

Responses for the queries: Low-Tech Continuing Professional Development (CPD) Course for English Teachers (British Council Argentina)

1. **Query:** What kind of insurance should the supplier provide?

Response: No specific kind of insurance is required by the British Council. However, suppliers are responsible for ensuring they comply with all applicable local laws and regulations regarding insurance. This may include coverage for facilities, public liability, employee insurance, and subcontracted staff.

As an example, suppliers may be expected to hold insurance policies such as:

- **Employer's Liability Insurance** with an indemnity limit equivalent to **10% to 20% of the total contract value**, depending on the nature and scale of services provided.

While not obligatory, suppliers are strongly encouraged to maintain adequate insurance to mitigate operational, legal, and financial risks.

2. **Query:** It is not clear whether supplier should complete any of the three tables- Annex 1.

Response: No, the supplier does not need to complete any part of Annex 1 – this is provided as reference.

3. **Query:** I'd like to submit the proposal as "Supplier Firm Name". Should the data in my profile be changed?

Response: Yes, you can login via link provided in the mail and amend your profile. (You can take the reference of Supplier user manual).

4. **Query:** RFP 2.1 - We understand that the course is aligned with British Council's CPD Framework for Teachers. Can you specify which of the 12 professional practices in the Framework should be addressed within the course - "...other provincial programmes" are mentioned. It would be good to know what these are to avoid possible repetition / redundancy of content.

Response: We are still in the process of selecting the theme of the course. It is possible that one of the cross-cutting professional practices will be the main focus (Using digital technologies, inclusive practices, multilingual practices, or using 21C skills/core skills).

5. **Query:** RFP 7 : Specification states that some participants "may be non-specialist teachers required to teach English as part of their broader teaching duties." - It would be helpful to have some idea of the teachers professional background. Do they have a teaching degree? Where did they graduate from? (This could be useful to know, given our familiarity with the Argentinian context.)

Response: Baseline data will be collected and shared in phase 1, unfortunately this information will not be available in advance.

6. **Query:** RFP 7: KPIs - Are teachers volunteering to participate in this initiative?

Response: Yes. An enrolment campaign will be launched by the Provincial Ministry of Education and teacher participation is voluntary.

7. **Query:** RFP 7: Scope of Work / Phase 1 includes adaptation of "academic content (e.g. handouts, training guides, slide decks) for local relevance, based on provided materials and contextual needs". Are the available materials already designed for different levels (primary / secondary)?

Response: Materials from previous iterations of these courses are available. However, some of these come from global/regional initiatives and need updating and localisation.

8. **Query:** RFP 7: Scope of Work / Phase 2 - “continuous feedback and mentorship” is clearly intended for individual participants. Is it also envisaged that there should be regular whole-group feedback?

Response: In previous experiences, individual feedback and mentoring was provided by trainers through asynchronous exchanges and interactions on the virtual classroom, and opportunities for group feedback and reflection were built into the synchronous videoconference workshops. Any alternative ideas will be welcome and can be detailed in the Methodology and Approach section of your answer.

9. **Query:** RFP 7: Scope of Work / Phase 3 - Can we assume that all surveys are pre-designed by British Council / Ministries of Education? - Can you please clarify what kind of ‘visual evidence’ is required to be included in weekly reports? - In what ways should progress be evaluated? Should the training organisation devise their own formative and/or summative assessments, or are these included in pre-existing course materials? - If assessed performance on specific assessment tasks is deemed as insufficient, will teachers can resubmit?

Response: Surveys are pre-designed by the British Council/Ministry of Education. Weekly reports in previous occasions have included graphs and/or tables with data from attendance/participation/grade registers. Formative and summative assessment methodology and materials are available from previous iterations of the course (including “make up” options for underperforming participants); however, these may need reviewing or updating; input from the training organisation is desired.

10. **Query:** RFP 7: KPIs for teachers who fail to meet the 80% attendance requirement, is there any possibility of being granted a ‘second chance’ opportunity to retake the course at some future date?

Response: Yes. We expect to reach agreements on this, with input from the training organisation, during the project set-up phase.

