**Invitation to Tender (ITT)**

For: Assessment of viability for Training Placement Scheme in Wales

**(IAESTE)**

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| **Date:** | **11 April 2017** |
| **Overview of the British Council** | 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 2015-16, its programmes reached a total audience of 646 million people worldwide and we engaged directly with 53 million.  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.  Its primary charitable objects are set out in the Charter and are stated to be:-   * + 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.   In 2015 to 2016, the British Council had a total turnover of £980 million. Its income included a grant-aid of £162 million from the UK government, £568 million from fees and income from services such as English teaching and exams administration, and funding from the management of client-funded contracts and from a wide range of public and private sector partners.  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.  Further information can be found at [www.britishcouncil.org](http://www.britishcouncil.org) |
| **Introduction/**  **Background** | The British Council manages a range of programmes for individuals to gain practical experience overseas. Some of these opportunities are reciprocal, offering international students the chance to live and work in the UK.   **IAESTE** is a small scale project currently delivered by the British Council, facilitating training placements overseas for UK undergraduate students and for international students with UK universities and companies. In Wales, participation in the programme in recent years has been declining to almost single figure participation each way.  There are four key aims of this tender:  **1. To assess whether Welsh businesses are interested in taking international students for work experience placements, including gathering information on perceptions of opportunities and barriers.**  **2. To assess whether Welsh businesses are prepared to pay for taking on an international student for a work experience placement.**  **3. To assess the suitability of the IAESTE programme to facilitate international work placements for Welsh businesses.**  **4. To create a database of employers potentially interested in participating in the IAESTE programme.**  **Background**  **IAESTE** is the International Association for the Exchange of Students for Technical Experience and offers paid work based training opportunities for students in STEM and applied arts related subjects in both the UK and in over 80 countries worldwide.  The British Council is a member of the Association and manages the delivery of IAESTE in the UK with funding support from UK government departments.  The funding from the Welsh Government for the Wales component of the IAESTE programme is part of a larger International Education Programmes (IEP) contract. Over the last few years funding has been provided for programme and staff costs with the target of sending 15 Wales students out and bringing 15 international students into Wales in 2013-14 and 2014-15, and the target of 10 each way in 2015-16 and 2017-18. For the financial year 2017-18 the Welsh Government has reduced the funding for the IAESTE programme, with the aim of ceasing all funding after that.  For the last few years, placements in Wales have been offered by university departments, with very few placements offered by businesses. The British Council wants to assess whether there is an appetite from Welsh businesses for the IAESTE programme and the services it provides, in order to determine whether to continue funding the programme in Wales from other income sources.  For programme information see [www.britishcouncil.org/iaeste](http://www.britishcouncil.org/iaeste) |
| **Scope of work /Specification**  **/Outputs** | **Scope of Work**  As part of this exercise the Consultant shall conduct a market analysis of the opportunity for this type of service, with a focus on businesses in the science, technology, engineering and mathematics sector (STEM) in Wales.  The Consultant shall also gather data from employers on the value and benefit of international placement services. This review should assess any potential barriers to employer engagement with the scheme and identify potential marketing opportunities; including a bank of key messages that can be used to target future employers.  The final report should provide a comprehensive analysis of the overall viability of continuing with the IAESTE programme in Wales, including a database of employers potentially interested in participating in the IAESTE programme.  **Specification**  The Consultant will be required to:  **1.** Conduct a literature review of a range of internally available documentation including evaluation reports, which will be provided by the British Council to the successful Supplier.  **2.** Design a questionnaire and conduct interviews with Welsh businesses who have an international interest or are interesting in engaging globally to assess the interest and willing to pay to host international trainees (by phone, Skype or face to face).  **3.** Identify types of impact and benefit of international placements within the Welsh businesses and present key messages.  **4.