



Service Provision

Teaching English to MAG's Operations Staff

Mines Advisory Group (MAG) has been working in Sri Lanka since 2002 locating and removing landmines and other unexploded bombs, helping Sri Lanka to reach its goal of becoming mine-free. The clearance activities are currently taking place in Vavuniya, Mannar, Mullaitivu, Kilinochchi, and Trincomalee Districts.

The organization currently employs over 1000 staff. Operations staff are deployed based on a 20 to 22-day full work cycle followed by a stand-down period (off time of 7-8 days). 95% of the field staff live in the Northern Province.

MAG is looking for **an expert organization or a team of qualified trainers** with proven expertise and experience to provide the following services:

1. Train up to 75 MAG's operations staff in "English for the Workplace" during the contract period of one year.
 - The training will be for operations staff who are learning English and are interested in developing English language skills for employability and workplace contexts.
 - Staff will be divided into two groups based on their current English fluency level.
 - The first group will benefit from a basic English course tailored to their needs and focused on communication skills (Level 1) while the second group will attend a more advanced course with a stronger emphasis on writing/reporting skills relevant to the workplace.
 - Up to 75 demining staff will attend the Level 1 course. Among them, 50 staff will attend the Level 2 course
2. Conduct an individual assessment to determine the level of each staff member and separate them into two groups.
3. Deliver training in a participative and interactive manner and adapted to the needs and expectations of the learners.
4. Evaluate the progress of individual staff throughout the training, identify challenges, and recommend actions.

Qualifications of the Applicants:

- Minimum 3 years of professional experience in teaching English to adult learners, especially in the Northern Province.
- Demonstrated experience in participative & interactive methodologies to teach English for adults (no academic teaching nor exam-oriented teaching).
- Excellent spoken and written English skills are a requirement.
- If English is the native language, the service provider should be fluent in Tamil (spoken and written).
- Flexibility and ability to deliver classes on a different day or time to adjust to the operational needs and priorities of MAG.
- Ability to work (preferably be a resident) in the Northern Province.

The working language will be English

Please note the following

- These RFP give rise to no contractual obligation between MAG and any tenderers.
- MAG will not be liable for any costs or expenses directly or indirectly associated with participating in this RFP process.
- MAG will not be liable to any Tenderer where a Tenderer is not invited to participate in any of the subsequent processes following completion of this RFP process.
- MAG reserves the right to make associated changes with the tenders' schedule and related tender documents.

MAG's intended timeline for this procedure is as follows:

Interested an expert organization or a team of qualified trainers should submit their technical & financial proposals not later than 13th January 2023, before 4 pm (Sri Lanka time) to the following email: tenders.srilanka@maginternational.org. Late offers will be rejected.

If you have any questions during the bidding period, please contact tenders.srilanka@maginternational.org.

MAG looks forward to your involvement in this innovative new proposal. MAG actively promotes transparent processes in all its procurement activities and readily encourages all qualified Sri Lankan companies to participate in this process.

Click tenders.srilanka@maginternational.org email for full details Terms of Reference (TOR)