

Invitation to Quote

For: Local Consultancy for the Mapping of Philippine Higher Education Institutions' Transnational Education Engagement

Date:	21 December 2015
Overview of the British Council	<p>The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2012-13, its programmes reached a total audience of 550 million people worldwide and it engaged directly with 10.8 million. Particularly for its work on higher education sector, the British Council engages at the policy, institutional and individual scholar/researcher level.</p> <p>The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.</p> <p>Its primary charitable objects are set out in the Charter and are stated to be:-</p> <ul style="list-style-type: none"> • Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries; • Promote a wider knowledge of the United Kingdom; • Develop a wider knowledge of the English language; • Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries; • Otherwise promote the advancement of education. <p>In 2012 to 2013, the British Council had a total turnover of £781 million. Its income included a grant-aid of £171 million from the UK government, £490 million from fees and income from services such as English teaching, exams administration and the management of client-funded contracts, and funding from a wide range of public and private sector partners.</p> <p>The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.</p> <p>Further information can be found at www.britishcouncil.org</p>

<p>Brief Background/ Context</p>	<p>British Council prides itself on its expertise on internationalisation of higher education. The British Council engages actively in policy debates and supports policy reforms in the UK and wider world. In the Philippines, we are committed to supporting the Philippine sector in its internationalisation work and enhancing collaboration between UK and Philippines HEIs.</p> <p>The British Council's report, presented in Going Global 2012 Conference, <i>The Shape of Things to Come: Higher Education Global Trends and Emerging Opportunities 2020</i>, indicates the growing dimension for internationalisation of higher education and identifies transnational education as one of the 3 aspects for growing opportunities (alongside direct student recruitment and research cooperation).</p> <p>Transnational education, also known as cross-border education, offshore education, borderless education, refers to international mobility of providers and programmes. While the movement of academic programmes is not new, it certainly accelerated in the recent years to the point that it is now an integral part of higher education system in a number of countries.</p> <p>In the Philippines, there had been little research on TNE programmes and no reliable historical data on universities' TNE activities. This significant lack of research, robust data and information regarding TNE programmes is a gap common to most countries and which British Council tries to address by advocating for commitment from countries for a more systematic approach in TNE collection¹.</p> <p>In an effort to provide a landscape on internationalisation of higher education in the Philippines, British Council published in June 2015, the report <i>Opportunities and Challenges in the Internationalisation of Philippine Higher Education Sector</i>. The report included an analysis of the prospects of TNE in the Philippines; using the analytical framework from <i>The Shape of Things to Come: Higher Education Global Trends and Emerging Opportunities</i>. The report revealed that Philippines compares well with other ASEAN countries in terms TNE strategy with regard to foreign HEIs and quality assurance and accreditation. However, TNE activities are highly regulated; and while having English as the medium of instruction in HEIs positions the Philippines extremely favourably for TNE provision, the visa regulations restrict foreign students and academics from benefitting in TNE activities.</p> <p>In November 2015, CHED came out with the Proposed Framework on the Internationalisation of Philippine Higher Education, providing guiding principles for Philippine HEIs in pursuing various modes of internationalisation. The framework aims to complement ongoing development of policies, standards and guidelines on TNE, which British Council is currently working on with CHED².</p>
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¹ Transnational Education Data Collection Systems: Awareness, Analysis, Action

² Development of Policies, Standards and Guidelines on TNE is a joint collaboration between CHED and British Council and is aimed at setting guiding principles for TNE activities in the Philippines.

