



TeachingEnglish

Teacher Educator Enabling Fund



Grant application guidance

Overview of the British Council

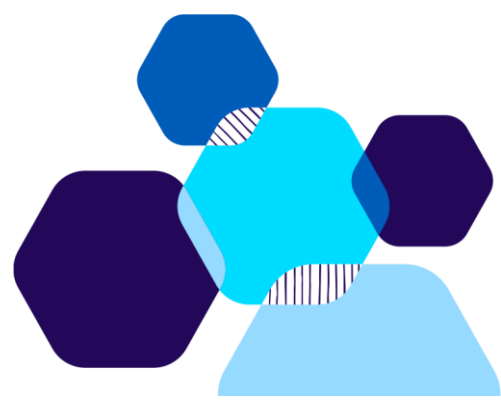
The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing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

The British Council's work in English Programmes 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.

In Myanmar, there is an active community of teachers and teacher educators. The TeachingEnglish platform (<https://www.teachingenglish.org.uk/>) offers teachers in Myanmar and across the globe interesting and impactful opportunities and resources to aid the English teaching profession.

While Myanmar teachers and teacher educators already actively engage with this platform and its webinars and free self-study online courses (MOOCs) already occurs, it is important to support existing and prospective users of TeachingEnglish in upcoming events, MOOCs, webinars, podcasts, newsletters and other development opportunities in Teaching English.

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1. About TeachingEnglish

We connect English teachers and teacher educators worldwide with opportunities, resources, UK expertise and each other through our local [TeachingEnglish](#) and global Teaching English communities. A core objective is to increase our levels of community engagement. It is vital we reach our audience via social media channels they habitually use, offering Teaching English content and additional strategically aligned channel content to support our reach. This will also allow us to evolve and create improved learner outcomes based on channel insights.

[TeachingEnglish](#) is a technology-enabled, open-access programme available to individual teachers and teacher educators of English worldwide and delivered through our global Teaching English platforms (<https://www.teachingenglish.org.uk/>) and regional, country and partner platforms. It provides professional development opportunities, resources, peer support and networking for a global community of English language teaching professionals and practitioners.

The core offer is mainly delivered through the Teaching English ecosystem (website:

<https://www.teachingenglish.org.uk/> and social media:

<https://www.facebook.com/TeachingEnglish.BritishCouncil>). There are essentially five elements to the offer:

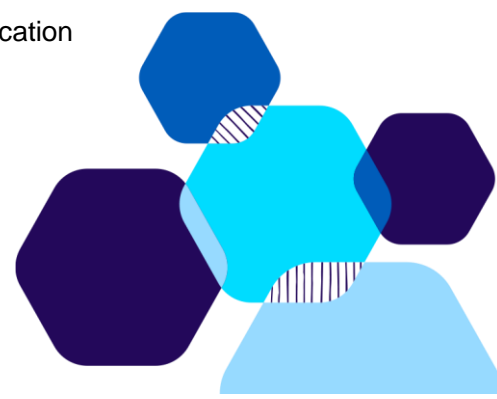
- **Training courses:** Timebound learning content – such as Teaching English Training MOOCs (Massive Open Online Courses) for professional development
- **Webinars and events:** Online networking events – such as webinars and special events, for instance World Teachers' Day
- **Teaching resources:** Online resources – such as downloadable articles, lesson plans, and publications
- **Community:** Collaborative exchange through community membership – such as the Teacher Educator Community of Practice, Podcast, Magazine and newsletter for teachers
- **Publications:** A wide variety of research publications and resource books for teachers, trainers and other ELT professionals.

2. About English Teachers and Teacher Educators in Myanmar: Accessing TeachingEnglish

In Myanmar, we aim to share and communicate our global [TeachingEnglish](#) offer and localise the global themes so that they are more relevant to teachers and teacher educators in Myanmar. Our key localisation activities include:

- Promote and communicate the global content offers through country communication channels, both through British Council and local partners (youth networks, non-formal education organisations, educational charities, etc)

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- Localise the global theme so that it is more relevant to teachers/teacher educators in Myanmar
- Create and deliver wrap-around activities to support Myanmar teachers/teacher educators in accessing and taking up global offers, and applying knowledge gained into their teaching.

