

## **Request for Proposal (RFP)**

For consultancy services to manage and strengthen a network of mentors for Women in STEM; to promote best practice exchange and collective construction of a sustainable national and international networking scheme for more sustainable engagement and professional growth of mentors and institutions. The consultancy will also include monitoring of available training MOOCs for mentors and institutions.

### **Network of mentors**

- Design and implement a strategy for the network engagement: communication, exchange, and learning strategy.
- Implement a scheme of recognition for best practices of mentors and of HE institutions.
- Organise and facilitate an annual summit of mentors (hybrid mode).

### **Capacity building of mentors**

- Design and facilitate two training workshops to enhance individual mentors' capacities and to develop/strengthen relevant skills for effective networking among mentors and HEIs.

### **Monitoring of existing MOOCs: Course for Mentors and Course for Higher Education Institutions**

- The consultant will monitor, assess and report the use, effectiveness, user satisfaction levels, and other aspects that may inform of its reach, impact, and relevance..

**Date:** 28 April 2023

## **1 Overview of the British Council**

1.1 We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

1.2 We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

1.3 In Peru, we work collaboratively with the government and partners in the higher education sector and the research ecosystem. Working together we make a bigger difference, creating benefit for thousands of people in all the regions of the country.

## 2 Introduction and Background to the Programme

[Going Global Partnerships](#) builds stronger, more inclusive, internationally connected higher education and TVET systems which support economic and social growth. Through this British Council programme, you can connect, collaborate, and innovate with universities, colleges, education policy makers and other partners in the UK and around the world.

The overall expected outcomes of the global programme include:

- **Enabling research:** supporting research, knowledge, and innovation collaboration to address local and global challenges and promote inclusive growth.
- **Internationalising higher education and TVET institutions:** creating an enabling environment while supporting institutions and individuals to benefit from internationalisation.
- **Strengthening higher education and TVET systems:** improving the quality and efficiency of institutions and systems.
- **Enhancing student outcomes:** improving the qualities of global graduates (e.g., soft skills, employability, community outcomes).

### Opportunities:

- Going Global Partnerships offers you vital international opportunities - the chance to build relationships, to share ideas and good practice, to access grant funding for collaborative partnerships and more.
- You can see current and upcoming Going Global Partnerships opportunities on our website: <https://www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate> . We have many opportunities being launched at this time, so please check this page regularly.

This document refers to the following opportunity: to manage and strengthen a network of mentors for Women in STEM; to promote best practice exchange and collective construction of a sustainable national and international networking scheme for more sustainable engagement and professional growth of involved mentors and institutions. The consultancy will also include monitoring of available training MOOCs for mentors and institutions.

British Council **Going Global Partnerships Peru** supports Peruvian higher education to be stronger, more inclusive, and more international through initiatives that foster inclusivity and international connections through networking of mentors for women in STEM; and transnational education (TNE) capacity building for internationalisation at HEIs and system level.

Building on our contribution to the STI ecosystem which since 2018 allowed us to implement programmes for women and girls in STEM in alliance with the Committee Pro Woman in Science, Technology and Innovation (STI) at the Peruvian National Council of Science Technology and Technological Innovation (CONCYTEC) that successfully translated into a set of available MOOCs for mentoring for women in STEM, in addition to the delivery of a series of training workshops and events that have positioned UK value and expertise in the area of mentoring; plus the impactful and significant engagement of professionals in the mentoring programme across the country. This 2023-2024 plan is intended to (a) facilitate the creation of a network of mentors and HEIs that embrace mentoring schemes with the purpose of exchanging experiences, sharing lessons and advocating for HEIs incorporation of mentoring schemes as a strategic tool, ensuring the development of a sense of community, (b) design a minimum of two training to strengthen involved participants in mentoring skills as well as for effective networking, (c) organise a mentoring summit which brings together mentors from different country regions and also mentors/networks from the UK and other LATAM countries, securing participation of keynote speakers and international experts on mentoring, and (d) monitor the current online MOOCs to train mentors and institutions to identify access, user experience and areas of improvement.

The total value of the consultancy will be up to £25,000.

Further details of the technical requirements and timeline for work can be found in section 7 of this document: Specification.

### 3 Tender Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process ("**Procurement Process**").

#### 3.1 Contracting requirements

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council office in Peru.

