in both developing materials and delivery of the training of trainers and, b) to provide a brief outline – approach to the assignment.

Note:

1. British Council considers Consultancy fee as output-based price regardless of any potential extension of contract duration due to changes in the project timeline.
2. British Council shall cover travel costs in economy class and hotel accommodation selected for the event during the Training of Trainers if Consultant does not reside in Mostar BiH.

Evaluation criteria:

British Council shall evaluate experience and qualification first and then the proposed Consultancy fee.

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

Please put: *Application for Microbit and Coding Consultant & Trainer – Spark* in the subject of the email.

Deadline for applying is Sunday, 10 October 2024, at 23:59 CET.

Interviews are expected to take place in late October 2024.

The successful applicant should be ready to start working in late October 2024. Only shortlisted candidates will be contacted.