The scope of this call for applications falls under the [TeachingEnglish](#) Localisation purposes and approaches as described above.

3. Purpose of the grant

The purpose of this grant to improve access to, and interaction with, the British Council's global webinars and free self-study online courses (MOOCs). The invitation is for established and active networks, clusters, areas, associations, and other such groups in the field of English as a Foreign Language (EFL). Such networks should be made up of English teachers and/or teacher educators of English teachers in Myanmar, especially those who help reduce the risk of educational disadvantage.

The overall aim is to meaningfully increase teacher and teacher educator sustained engagement with [TeachingEnglish](#) webinars and free, online self-study courses.

4. Expected outputs and outcomes

The grant accommodates those who receive this grant to design activities independently to enable complete and efficient use of various resources on the [TeachingEnglish](#) website. However, there are some required outputs and guidelines that should be included.

The recipient of the grant must carry out at least the following activities:

1. Provide a plan and system to develop English teachers' and teacher educators' professional development skills through high support on two MOOCs on the [TeachingEnglish](#) website, with registrations of at least 400 people participating in the courses with the participants successfully completing the two MOOC courses.
2. Participating in three webinars on the [TeachingEnglish](#) website with no fewer than 400 people participating.
3. Design and organize "wrap-around" activities (i.e., to support understanding and engagement before, during and after MOOCs and Webinars for your teacher network).



Previous examples include:

- Creating communication channels to send information or notifications and prepare the teacher network and manage technical/admin support such as notification of webinar entry dates, checking event participants, etc.
- Providing the online platforms such as closed groups on Facebook, for deep and systematic knowledge exchange among peers.
- Events can be online and face to face and open, not a closed group.
- Organising a Live Session, an online seminar to utilise and disseminate/exchange information based on topics from the selected MOOCs and Webinars (available on the [TeachingEnglish](https://www.teachingenglish.org.uk) website) before, during and after the MOOC/Webinar.

4. Deliver a presentation or moderate at October 'ASEAN TeachingEnglish Online Conference 2024' based on experiences and insights gained through the TeachingEnglish MOOCs/webinars.

5. Submit a report on the results of the first phase of the project. (First half of the process – End of November 2024) in English using the British Council's Progress Report template (provided).

6. Prepare documents reporting project results in English. Approximately 3 to 5 pages in length to summarize the overall activities that took place. Comments on Teaching English and recommendations from grant recipients to design and develop further projects in the future.

7. Comply with Monitoring and Evaluation (M&E) requests from the British Council (e.g., sharing and supporting surveys to completion, conducting own research) and produce end-of-project external newsletter to showcase the reflections.

The expected outputs are 'wrap-around' supports promoting TeachingEnglish webinar/MOOC in various forms, for example:

- Activity on instant messaging apps (e.g., Facebook Messenger, Viber, or local equivalent)
- Hosting remote, online group meetings on a synchronous video conferencing platform (e.g., Zoom meetings or Teams)
- Technical Assistance (promotion, support and guidance on key dates, joining instructions, answering content-specific questions which emerge from allocated webinar/self-study courses)



- Facilitation of group dialogic approach (communicating relevance of webinar/course content to the Myanmar context, eliciting reactions and impressions from network, facilitating productive pedagogical discourse, and other dialogic activities)
- Data capture (e.g., number of teachers/teacher/educators in network, estimated number of teachers registered / attending webinar, estimated number of teachers enrolled/completed self-study course)

The expected outcome

- Increased meaningful engagement ([TeachingEnglish](#) account) from existing network of at least **400 Myanmar teachers of English /English teacher educators** through enrolling on and completing two self-study courses (2 MOOCs) and attending three webinars.
 - MOOC1 (To be determined); 200 unique course completions*
 - MOOC2 (To be determined); 200 unique course completions*
- *Remark: Network can be distributed to MOOC1 and MOOC2 in different numbers but unique total numbers must be 300 (eg. 200 of MOOC1 + 100 of MOOC2)*
- 3 x [TeachingEnglish](#) webinar support (open to all network members, expectation is at least 400 members registered and watching each webinar; this can be same individuals as from MOOC)
 - Short report (3-5 pages, in English) on network's impressions) and advice on how to increase teacher and teacher educator engagement on TeachingEnglish in future.