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annexes 1, 2 and 3 (Terms and Conditions of contract of each category advertised) ("**Contract**"). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

3.1.4 The Contract awarded will be for a duration of 6 months, between June 2023 and December 2023. The last project phase (Phase 3) and its respective deliverable/s must be completed no later than December 15, 2023. A further extension could be negotiated between the British Council and the consultant according to the terms of reference and subject to the British Council's needs and availability of funds.

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response

shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

### **3.2 General Policy Requirements**

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

### **3.3 General tender conditions (“Tender Conditions”)**

3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, tender responses should be based on and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided; and the analysis of your tender response being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [4] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP and its Annexes carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex [4] (Supplier Response) and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided.

- contains handwritten amendments which have not been initialled by the authorised signatory.
- does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
- is not submitted in a manner consistent with the provisions set out in this RFP;
- is received after the Response Deadline.

3.3.10 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process.
- to fix or set the price for goods or services.
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response.
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted; or
- to collude in any other way
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

The British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

## **4 Confidentiality and Information Governance**

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender



response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.6 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part 2 (Submission Checklist) of Annex 2 (Supplier Response), you must provide clear and specific detail as to:

- the precise elements which are considered confidential and/or commercially sensitive.
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process, you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

## **5 Tender Validity**

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response not valid for this period may be rejected by the British Council.

## 6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance: with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to [britishcouncilperu@britishcouncil.org](mailto:britishcouncilperu@britishcouncil.org) cc. [william.machaca@britishcouncil.org](mailto:william.machaca@britishcouncil.org)

## 7 Specification

7.1 Working remotely, the Consultant(s) should develop work that allows mentors and HEIs to strengthen its mentoring role, and to develop a sense of community, self-efficacy and professional commitment for embarking in collaborative interinstitutional initiatives through effective networking schemes.

### Work plan

The consultant will prepare a detailed work plan for the entire consultancy that includes the scope of work, objectives and expected results, methodology, M&E plan and Gantt chart. Phases 2 and 3 will see the implementation of the activities proposed in the specific plan, which should be periodically reported to British Council.

### 7.1 Specific consultancy planning

#### Phase 1

The aim of this stage is to assess the context; existing needs, interests, competencies, and potential participation of mentors and HEIs, existing opportunities, challenges, and risks for effective plan implementation. This phase should include, but not be limited to, the collection of previously mentoring-related outputs, ecosystem appetite for mentoring schemes and best practice experiences locally or internationally referenced; all these insights will in turn inform the design of an effective and relevant plan for the creation of a network of mentors and HEIs that

embrace mentoring schemes systematically and contribute to its sustainable and systematic enhancement and growth; for the strengthening of its mentors; and for the monitoring of MOOCs to train mentors and HEI.

## **Phase 2**

Based on the insights/inputs collected and in accordance with the planned actions in Phase 1, two key capacity building moments, which gather all relevant project participants from across the country, the UK and other LATAM countries, will be delivered and reported in July and September, respectively.

In addition, this phase must include the specific plan for the summit for mentor to be delivered in December as well as the beginning of the monitoring on the use of the MOOC.

## **Phase 3**

The consultant will design, develop, and implement the first 2023 Mentoring Summit which is intended for project participants to gather face to face and online with the purpose of celebrating achievements and consolidating their sense of belonging & sense of community, exchanging experiences and attending keynote speeches that inform and inspire them to continue working with shared purposes and in close collaboration. This phase will include the final stage of the monitoring of the use of the MOOC and the work on the monitoring report.

### 7.2 Objective

The network of mentors of Women in STEM and its members are strengthened, enhances individual and institutional mentoring practices, develops a sense of community, and implement effective national and international collaborative initiatives.

### 7.3 Methodology

The consultancy will apply the methodology they describe in their proposal which respond to the points in section 7 (Specification) of this document; once they are granted the project, they might have to adjust the said proposal in attention to the context, comments, feedback, and inputs provided by British Council.

### 7.4 Governance

The Consultant(s) will liaise regularly and report to a team led by the British Council's Projects Manager Education in Peru.

### 7.5 Deliverables of the consultancy

#### **1. Specific work plan** (completed by 28 June - Deliverable 1)

This should include at least:

- Analysis of mentoring background in mentoring for women in STEM, scope of work, objectives, expected results, methodology, M&E plan and others the consultant may consider to be needed.
- Gant chart for consultancy service

#### **2. Capacity building Implementation and report** (Completed by 09 October - Deliverable 2)

Despite recurring coordination and M&E activities and tools the consultant incorporates in the proposal, they shall submit a detailed report against all planned elements which must include, but not be limited to, the analysis of outputs deriving from the two main capacity building events (implemented in July and September).