** Collate and structure a report in response to the four key aims of the tender and summarizing the points outlined above, along with a database of potential employers.  **Outputs**   1. Written PDF report for British Council internal use to be submitted by the **2nd of June 2017**, in an appropriate format to be agreed between the Consultant and the British Council, to include as a minimum:  * Executive summary * Methodology * Key findings * Market opportunity * Present key messages: grouped and browsable by different types as above, referenced and supported by data, case studies, quotes etc.  1. Database of potential employers 2. Verbal presentation to British Council staff of main findings by meeting or telephone (date to be confirmed)   **Qualifications and Skills Required**   * The ability to filter large amounts of information, draw relevant conclusions and present them in a suitable format * Training and/or experience in market research * Experience of drafting and producing written reports to include appropriate/relevant content/detail * Fluent in English * Training and/or experience in business development * Training and/or experience in project management * Experience/Knowledge of IAESTE or similar mobility programmes * Welsh based or knowledge of Welsh businesses, networks and relevant contacts |
| **Constraints** | **Confidentiality**  Access will be provided to the approved Consultant to confidential information and the Consultant will be required to adhere to the British Council Confidentiality clause 7 (Standard Terms) as specified in Annex 2, the Contract.  **Data Protection**  The Consultant will act in accordance with the Data Protection Act 1998 and any British Council instructions in regards to processing any personal data as specified in Clause 10 (Standard Terms) of the Contract at Annex 2.  **Intellectual Property Rights**  Any pre-existing materials provided to the Consultant by the British Council and any reports, materials, and documents produced by the Consultant for the contract, the intellectual property rights will be owned by the British Council. |
| **Key Background documents & Information:** | The key background information to our programmes can be found in the programme websites listed in the ‘Background’ section of this document. |
| **Inputs of the British Council** | The British Council will provide the following to assist the appointed Consultant(s):   * All necessary access to internal reports and documents to be analysed. * All contact details of past and current employers |
| **Timescales** | *This timetable may be subject to change.*   |  |  | | --- | --- | | **Activity** | **Date** | | ITT Released | 24 April 2017 | | Clarification/Questions | 27 April 2017 | | Clarification Responses | 28 April 2017 | | ITT Return Date | 11 May 2017 | | Final decision and Intention to award to appointed Consultant | 18 May 2017 | | Implementation meeting (by phone or face to face) | 19 May 2017 | | Draft report to be submitted | 2 June 2017 | | British Council response to draft report | 6 June 2017 | | Final report to be submitted | 12 June 2017 | | Verbal presentation of findings to British Council staff | Week commencing 12 June 2017 | |
| **Supplier Response** | Please complete Annex 1 (ITT response) and submit it to [katie.jellicoe@britishcouncil.org](mailto:katie.jellicoe@britishcouncil.org) no later than **11th May 2017 12:00hrs.**   * Please ensure that you send your submission in good time to prevent issues with technology – late submissions may not be considered. * Do not submit any additional documentation except if 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 question number. * It is not acceptable to submit a generic policy in answer to a question. * All answers in the ITT response should be inserted in the space below the British Council requirement / question. * Where supporting evidence is requested as ‘or equivalent’ – it is the Consultant’s responsibility to prove the relevant equivalence. * 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 |
| **Clarification Questions** | Any questions should be submitted via email to [katie.jellicoe@britishcouncil.org](mailto:katie.jellicoe@britishcouncil.org) no later than 27th April 2017 17:00hrs. |
| **Evaluation Criteria** | The award criterion for this tender is the most economically advantageous. The Consultant’s submission will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection.  Supplier responses will be assessed using the following criteria and weightings.   |  |  | | --- | --- | | **Criteria** | **Weighting** | | Section 1 – Mandatory and Discretionary Rejection | Pass/Fail | | Section 2 - Methodology and approach  Full information provided on proposed research methodology and project plan for this work, including an estimated timeline. Methodology includes a full costing. | 20% | | Section 3 - Capability and experience to undertake this project  Demonstrable qualifications and experience for this project with reference to the qualifications and skills requirements set out in this ITT. | 50% | | Section 4 – Costing/Price  Full information provided on proposed day rate, draft workplan and estimate of time required to complete the specifications outlined in the ITT. | 30% |   Evaluation of submitted responses will be undertaken by the evaluation panel. This will consist of British Council representatives with significant experience and knowledge of the requirements. The qualitative aspects of your response will be evaluated entirely on your response submitted. 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. Any previous experience must be 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. |   The pricing evaluation will be based on the response with the lowest overall cost being assigned 30% and all other responses will be calculated pro-rata.  The final evaluation score will then be calculated for each response by adding together the scores for each Section. |