5. Eligibility guidelines and application process

We are looking for institution(s) and organisation(s) who are based in Myanmar: These can include:

- Charitable and not-for-profit organisations which support English teachers/English teacher educators
- Youth groups which support English teachers/English teacher educators
- Non-formal education (NFE) networks which support English teachers/English teacher educators
- Other organisations/institutions which support English teachers/English teacher educators

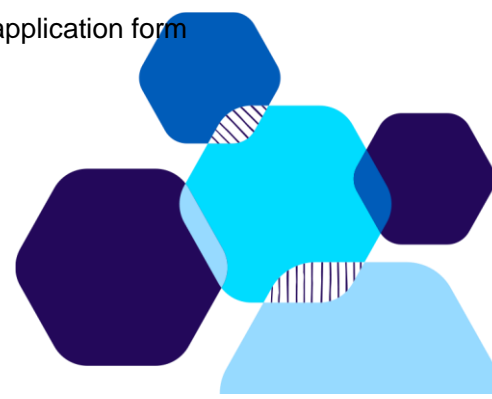
Essential

- Have current access to and administrative oversight of an existing network/group which can support at least 400 teachers of English/English teacher educators in Myanmar

Applications should ideally state a preference for webinars/MOOCs using the application form provided:

- Application form (provided)

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Interested parties will be allocated two (2) MOOCs from the following list (please see the MOOC Preference annex documents for indicating your preference).

MOOC Topic/Theme/Skill	Month
Integrating learning technologies	August/September 2024
Digital literacies	
How to teach writing	
Knowing the subject	October/November 2024
Understanding language systems	
How to teach pronunciation	
Taking responsibility for professional development	December/January 2024/2025
Making time for classroom research	
Communication skills	
Planning lessons and courses	February/March 2025
Planning courses	
How to teach reading	

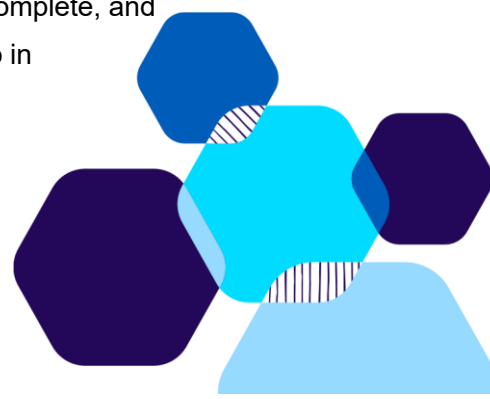
Interested parties will be allocated three (3) webinars from the following two options (please see the Webinar Preference annex document for indicating your preference).

Teacher Webinars	Month
Integrating learning technologies	August/September 2024
Knowing the subject	October/November 2024
Taking responsibility for professional development	December/January 2024/2025
Planning lessons and courses	February/March 2025

Teacher Educator Webinars	Month
Supporting remote learning	August/September 2024
Knowing the Subject	October/November 2024
Understanding teacher learning	December/January 2024/2025
Planning teacher learning	February/March 2025

The expectation is that successful applicant will fully utilise the provided pre-and-post resources provided by [TeachingEnglish](https://www.teachingenglish.org.uk), motivate and support their network to register/enrol, attend/complete, and meaningfully engage in both their own network's wraparound support, and also in [TeachingEnglish](https://www.teachingenglish.org.uk)'s activity (e.g., Facebook sessions, tutor sessions, etc.).