#### **3. Organisation of the 2023 Mentoring Summit and report** (Completed by 15 December - Deliverable 3)

Based on project delivery and engagement with the ecosystem on phases 1 and 2, The consultant will design, implement, and assess the first mentoring Summit with the purpose of bringing best practice experiences in mentoring schemes, celebrating project achievements, setting up network shared purposes, consolidating participants' sense of belonging & sense of community, and acknowledging individual mentors and HE institutions

#### **4. Monitoring of existing MOOCs – Course fo Mentors and Course for Higher Education Institutions** (Completed by Dec 31 – Deliverable 4)

The consultant will monitor and report the use, effectiveness, user satisfaction levels, and other aspects that may inform of its reach, impact, and relevance.

#### **5. Network engagement actions implemented and reported** (Completed by 31 January 2024 – Deliverable 5)

Implementation of synchronous/asynchronous activities and different strategies to consolidate network organisation and engagement and report progress and results.

## 7.6 Language

The consultancy will be carried out in Spanish. However, it should identify project components that need to be implemented in English (such as participation and dialogues with UK stakeholders) then map out translation and simultaneous interpretation services to guarantee effective communication and engagement.

Key consultancy outputs (work plan, reports, capacity building elements) will be presented in Spanish version.

## 7.7 Budget

Total budget allocated for this consultancy: Up to 25,000 GBP.

Deliverable	Budget allocated	Date of delivery
Deliverable 1	7,500 GBP	28 June 2023
Deliverable 2	10,000 GBP	09 October 2023
Deliverable 3, 4 and 5	7,500 GBP	31 January 2023

## 7.8 Intellectual Property

The materials generated under this consultancy as well as all raw data associated will be the intellectual property of the British Council.

## **8 Mandatory Requirements / Constraints**

8.1 As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

## 9 Qualification Requirements

9.1 As part of your tender response, you must confirm compliance with any qualification requirements as set out at Annex 4 (Qualification Questionnaire). A failure to comply with one or more such qualification requirements shall entitle the British Council to reject a tender response in full.

## 10 Key background documents and further information

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

10.2 The following additional information is provided in Google Drive as part of this RFP: [Women in STEM handbooks and reports](#)

## 11 Timescales

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
RFP Issued to bidding suppliers	May 01 2023
Deadline for clarification questions ( <b>Clarification Deadline</b> ) – virtual sessions at request of interested suppliers	May 12, 2023
Deadline for proposal submission	May 18, 2023
Project awarding	May 26, 2023
Contract signing	June 6 2023
Contract start date	June 7, 2023
Contract ends	January 31, 2023

## 12 Instructions for Responding

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to [william.machaca@britishcouncil.org](mailto:william.machaca@britishcouncil.org) by the Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when submitting your response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
- Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- Please make sure that any additional documentation does not exceed 2 MB size in total.
- If you submit a generic policy / document, you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this RFP or its Annexes, all tender responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as ‘or equivalent’ you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.



- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

## 13 Clarification Requests

13.1 All clarification requests should be submitted to [britishcouncilperu@britishcouncil.org](mailto:britishcouncilperu@britishcouncil.org) cc. [william.machaca@britishcouncil.org](mailto:william.machaca@britishcouncil.org) as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

13.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

13.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

## 14 Evaluation Criteria

14.1 You will have your tender response evaluated as set out below:

**Stage 1:** Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders' responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of

this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.



**Stage 2:** The completed Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.



**Stage 3:** If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council’s requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social value	20%
Professional experience, qualifications and competencies of the team	30%
Methodology and Approach that demonstrates that the consultant understands the request and the type of organisation the British Council is	40%
Value for Money (Pricing per activities plus maximizing the available budget including senior staffing available)	10%

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Point	Interpretation
10	<b>Excellent</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	<b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.

<b>0</b>	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.
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14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach section) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full tender response at this point. The British Council may also reject any tender response where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales

specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

**List of Annexes forming part of this RFP (issued as separate documents):**

- **Annex 1 - Draft Contract**
- **Annex 2 – Supplier Response**
- **Annex 3 – Pricing Approach**