| **Conditions & Contractual Requirements** | The contract will be awarded until the **30th June 2017**.  The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.  If the Consultant considers that any of the information included in their completed documentation is commercially sensitive, they should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.  The Consultant should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received.  The Consultant should also note that the receipt of any material marked ‘confidential’ or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.  All relevant policies that Consultants 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/> The list of policies includes (**but it is not limited to**):  - Child Protection Policy  - Code of Conduct  - Equal Opportunities Policy  - Health and Safety Policy  - Global Privacy Policy  - Environmental Policy  - Pro-forma invoice and expenses claim  - Personal Information Charter  - Social Media Code and Guidelines (if applicable)  - Data Protection Policy relating to audio-visual consent (if applicable)  - Travel & Expenses Policy (if applicable)  Mandatory due diligence and discretionary rejection information included in Annex 1 will form part of your response to this ITT.  Any submissions must expressly accept the British Council’s minimum Contract Terms and Conditions. If you have any objections please state separately in writing.  A copy of the draft Contract is attached at Annex 2.  **Confidentiality**  All information contained within this document is confidential and is provided only to give Consultants 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.  The contents of this ITT are being made available by the British Council on condition that:   * Consultants shall at all times treat the contents of the ITT and any related documents (together called the ‘Information’) as confidential, save in so far as they are already in the public domain; * Consultants shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time; * Consultants shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender response; and * Consultants shall not undertake any publicity activity within any section of the media.   Consultants may disclose, distribute or pass any of the Information to the Consultant’s advisers, sub-contractors (if applicable) or to another person provided that either:   * This is done for the sole purpose of enabling a Tender response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Consultant; or * The Consultant obtains the prior written consent of the British Council in relation to such disclosure, distribution or passing of Information; or * The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it; or * The Consultant is legally required to make such a disclosure.   In relation to the above the definition of ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.  The British Council may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and the British Council may make any of the Tender documents available for private inspection by its officers, employees, agents or advisers.  The British Council also reserves the right to disseminate information that is materially relevant to the procurement to all Consultants, even if the information has only been requested by one Consultant, subject to the duty to protect each Consultant's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).  All costs incurred in the preparation of the proposal are the Consultant’s responsibility.  The British Council reserves the right to request reference information.  This document does not constitute an offer to provide goods and/or services to the British Council and the British Council is not obliged to award a contract.  **Tender/Proposal Validity**  Your response should remain open for acceptance for a period of 30 days from the return date of the ITT.  **Payment and Invoicing**  The British Council will pay correctly addressed and undisputed invoices within 30 days.  The British Council will have a requirement for invoices to be produced in an electronic format. These files should be ASCII, CSV or XML format and conform to British Council standard. These files can be sent via SMTP, HTTP, HTTPS or FTP. The British Council will also have a requirement to send purchase orders in XML format.  The essential information on an invoice for the British Council is:   * A description of the goods/services supplied. * The British Council reference number/Purchase Order number. * Addressed to Accounts Payable. * The costs including VAT (if applicable) and any other charges   The appointed Consultant may be expected to travel to British Council offices as required, in the delivery of the services.  NOTE: All costs related to travel; accommodation and meals will be agreed in advance with the British Council manager. |