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Applicant should ideally have an existing network of 300 English language teachers (pre-service/in-service teachers/teacher educators) in the Myanmar basic education system (formal or informal, public or private)

This network should be receptive and open to developing their practice through attending global webinars and MOOCs through the medium of English (i.e., creating a [TeachingEnglish](#) account: see this '[how to create an account](#)' video). Please note that the TeachingEnglish website suggests B1 on the CEFR scale as a recommended proficiency level.

6. Amount of grant

The grants will be awarded to **up to five groups/organisations**, and each group/organisation will be awarded a **maximum of £3000 GBP**. This will be funded in Myanmar Kyat currency

Funding will be agreed for a maximum period of project activities from August 2024 – March 2025. The expected research output/ final report must be in English. The grant will be awarded to the group or organisation in which the lead applicant is based. The group/organisation will enter the grant agreement with the British Council and must channelled the received funding to the success applicant to undertake the planning and activities. The funding is for the whole project duration and not per annum.

Unless otherwise stated, the British Council will administer 70% of the funding within 30-60 days of receiving the signed Grant Agreement and 30% within 30-60 days after the approval of the final report. The successful applicant must submit a declaration confirming they have received the funds.

In the event of any underspend of the Grant, this may be used for further activities under the Project subject to the British Council's prior approval and in accordance with the Standard Terms of Grant Agreement in particular clause 5 of Schedule 3 (Change Control).

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



7. Selection Process

Application submitted will be evaluated as set out below:

Stage 1:

A check will be made to ensure all required documents have been provided according to the specifications. Incomplete or incorrect submissions will be disqualified and not evaluated further.

Stage 2:

The applications will then be evaluated in accordance with the criteria and weightings set out below. If excluded at this point, they will not be evaluated further.

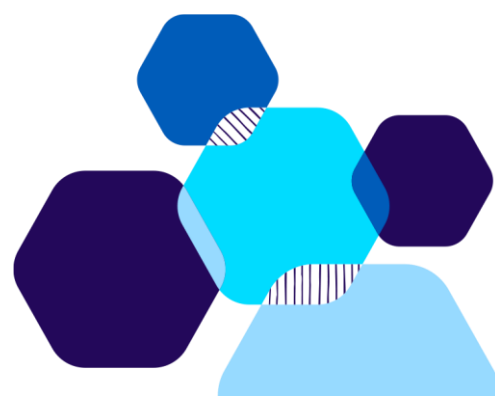
A panel will evaluate the applications against the following criteria:

Criteria	Weighting
Network/Cluster Status and Type, Background and Profile of Lead Team	40%
Wrap-around support methodology	30%
Commercial	20%
Social Value	10%

Applications shall be judged by an evaluation panel which will include representatives from the British Council (Myanmar, Regional, Global), and/or selected independent consultants, as required.

Project applications will be assessed based on the information provided in the application form. All decisions of the panel will be final and binding. No correspondence will be entered into with the unsuccessful participants.

Shortlisted applicants may be contacted for further information about their applications. We reserve the right to contact applicants to request or negotiate an amendment to any aspect of the application, including for example budget items or project timeline, to best meet the objectives of the scheme.



8. Timeframe of the Grants

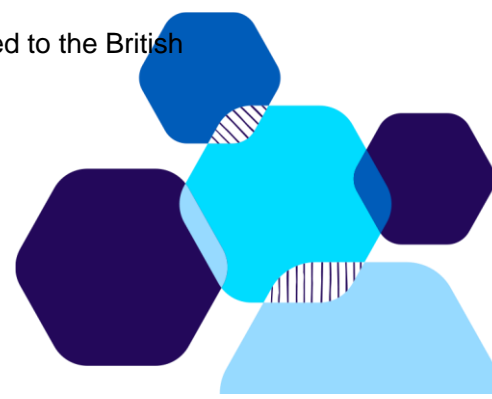
Activity	Date / time
Open call for application	28 June 2024
Deadline for clarification questions (Clarification Deadline)	17 July 2024
Deadline for submission of application (Application Deadline)	19 July 2024
Final Decision and announcement	26 July 2024
Contract concluded with winning supplier	31 July 2024
Contract start date	01 Aug 2024
Progress report submission (first half)	15 Nov 2024
Final report submission/end-of -project external newsletter	15 Mar 2025
Contract end date	31 Mar 2025

