

INVITATION TO QUOTE

For: Consultancy Service for Philippines TNE Links Programme

Date	3 January 2017
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>
Background	<p>British Council and the Commission on Higher Education (CHED) are currently implementing the <i>Joint Development of Niche Programme through Philippine-UK Linkages</i>. The 2-year project which commenced in August 2016 aims to provide capacity and funding support for Philippine HEIs to establish international connectivity and engagement through developing TNE partnerships with HEIs in the United Kingdom. The Project is envisioned to establish new, niche UK TNE postgraduate degree programmes in the Philippines.</p> <p>Specifically, the programme aims to:</p> <ol style="list-style-type: none"> a) Build capacity of HEIs on IHE and TNE and raise the importance of incorporating internationalisation goals into HEIs overall vision and mission. b) Provide seed funding to HEIs to develop inbound TNE programmes with UK HEIs. c) Support research collaboration between Philippines and UK that will lead to development of TNE partnerships; and d) Establish Philippines and UK higher education partnerships and;

	<p>It is in this light that the British Council is looking for an expert in the higher education sector (specifically on internationalisation of higher education and transnational education) who will provide technical advice/assistance to British Council and CHED in terms of the Programme directions, priorities and strategies.</p> <p>The 2-year project includes the following components:</p> <ul style="list-style-type: none"> • Series of capacity building activities for key CHED and HEI officials • Preparation, submission, approval and implementation of grant funding in TNE development • Fora/Conferences/workshops discussions between UK and Philippine HEIs on partnerships • Conferences, workshops • TNE Manual development • Communication Strategies: Promoting TNE Links <p>British Council is responsible for overall management of the project but both British Council and CHED form part of key Committees (Advisory Committee, Technical Review Committee) established under the project, providing guidance for strategic directions and decisions around project operations.</p> <p>British Council is in need of Consultant who has broad knowledge and experience on Internationalisation and transnational education in the UK.</p>
Scope of work/ Role Specification	<p>Specifically, the Consultant is expected to:</p> <ol style="list-style-type: none"> 1. Provide technical assistance/inputs to British Council and CHED in shaping the strategic direction and programming of the Project for it to best adopt strategies that will ensure achievement of project goals and intended outcomes. 2. Provide guidance or technical assistance to Philippine HEIs and CHED in further understanding the UK HE sector and brokering relationships with UK HE agencies and HEIs. 3. Provide technical advice to Philippine HEIs in their TNE development with UK HEI partners. 4. Develop strategic and cohesive communication plan to improve Philippine audience' knowledge and understanding of TNE and create greater understanding among UK audience on TNE opportunities in the Philippines. 5. Develop and establish a functional system for monitoring and evaluating the progress/success of Philippine HEIs' grant projects/activities and ensure that the system is able to address operation and programme issues. 6. Assist British Council and CHED to develop strategies for Philippine HEIs and CHED to sustain the gains from the Project, particularly identifying mechanisms that will grow TNE in the Philippines. 7. Promote TNE opportunities in the Philippines through presentation in international/UK HE conferences and networking events, publication of articles in UK HE websites and blogs. 8. Provide technical inputs during conferences, meetings and activities under the Programme including Advisory Committee and Review Committee meetings. 9. Serve as a member of the Review Panel, to review and evaluate TNE proposals from HEIs and provide inputs or suggestions of activities to ensure that the UK-

