

British Council
Inclusive Communities

Request for Proposals

Myanmar

About the British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections, and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education, and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Our work in civil society enhances actor capacity to play a part in democratic processes in terms of lobbying and policy dialogue representing citizens' interests, to develop their capacity to deliver services either on behalf of government or others and to work for the benefit of under-represented or over-looked sections of society to promote community cohesion.

About this call for proposals

COVID-19 has forced many of the core activities of Millennium Centres – libraries and ELT – to move to the virtual or digital space. Even with the prospect of a vaccine and successful, lasting medical interventions, this move is unlikely to be a temporary one, and many other organisations are shifting to online platforms not only in response to the pandemic but also as part of wider strategy. In order to remain attractive to customers and donors and to be able to compete successfully with other organisations in the chase for funding, online delivery by Millennium Centres must be demonstrably safe, inclusive and effective.

Combining these three elements – and possibly more – successfully will showcase the ability of Millennium Centres to adapt to new circumstances in a way that meets the needs of the communities they serve. It can also help the Centres connect with new audiences in more remote areas.

However, moving online safely, effectively and inclusively takes time and careful planning. Teaching online demands skills from teachers that may currently be under-developed and the development of appropriate resources in ways that may currently be unclear. The workshops proposed below will give managers and teachers the knowledge and skills required for both temporary and permanent moves to digital activity in a way that is safe, effective and inclusive.

Request for proposals

The British Council is seeking a supplier (consultant/s or organisation) to design and deliver a *12-hour long online intensive training programme* on essential digital skills for managers of the network of Millennium Centres. The objective of this short programme is to provide Centre leads with knowledge and skills to better understand and meet duty of care obligations towards staff, volunteers and customers – especially children – as an increasing amount of activities move online.

We are interested to hear from suppliers regarding how they will approach the design and delivery of this training programme. We would, however, expect to see the following elements included:

- Defining a duty of care
- Establishing security requirements
- Creating a digital security structure and culture
- Making security plans and assessments
- Responding to incidents and crises
- Teaching online safety and security to parents and children
- Introducing digital tools to apply in online teaching

Who can apply?

This request is aimed primarily at local Myanmar suppliers. Prospective suppliers should demonstrate the following.

Criteria for applicants

- Strong experience in supporting safe delivery of digital services by Myanmar civil society organisations;
- Demonstrable experience in delivery quality training programmes, both online and face-to-face;
- Excellent understanding of the needs of Myanmar CSOs and awareness of the circumstances of CSOs working in provincial parts of the country;
- Experience working collaboratively with international organisations.

Budget

A maximum of 3,500,000 MMK is available for this assignment.

Project Outputs

The outputs of the project are:

- Design and deliver a training programme on digital literacy, digital tools and digital security. The design and content of the programme must reflect the needs and circumstances of the Millennium Centres and organised in a form suitable for a busy group of professional local organisational leads e.g. 2 hrs per day x 2 days per week over 3 weeks.
- Produce a final report (3-5 pages) giving details of the programme and any recommendations for further support.

Selection criteria

<i>Criteria</i>	<i>Weighting</i>
Relevant experience and track record	25%
Clear and effective workshop plan	25%
Quality of personnel	25%
Value for money	25%

The winning tender response shall be the tender response scoring the highest percentage score when applying the above evaluation methodology. The selection panel will be composed of selected British Council staff members.

How to apply

Interested applicants should prepare and submit the following documents:

- A detailed plan of the proposed workshop, together with notes on how the workshop has been developed to meet the specific needs of Millennium Centers (5 pages maximum);
- A summary of relevant organizational experience
- Brief CVs of lead trainer(s) and other staff
- A budget, detailing fee rates and other relevant delivery costs in MMK.

Proposals should be sent to ayeaye.thaw@mm.britishcouncil.org by 5pm November 27th. Late submissions will not be accepted.