- Follow up/clarification questions can be submitted to ei.thein@britishcouncil.org. Any entry received after the closing date will not be considered.
- The British Council accepts no responsibility whatsoever for any technical failure or malfunction or any other problem with any system, server, provider or otherwise that may result in any entry being lost, delayed or not properly registered.
- The British Council will inform applicants as to whether the application is successful or not. The British Council is not obliged to enter into further discussions or offer advice on applications. The decision of the British Council regarding the Grant is final.
- The British Council accepts no responsibility for failure to notify successful applicants where such failure results from the provision of inaccurate contact details by the applicants or from the acts or omissions of any third party (including, without limitation, any internet or postal service provider) and shall have no liability to any applicant if it is prevented from or delayed in delivering any aspect of the opportunity by acts, events, omissions or accidents beyond its reasonable control.

9. Reporting requirements

- A reporting schedule must be included in your application. This should cover the following and include an indication of the proposed length of any written outputs:
- **Progress Report** – report on preliminary or initial findings is to be submitted to the British Council by **15 November 2024**.

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- **Final Report** - to be submitted to the British Council one month after the last activity (e.g. webinar/last MOOC) and no later than **15 March 2025**. This would include methodology, findings, discussion and implications.
- **Detailed Financial Report** - to be submitted to the British Council at the end of your project. Please note that in the event of underspend any re-allocation of funds under the Project must be formalised before the expiration of the Grant Agreement in accordance with the Change Control Clause (see Standard Terms of the Grant Agreement).

10. Project duration

The Project duration is from **August 2024** to **March 2025**.

The formal project start date will be set in the grant agreement by the British Council. Expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the application, cannot be charged to the Grant.

11. Conditions of the award

- The successful group/organisation will own the intellectual property rights of the report output, including a final report of an agreed length, and will licence these rights to the British Council to use and disseminate the research output / final report at its own discretion with no limitation on time or territory.
- The Principal Applicant must explicitly acknowledge the support of the British Council in any written or spoken dissemination of the research process and all outputs arising from it.
- Successful applicants must satisfy the British Council that the expenditure has been incurred in accordance with the original application by providing a detailed expenditure report.
- Applicants must agree to the terms and conditions of the scheme, which will be outlined in detail into the contract for successful applicants.
- Applicants must agree to the terms and conditions of the scheme, which will be outlined in detail in the contract for successful applicants. Please be advised that the Standard Terms of the Grant Agreement is not final and will still be finalised with the award institution.



12. Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported by this programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. In the online application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

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 applications 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. Please refer to your research council for research governance regarding ethics and research integrity. Please also refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research Conduct' (<http://www.rcuk.ac.uk/Publications/researchers/grc/>), the Inter Academy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (<http://www.interacademycouncil.net/24026/29429.aspx>) or contact us for further guidance.

12. Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity.

For the British Council's approach, see our Equality Policy at:

https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc

British Council Equality, Diversity and Inclusion (EDI) policies

The British Council's work is based on building meaningful, enduring, and respectful relationships across different cultures. To do this successfully and to build trust with our partners requires a strong commitment to equality, diversity, and inclusion. Our [equality, diversity and inclusion policy](#) explain our approach, which is to try to make sure that EDI is central to everything we do.

