

**ELT for the Planet**

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**Terms of Reference**

**GREEN ELT SECTOR REPORT:** PROMOTING AND FACILITATING ENVIRONMENTAL RESPONSIBILITY IN THE ELT SECTOR

The British Council is looking to appoint a consultant to produce a report highlighting efforts being taken to make the ELT sector ‘greener’, promote and facilitate environmental responsibility, reduce environmental impact and incentivise sustainability – including green accreditation initiatives. This report will provide input into global round tables on sustainability in the ELT; discussion on international benchmarks and ‘green’ accreditation standards.

**Location:** Desk-based

**Apply by:** 15 December 2020

**Start date:** 21 December 2020

**End date:** 31 March 2021

**Background to ‘ELT for the Planet’**

Climate change is the greatest challenge of our time, affecting every nation, society and individual across the world. In the British Council's recent soft power survey of 37,158 adults aged 18-34 across the 36 survey countries, climate change was perceived to be the most important issue facing the world today. COP26 is a key opportunity for the UK to play a leadership role in the global effort to address this pressing issue through international collaboration and cooperation.

The British Council is supporting the UK’s role in COP26 through a global programme centred on climate change, including a specific strand focussing on environmental approaches in English language teaching and learning: ‘ELT for the Planet’

Through this strand of the global programme we will:

1. Develop resources and capacity-building to train teachers how to integrate environmental sustainability into the English classroom
2. Run a global lesson planning competition in partnership with Teacher Associations
3. Produce a series of 8 x 30-minute podcast episodes exploring, discussing and highlighting ‘global innovations integrating environmental approaches in English language teaching and learning from around the world’.
4. We will conduct research into the integration of environmental sustainability in English language curricula in Southeast Asian countries.
5. Produce a report highlighting the efforts being taken to make the ELT sector ‘greener’, promote and facilitate environmental responsibility, reduce environmental impact and incentivise sustainability.

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**The Role**

The focus of this consultancy is to produce a report highlighting efforts being taken to make the ELT sector ‘greener’, promote and facilitate environmental responsibility, reduce environmental impact and incentivise sustainability – including green accreditation initiatives.

It is expected that the report will serve as a collection of case studies, highlighting a broad range of efforts from across the ELT sector from different geographies from around the world. Initiatives from the ELT sector may include national governments, policy makers, administrators, ELT publishers, public and private language schools, teacher associations, English language teachers and educators.

For example, the new [IH Environmental Sustainability Scheme](https://ihworld.com/about/environmental-sustainability/) encourages people in all IH schools to (i) reduce travel and offset its negative aspects (ii) reduce energy consumption (iii) reduce use of consumables (iv) re-use and recycle where possible (v) reduce water consumption (vi) reduce the environmental footprint of new school buildings and facilities.

1. Give inputs to the concept note for this report, including finalising the research scope, approach and report format.
2. Create an outline of the chapters for the report, and identify suitable interviewees for each chapter, and arrange interviews, in conjunction with the British Council team.
3. Conduct desk based ‘field research’
   1. with an agreed number of stakeholders including English UK, private language schools, teacher associations, publishers, universities, accreditation bodies, examination providers, and Ministries of Education.
   2. the use of an online research tool followed by direct interviews to explore
      1. their view of the current environmental impact of their stakeholder group and that in the near future. (The impact of Covid would also be explored).
      2. what policies, initiatives and tangible actions have been put into practice to date.
      3. what policies, initiatives and tangible actions are to be imminently launched.
      4. what policies, initiatives and tangible actions are in consultation/development phases.
      5. the stakeholders’ views of barriers to progress.
4. To edit, contextualise and finesse, to a high level of quality assurance, any external contributions to the report commissioned in conjunction with the British Council, to the point where the British Council agrees the final report fit for publication.
5. A report to the British Council summarising the field research and drawing together issues that might contribute to the industry-wide and stakeholder-specific statements, benchmarks and standards in sustainability.
6. Advise on how to host, launch and publicise the report, and promote it through their networks.
7. Participate in at least one launch event as agreed with the British Council.
8. Moderate / participate in at least two online global roundtable panel discussions following the report publication.

**Outputs**

1 x ‘Green ELT Sector’ report in the agreed format

**Scope / Target Audience**

* The target audience for this report are people working across the ELT sector with an interest in making the sector ‘Greener’ – these will include policy makers, administrators, ELT publishers, public and private language schools, teacher associations, English language teachers and educators.

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**Timeline**

The following timeline is expected for this project.

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| **Activity** | **Deadline** |
| Deadline for submission of CVs and covering letters | 15 December |
| Interviews with shortlisted consultant | 16-18 December |
| Consultant selected | 18 December |
| Inception meetings - Consultant to finalise concept report scope and format with British Council approval. | 21 -23 December |
| Field research | January – February |
| First draft to be shared with British Council | 4 March |
| Feedback and comment period | 8 - 19 March 2021 |
| Collated feedback to be shared with consultant, updating meetings as required. | 22 - 31 March 2021 |
| Final draft shared with the British Council | 16 April 2021 |
| Deliver final publication | 30 April 2021 |
| Advise on hosting, launching and publicising the report | April 2021 |
| Participate in at least one launch event as agreed with the British Council. | May / June 2021 |

**Qualifications and experience required**

• Post-graduate qualification in a relevant subject

• Experience of relevant ELT academic research and report writing

• Proficiency in English (Essential)

• Extensive and demonstrable experience of working on collaborative projects to deliver outcomes to agreed quality standards and within agreed timeframes

**Package**

The consultant will receive a fee depending on their experience, with a daily rate paid. No travel or accommodation will be required or paid as part of this consultancy

**How to apply**

• submit CV with cover letter detailing your approach to the tasks as outlined

• copies of, or links to, a minimum of three reports / articles either written or edited by you

• expected daily rate & total number of days allocated for green ELT sector research and

report writing.

• submit the names of three references who will be able to provide a written reference upon request from the British Council

• deadline for submission: 18.00 GMT on Tuesday 15 December

Please email your application to colm.downes@britishcouncil.org, ELT for the Planet Technical Lead, with the title **Green ELT Sector Consultant: ELT for the Planet**

Clarification questions can also be submitted to the same address. Please note we will only respond to successful applicants within 3 working days of the application submission.

**Payment terms**

The fee for the services as outlined above will be made in two payments. 50% is to be invoiced on signature of contract, with the second and final payment to be made on receipt of a second invoice, payable on confirmation of activity completion as confirmed by Colm Downes, ELT for the Planet Technical Lead, British Council, Indonesia.