

## Terms of Reference

# Workshop Series Development and Trainer/Mentor, Bosnia and Herzegovina

Role Information	
Organisation	British Council, Bosnia and Herzegovina
Role	Workshop Series Development and Trainer/Mentor
Project title	Spark: Skilled Youth Empowered Communities, Mostar BiH
Duration	Max 8 working days in total from 20 November 2024 – 31 March 2025
Work model	Face-to-face delivery of workshops and online mentoring of students
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.

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, TeachingEnglish and LearnEnglish for additional online courses.

### 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 British Council is seeking two consultants who will act as Trainers/Mentors to university students during the project implementation phase.

#### 1. Delivery of workshops

The Consultant/Trainer will be required to deliver workshops in the fields of peace education, intercultural pedagogy, and environmental pedagogy for university students of English in December 2024 and February 2025, at locations in Sarajevo and Mostar.

The Workshop Series is planned as two interconnected workshops. The first will take place in December 2024, followed by a two-month mentorship period, and will conclude with a second workshop in February 2025. The workshops will culminate in a Student Project Challenge.

## **2. Mentoring of Students**

The Consultant/Trainer will also be required to participate in mentoring students during the development and implementation of their project ideas.

## **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**

- Two workshops delivered in December 2024 and February 2025 as per the agreed timeline and British Council standards.
- Mentorship of students provided throughout the two-month period between workshops.
- Student Project Challenge successfully prepared and completed at the final workshop in February 2025.
- Progress reports submitted, including feedback on student development and project outcomes.
- British Council's safeguarding requirements met throughout the assignment.
- Lessons learned and recommendations shared with British Council.

## **Location**

The project is implemented in Sarajevo and 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:

- PhD degree in English language

- 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 language acquisition, applied linguistics, and/or teacher development, with significant experience in delivering workshops and mentoring students.
- Proven experience in peace education, intercultural pedagogy, and environmental pedagogy particularly in integrating these themes into language education and broader educational contexts.

#### Mentorship:

- Proven ability to mentor students in both formal and non-formal educational settings, supporting them in developing and implementing project ideas.
- Experience in providing guidance during project development phases and fostering student engagement through hands-on mentorship.

#### Research and Publication:

- Strong background in research and academic publication, particularly in the fields of applied linguistics, education, and pedagogy.
- Active contribution to academic discourse through research, conferences, and publications, focusing on innovative approaches to language education.

#### Other Competencies:

- Experience in working with diverse and multicultural groups in educational settings.
- Ability to design and deliver student-centred, 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, with outline of workshops and mentoring process for student projects in the fields of peace education, intercultural pedagogy, and environmental pedagogy.

#### Note:

- Trainer/Mentors 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 Trainer/Mentor – Spark* in the subject of the email.

**Deadline for applying is Day, 06 November 2024, at 23:59 CET.**

Successful applicants should be ready to start working in late November 2024.

Only short-listed candidates will be contacted.