Our goal is to develop inclusive programmes that bring together people with different experiences and backgrounds. We hope this will make everyone's experiences richer, and ultimately lead to more inclusive societies. We focus on six areas of diversity, aligned to those protected by UK equality legislation:

- a. age
- b. disability – see Disability Equality below
- c. ethnicity/race – see Anti-racism below
- d. gender – see Gender Equality below
- e. religion or belief



f. sexual orientation

We recognise that these areas intersect, together with other characteristics such as socio-economic background and geographical location.

Gender Equality

We are committed to tackling gender discrimination. Our focus is on promoting equality and eradicating unjustified discrimination in relation to women and girls who frequently experience social and economic disadvantage, negative attitudes, alienation, abuse and violence worldwide.

We aim to embed gender equality into all our programmes, and our approach is set out in our [Guide to Addressing Gender Equality \(2018\)](#).

Disability Equality

We recognise disability as a broad concept that includes physical, sensory, learning and mental health issues and long-standing and fluctuating health conditions e.g., HIV/AIDS and cancer.

We made a commitment to embedding disability inclusion in our programmes through the [Global Disability Summit commitments](#) in 2018:

The British Council commits to taking action to support disabled people to increase their voice, skills, and agency to influence others and shape change in their own lives, the lives of others and wider society. We will do this through the meaningful involvement of disabled people within our own workforce and in our programmes in Arts, Education, Society and English and Exams, seeking to identify and remove barriers to inclusion and create conditions that encourage and value diversity.

We have taken forward these commitments over the years, tracking and reporting progress through the Global Disability Summit Working Group.

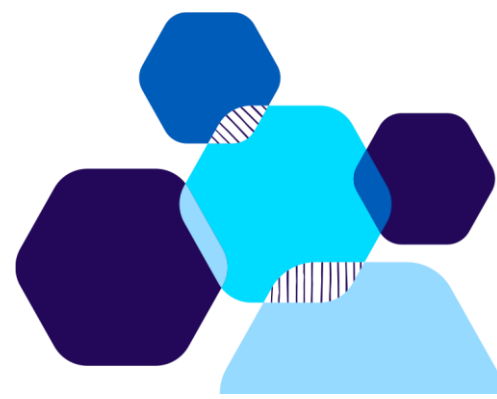
Anti-racism

We strive to give everyone we engage with the opportunity to achieve their potential, regardless of race, ethnicity or background. Our [Anti-Racism Action Plan](#) includes our priorities.

14. 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 institutions nor any of the applicants' employees, partners, directors, or shareholders are 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.

15. Personal data

The British Council will collect and store the names and email addresses of all applicants and the additional details of applicants as anticipated by the 'How to Apply' and 'Selection Process' sections above.

The British Council will use this personal data for the following purposes:

- managing the relationship between the applicants and the British Council;
- communicating with applicants to answer their queries about the opportunity;
- communicating with successful applicants
- administering and delivering the research grant

Where an applicant has consented to the British Council doing so, the British Council may contact the applicant using the personal data collected to provide information about the goods, services, courses, or promotions that the British Council offers.

By participating in the opportunity, applicants consent to their personal data being processed by the British Council in accordance with, and for the purposes set out in, this section of these terms and conditions. The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. 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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.



16. Eligible and ineligible costs

Eligible costs

The following costs are eligible for funding:

Travel and subsistence cost (up to 10%)

- Local travel in Myanmar (public transport to and from the area). Travel and subsistence costs to the areas.
- Reasonable accommodation and subsistence costs for staff when visiting their partner organisation.
- Reasonable hospitality costs (excluding self-entertaining costs).

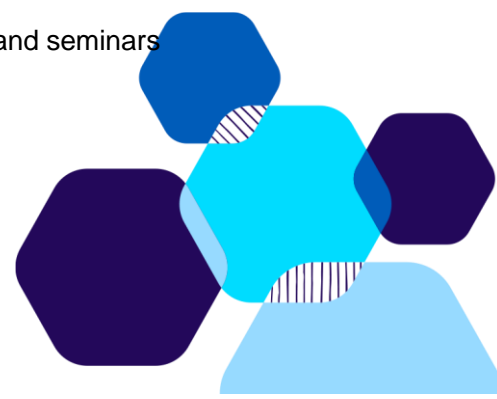
Staff cost (up to 35%)

- Consultancy fee (for external procurement and up to 20% of the total project costs).
- Cost of temporary research and research assistant personnel, and other temporary staff recruited to work solely on the project.
- Cost of facilitator and leads' time, temporary personnel, and other temporary personnel recruited to work solely on the project.