11. **Query:** Will groups be from similar geographical areas? Will it be possible to ask them to collaborate on asynchronous activities or work together in-person, or will any collaboration need to be online?

Response: They may be an opportunity to have an in-person launch and/or closing workshop, but this has not been decided - Other than this, other instances of in-person collaboration are not expected, as participants will be geographically dispersed. While asynchronous group work is not ruled out, in previous cases we followed a flipped classroom approach, and most of the collaboration took place in the weekly synchronous workshops. Any alternative ideas will be welcome and can be detailed in the Methodology and Approach section of your answer.

12. **Query:** Internet access can be erratic in remote areas. Will technical support be available for trainers if teachers have problems connecting to the live sessions? Or is this something that needs to be provided by the supplier?

Response: This is something that needs to be provided by the supplier, although there is no expectation of dedicated technical support staff. In previous courses, there have been coordinating or “floating” colleagues available for basic troubleshooting and joining instructions.

13. **Query:** Could the 10-week timeframe be impacted by local / national holidays?

Response: Yes. No synchronous workshops will be delivered on national holidays. If one fell on such a date, it would be postponed to the following week.

14. **Query:** Will British Council require the use of WebEx as it does on other projects?

Response: No.

15. **Query:** *Is there a budget for this project?*

Response: Current estimate for the overall maximum budget is approximately 24500 GBP but please note that this figure is subject to change as the scope and requirements are finalized.

16. **Query:** The RFP (page 1) mentions that “In 2024, the British Council piloted a low-tech continuing professional development (CPD) course for school English teachers in Argentina.” Is there a report on this pilot that we can review?

Response: This report was circulated internally and is not currently available for review. However, you can read about a similar, albeit larger-scale programme carried out in Mexico here:

<https://americas.britishcouncil.org/programmes/low-tech-mexico-en>

a. **Sub-Query:** If not, was the pilot conducted with a UK provider who we can contact for insights into the pilot’s successes and challenges?

Response: N/A

17. **Query:** The RFP (page 10) mentions “up to 200 teachers in groups of up to 20 participants each” so should the costing be based on 10 parallel groups?

Response: Yes. In the pricing approach spreadsheet, you will be able to input the costing based on 1 (one) group and the multiplication by 10 (ten) will be done automatically.

18. **Query:** Will all teachers stay in their group (with its agreed synchronous session time each week) for the duration of the course or will participants be able to move groups each week for the synchronous sessions if they choose?

Response: Participants will be assigned to one group at the start of the course. They will not be able to change courses or trainers unless there are exceptional circumstances.

19. **Query:** The RFP (page 8) states “using the selected online platform or mobile app”. Who will be selecting this platform / app, and at what point in the process. Does the provider have a say in this selection? This question applies to both synchronous and asynchronous platforms chosen.

Response: The platform will be selected by the British Council in agreement with the Ministry of Education. The decision will be made before the provider is selected. Now, the likelihood is that the virtual classroom will be hosted on a customised version of Moodle, with live sessions held on Google Meet, but this may change.

20. **Query:** The RFP (page 2) states “Each course will focus on a theme co-defined with the local Ministry of Education...” and lists example themes. For the current RFP, we understand that just one course on one theme will be developed and delivered for all the 200 teachers, and future courses on other themes may be the subject of future agreements. Is that correct? At what point in the timeframe (July – December 2025) will this decision be made?

Response: This is correct. The target participants are teachers of English as a foreign language working in the Argentinian education system. One theme in line with the British Council [Continuing Development Framework for Teachers](#) will have been selected by July following our Teaching for Success approach – for example, [Using Digital Technologies](#).

- This project does not involve K12 themes specifically

21. **Query:** Can you tell us if there is any payment for presenting?

Response: No payment is awarded for submitting a proposal through this “request for proposals” process. Payments will be made for the actual delivery of services outlined in the Terms and Conditions document as stated in the Charges section. Your proposed fees must be outlined in the Pricing Approach document.

22. **Query:** What day and time do this event take place?

Response: This is not an event, but rather a 10-week course to be delivered to multiple groups tentatively between August and November 2025 across a range of days and times.