<p>Scope of work/ Specification/ Outputs</p>	<p>In continued effort to promote internationalisation of higher education in the Philippines and to guide our work on establishing UK-Philippines TNE linkages, British Council is looking for a local expert in the higher education sector to conduct mapping study of Philippine HEIs TNE activities.</p> <p>The main goal is to identify Philippine universities who are implementing TNE activities and the extent/scope of their TNE engagement.</p> <p>Specifically, the assignment will aim to:</p> <ol style="list-style-type: none"> 1. Identify and provide an analysis of the Philippine universities': <ol style="list-style-type: none"> a. Internationalisation of higher education strategies (if any) and funding mechanisms for international partnerships; b. Nature of international partnerships and TNE models; c. TNE-related data and data collection system: <ul style="list-style-type: none"> • International students registration/acceptance guidelines/requirements (e.g. English competencies, grade/credit) • Students enrolment in TNE programmes • Field or subject area of programme; • Programme level; • Mode of delivery • Programme duration • Details of qualification awarded d. Capacity for TNE engagement; and e. Perceived challenges and opportunities for TNE 2. Identify local private schools and international schools offering International Baccalaureate or A-levels; and identify schools which have the capacity/potential to offer such programmes; 3. Identify and recommend possible roles for the British Council in providing support for the Philippine HEIs to establish TNE partnerships with UK: <ul style="list-style-type: none"> • Where the British Council has a unique offer that can complement the universities' existing international collaboration with UK; • Areas of mutual benefit for the UK and Philippines in their cooperation; and • Where there is potential for a sustainable funding model for the recommendations to be implemented <p>Expected Outputs:</p> <p>The selected consultant will produce a comprehensive analytical report on the Philippine HEIs TNE engagement.</p> <p>The report will include the following information:</p> <ol style="list-style-type: none"> 1. Profile of Philippine universities: <ol style="list-style-type: none"> a. TNE activities, their internationalisation strategies and funding mechanisms; b. Nature of international partnerships and TNE models; c. TNE-related data and data collection system: <ul style="list-style-type: none"> • Students enrolment in TNE programmes
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- Field or subject area of programme;
 - Programme level;
 - Mode of delivery
 - Programme duration
 - Details of qualification awarded
2. An assessment of the universities' TNE capacities or their potential for TNE engagement;
 3. Perceived challenges and opportunities for TNE
 4. Recommendations on how British Council can provide support to Philippine universities to start up/sustain TNE collaboration with UK HEIs.

The final report should also include the following:

1. Executive Summary: A part from a comprehensive report will constitute the major output, a clear and well-written three to five-page summary-report bringing out the major findings and recommendations from the report.
2. Conclusion and Recommendations: Prioritised list of recommendations;
3. Annexes: shall include definitions, data sources, and other necessary documents to support the findings of the study.

Activities and Approaches:

In performing this assignment and delivering expected outputs, the consultant is to conduct the study in the following three phases:

Phase 1: Desk Research which will include, among others, the following activities:

- a) Study of Philippine universities' profile, internationalisation strategies, TNE activities ;
- b) Data collection of available TNE-related data;

Phase 2: Data Gathering/Interview with Relevant HEIs stakeholders

Phase 3: Report Writing

- a) Drafting of initial report (which includes the initial analysis and recommendations)
- b) Presentation to the British Council staff and other concerned stakeholders for validation and enhancements prior to finalisation;
- c) Revision of the report based on the recommendations from the initial output presentation, and
- d) Finalisation and submission of the final report.

The Consultant is expected to submit an Inception Report which includes a detailed work plan (activities, timeline and tools) in carrying out/delivering the project deliverables.

Qualification Requirements:

The consultant must possess the following:

- Minimum of seven years of experience in education sector work;
- Experience of conducting similar study in the Philippines;
- Thorough and up-to-date knowledge of the Philippine HE sector;
- Preferably with in-depth knowledge of internationalisation of higher

	<p>education;</p> <ul style="list-style-type: none"> • Proven experience in research, with published output/s; • Ability to submit the final report on 18 March 2016. 																								
Timescales	<p>This timetable may be subject to change.</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>ITQ Released</td> <td>8 January 2016</td> </tr> <tr> <td>*Clarification Questions</td> <td>15 January 2016 (17:00hrs, Philippine time)</td> </tr> <tr> <td>Clarification Responses</td> <td>20 January 2016</td> </tr> <tr> <td>ITQ Return Date/Submission Deadline</td> <td>1 February 2016 (17:00hrs, Philippine time)</td> </tr> <tr> <td>Evaluation of responses</td> <td>3 February 2016</td> </tr> <tr> <td>Final decision and Intention to award</td> <td>5 February 2016</td> </tr> <tr> <td>Inception report</td> <td>10 February 2016</td> </tr> <tr> <td>Desk Research/Data Gathering</td> <td>15-29 February 2015;</td> </tr> <tr> <td>Concept Construction/Report Writing</td> <td>1-4 March 2016</td> </tr> <tr> <td>Submission of First Draft</td> <td>9 March 2016; 11 March 2016 – British Council to provide inputs</td> </tr> <tr> <td>Submission of Final Report</td> <td>18 March 2016</td> </tr> </tbody> </table> <p>*Any clarification questions should be submitted via email to Lotus.Postrado@britishcouncil.org.ph no later than 17:00hrs on 20 January 2016.</p>	Activity	Date	ITQ Released	8 January 2016	*Clarification Questions	15 January 2016 (17:00hrs, Philippine time)	Clarification Responses	20 January 2016	ITQ Return Date/Submission Deadline	1 February 2016 (17:00hrs, Philippine time)	Evaluation of responses	3 February 2016	Final decision and Intention to award	5 February 2016	Inception report	10 February 2016	Desk Research/Data Gathering	15-29 February 2015;	Concept Construction/Report Writing	1-4 March 2016	Submission of First Draft	9 March 2016; 11 March 2016 – British Council to provide inputs	Submission of Final Report	18 March 2016
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Supplier Response	<p>Please complete Annex 1 (ITQ response) and submit it to Lotus.Postrado@britishcouncil.org.ph no later than 17:00hrs on 1 February 2016.</p> <ul style="list-style-type: none"> • Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered. • Do not submit any additional documentation with your ITQ response except where specifically requested. • Supporting evidence (PDF, JPG, PPT, Word and Excel formats only - other formats should not be used) can be provided to substantiate your response – please ensure that all attachments/supporting evidence is clearly labelled with the appropriate section/question number. • Where supporting evidence is requested as 'or equivalent' – it is the Supplier's responsibility to prove the relevant equivalence. • It is not acceptable to submit a generic policy in answer to a question. • All answers in the ITQ response should be inserted in the dedicated response section/question in Annex 1. • Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. 																								