Consumables (up to 50%)

- Essential equipment or software for the use in the project including consumables, specialist software licences essential to the collaboration, access fees for facilities or library services (licences for upgrading/expanding paid-for video conferencing software, paid-for instant messaging services, paid-for social networking functionality, paid-for knowledge management, information and collaborative tools and other paid-for platforms for digital delivery in support of the project). Equipment must be essential to project delivery and beyond the scope of institutional provision.
- Internet data packages for participants with unreliable or no internet connectivity.
- Access to supporting knowledge products, physical or digital (e.g., books, journal articles, subscriptions, paywall fees, etc) related to supporting any of the MOOCs, Webinars, and other items in the Teaching English Enabling Fund call document.
- Cost of meetings, training events, workshops, public engagement events, and seminars integral to the application.

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- Translation and interpreter fees.
- Incentives and rewards for participating teachers/teacher educators
- Publication costs directly related to the collaboration, including web page development by external providers, if appropriate. Open access publication is encouraged.
- Online platform and relevant costs for digital delivery can be included.
- Reasonable production costs (such as for the development of materials but excluding time spent by staff in relation thereto).
- Attendance at conferences or other events in Myanmar or virtual events to present the outputs and outcomes of the project.
- Monitoring and evaluation costs.

Contingency cost (up to 5%)

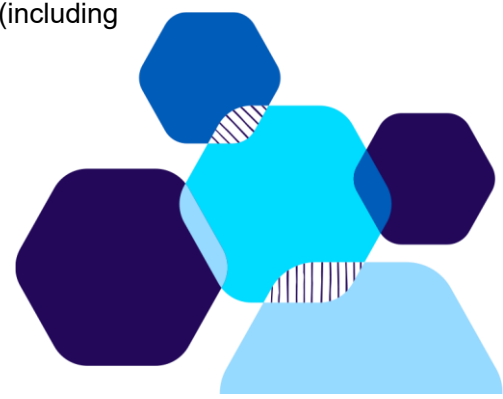
- Unexpected costs occurred in relation to the above costs

All the listed activities must be directly related to the development and delivery of the agreed project. The recipient will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes. All expenditure should be recorded and calculated as part of the final report, including receipts where relevant.

Ineligible costs

The following costs are ineligible for funding:

- Full economic costs (FECs).
- Travel outside of stated teacher/teacher educator areas, accommodation and subsistence costs, hospitality costs not in relation to the project
- Attendance at conferences or other events in Myanmar not in relation to the project.
- Promotional activities solely concerned with the recruitment of overseas students.
- Institutional overheads including administration fees and other indirect costs.
- Costs associated with other qualifications, Master's and PhD scholarships (including stipends).



- Purchase or rental of standard office equipment (except specialist equipment essential to the research). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by researchers and academics will not be funded.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
- Mobile phone costs including rental or purchase, and monthly phone bills, except the internet data packages for participants with unreliable or no internet connectivity.
- Exchange rate costs/losses and other banking-related costs.
- IP costs, patent, copyright, licensing, or other IP-related costs.
- Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings, laboratory facilities). Rooms and facilities essential for routine collaboration are provided as an in-kind contribution by participating groups/organisations. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as gifts, alcohol, restaurant bills, or hospitality costs for personnel not directly participating in the project, excessive restaurant costs, and excessive taxi fares.
- No profit or fees must be gained or charged during the period of this grant.

17. Contact

Should you have queries about the grant, please contact the English Programmes team at:

- Ei Thein, Programme Coordinator, ei.thein@britishcouncil.org