	<p>Philippine HEI partners achieve their partnership goals/deliverables.</p> <p>Deliverables and Consulting Arrangement: The consultant is expected to be under contract for a year (April 2017 to March 2018), with a maximum of 60 man-days (5 days/monthly). Monthly tasks and deliverables shall be agreed with British Council following the role specifications set above.</p> <p>Among others, the deliverables should include (<i>subject to change depending on project directions and programming</i>):</p> <ul style="list-style-type: none"> • Project monitoring and evaluation system (including identification of key success indicators) • Project Sustainability plan • Communication Plan • Publications of blogs, blurbs, articles about Philippine TNE • Conference presentations on Philippine TNE opportunities • Technical reports, Evaluation reports, forum/conference programme design 														
<p>Consultant's Qualifications</p>	<p>Qualifications</p> <p>The consultant must possess the following:</p> <ol style="list-style-type: none"> 1. Expertise on UK internationalisation and transnational education 2. Experience on internationalisation and TNE in ASEAN 3. Minimum of seven to ten years of experience in relevant UK HE sectoral agency 4. Thorough and up-to-date knowledge of the HE sector in UK and ASEAN; 5. Familiarity with the higher education context in the Philippines, preferably with in-depth knowledge on TNE in the Philippines; 6. Proven experience in research, with published output/s; and 7. Availability and willingness to travel in the Philippines when needed, depending on project schedules. 														
<p>Timescales</p>	<p>This timetable may be subject to change.</p> <table border="1" data-bbox="384 1379 1350 1693"> <thead> <tr> <th>Activity</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>*Clarification Questions</td> <td>24 February 2017</td> </tr> <tr> <td>Clarification Responses</td> <td>3 March 2017</td> </tr> <tr> <td>ITQ Return Date/Submission Deadline</td> <td>10 March 2017 (17:00hrs, Philippine time)</td> </tr> <tr> <td>Evaluation of responses</td> <td>13-20 March 2017</td> </tr> <tr> <td>Final decision and Intention to award</td> <td>24 March 2017</td> </tr> <tr> <td>Work Plan</td> <td>31 March 2017</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 24 February 2017.</p>	Activity	Date	*Clarification Questions	24 February 2017	Clarification Responses	3 March 2017	ITQ Return Date/Submission Deadline	10 March 2017 (17:00hrs, Philippine time)	Evaluation of responses	13-20 March 2017	Final decision and Intention to award	24 March 2017	Work Plan	31 March 2017
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<p>Supplier Response</p>	<p>Please complete Annex 1 (ITQ response) and submit it to Lotus Postrado (Lotus.Postrado@britishcouncil.org.ph) no later than 17:00hrs on 10 March 2017.</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. • You may submit additional documentation with your ITQ response such as report of a leadership programme previously developed or delivered. • Supporting evidence (PDF, JPG, PPT, Word and Excel formats only - other formats 														

	<p>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.</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <table border="1" data-bbox="384 887 1355 1115"> <thead> <tr> <th>Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>Section 1 – Mandatory and Discretionary Rejection</td> <td>Pass/Fail</td> </tr> <tr> <td>Section 2 – Expertise in data analysis and roadmap design</td> <td>35%</td> </tr> <tr> <td>Section 3 – Knowledge of UK and ASEAN/Philippines education sector</td> <td>35%</td> </tr> <tr> <td>Section 4 – Costing/Price</td> <td>30%</td> </tr> </tbody> </table> <p>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.</p> <p>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.</p> <p>The responses under each section will be scored based on the following matrix:</p> <table border="1" data-bbox="384 1525 1355 2112"> <thead> <tr> <th>Poi nts</th> <th>Interpretation</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>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.</td> </tr> <tr> <td>12</td> <td>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.</td> </tr> <tr> <td>10</td> <td>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.</td> </tr> </tbody> </table>	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%	Poi nts	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.
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	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>		

Conditions & Contractual Requirements	<p><i>The contract awarded will be for a period of one year, 48 man-days or 4 days monthly with an option for extension for up to an additional 5 working days under the same Contractual terms and conditions.</i></p> <p>Confidentiality <i>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.</i></p> <p><i>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/</i></p> <p><i>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.</i></p> <p><i>The British Council reserves the right to request reference information.</i></p> <p><i>All costs incurred in the preparation of the ITQ response are the supplier's responsibility.</i></p> <p>Travel & Expenses (if applicable) <i>The appointed supplier will be expected to travel to British Council offices in Manila, Philippines as required, in the delivery of the services.</i></p> <p><i>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.</i></p>
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Guidance:

- *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 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.*
- *Travel by rail should be by standard class.*
- *Travel by air should be by economy class for where the flight time is less than eight hours, and by premium economy class where the flight time is eight hours or more. The flight time is the total time spent in the air, plus any stopovers on the way.*
- *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

	<i>Annex 1 will form part of your response to this ITQ.</i>
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