- Completion and submission of your response does not guarantee award of any British Council Contract.

Evaluation Criteria

The award criterion for this Invitation to Quote is the most economically advantageous. The Supplier’s submissions will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection. Supplier responses to this ITQ will be assessed using the following criteria and weightings.

Criteria	Weighting
Section 1 – Mandatory and Discretionary Rejection	Pass/Fail
Section 2 – Expertise in data analysis and roadmap design	35%
Section 3 – Knowledge of UK and ASEAN/Philippines education sector	35%
Section 4 – Costing/Price	30%

Evaluation of all submitted responses will be undertaken by the evaluation panel which will consist of British Council representatives with relevant and significant experience and knowledge of the requirements.

Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.

The responses under each section will be scored based on the following matrix:

Points	Interpretation
15	A comprehensive and strong answer indicating the supplier is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
12	There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.
10	There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
5	There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

	0	The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.
<p>The lowest all-inclusive cost proposed will receive 30%. All other submissions will be allocated a % score pro-rata.</p> <p>The final evaluation score will then be calculated for each response by adding together the scores for each Section.</p>		

<p>Conditions & Contractual Requirements</p>	<p>The contract awarded will be for a period of 10 working days with an option for extension for up to an additional 5 working days under the same Contractual terms and conditions.</p> <p>Confidentiality All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of the British Council's requirements and under no circumstances should be disclosed to a third party without the British Council's consent.</p> <p>All relevant policies that suppliers are expected to adhere to can be found on the British Council website – http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/</p> <p>This document does not constitute an offer to provide goods/services to the British Council and the British Council is not obliged to award a contract for these goods/services.</p> <p>The British Council reserves the right to request reference information.</p> <p>All costs incurred in the preparation of the ITQ response are the supplier's responsibility.</p> <p>Travel & Expenses (if applicable) Please note that travel and expenses will be paid in line with the British Council policy. No travel and expenses will be paid when the supplier and/or its personnel are working from the suppliers offices or working from home.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Suppliers should only travel where there is a clear business need. • Suppliers must plan travel and make bookings as far in advance of the date of travel as possible. • Suppliers are accountable for ensuring all bookings made and expenses
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claimed are in policy and all claims are accompanied by receipts covering all expenditure.

Booking Transport:

- Suppliers are encouraged to use public transport wherever possible as a more environmentally friendly means of transport.
- Safety should be the primary consideration when making transport bookings, with cost as the other main factor.
- If the Supplier has a disability you must be given special consideration with regard to means of travel and suitability of route.

Booking Accommodation:

- Accommodation should be of a minimum three star rating or equivalent.

Claiming for Meals:

- Suppliers should claim actual expenditure on meals supported by receipts up to the maximum agreed limits

NOTE: All costs related to travel, accommodation and meals will be agreed in advance with the British Council manager.

Payment and Invoicing

The British Council will pay correctly addressed and undisputed invoices within 30 days. The British Council have a requirement for invoices to be produced in an electronic format.

Essential information to be included on any invoice for the British Council is:

- A description of the services supplied.
- The British Council reference number/Purchase Order number.
- Addressed to Accounts Payable.
- The costs including VAT (if applicable) and any other charges

Contracting

Any submissions must expressly accept the British Council's Contract (Terms and Conditions). If you have any objections these must be stated in writing on a separate appendix. A copy of the Contract is attached at [Annex 2](#).

Mandatory due diligence and discretionary rejection information included in Annex 1 will form part of your response to this ITQ.