Invitation to Tender (ITT)

For: Assisting the International Taskforce to Develop the Road Map in Punjab

Date: 5th May, 2016

1 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 2012-13, its programmes reached a total audience of 550 million people worldwide and we engaged directly with 10.8 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 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.

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
2 Introduction and background

British Council Pakistan and Government of the Punjab signed an MOU in January 2015 to provide technical support for The Higher Education Road Map for tertiary education system of Punjab. This initiative of Government of the Punjab started in 2014 when Chief Minister Punjab set up a committee of Vice Chancellors from Punjab to work on the Road Map. One of the recommendations from the committee was to establish Punjab Higher Education Commission (PHEC). Establishment of PHEC was announced formally in the Punjab by the government in January 2015.

The key objectives of the Road Map are to improve governance and administration of higher education institutes in Punjab including universities, associated colleges and technical education institutions, provision of quality education, equitable access, and leadership development for the HE sector of Punjab.

According to the Memorandum of Understanding (MoU) between the British Council and Government of the Punjab, British Council is committed to providing technical support and advice for the development of a road map and its implementation plan.

Punjab is the largest province of Pakistan and has approximately 56% of the country's total population. There are 26 public sector universities and 24 private sector universities. There are 682 affiliated colleges where the regular programme of 2 years graduate and post graduate degrees are offered. In terms of technical education and vocational institutions there are 165 institutions under TEVTA Punjab and almost 150 institutions under Punjab Vocational Training Council.

There is a clear need to revisit and to restructure the HE sector in Punjab. There are severe issues of quality in the affiliated colleges and technical colleges; the curriculum still taught in these institutions is 60 years old. Pass out rate from these institutions is only 36% for girls and 46% for boys. There is a clear skills gap in the province and the graduates from the existing HE sector are not employable in the industry.

3 Conditions and contractual requirements

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.

The contract awarded will be for the duration of the project, subject to the submission of the final report. Please note that the British Council may commission different parties for the subsequent communications programme.

The British Council reserves the right to demand that the chosen supplier works in partnership with one or more other parties for the delivery of this project. Any such decision will be undertaken in consultation with the chosen bidder.

The appointed supplier will only process personal data accessed in performance of the services in accordance with the British Council 's instructions and will not use such 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 the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identify, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union
activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The appointed supplier must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the “Act”). 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 suppliers considers that any of the information included in their completed documentation is commercially sensitive, it 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 suppliers 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 suppliers 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.

The supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council’s Child Protection Policy; in addition the supplier will ensure that where it engages any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – [http://www.britishcouncil.org/about/policies](http://www.britishcouncil.org/about/policies). The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

By submitting a tender, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.

If the terms of the Contract render the proposals in your tender unworkable, you should submit a clarification in accordance with Section 11 of this ITT (Clarification Questions) by Tuesday, 10th May, 2016 and the British Council will consider whether any amendment to the Contract is required. Any amendments shall be published via email by Thursday, 19th May, 2016 and shall apply to all tenderers. Any amendments which are proposed but not approved by the British Council through this process will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the tender.

This document does not constitute an offer to provide goods and/or services to the British Council.

All costs incurred in the preparation of the proposal are the supplier’s responsibility.

The British Council reserves the right to request reference information.
The British Council is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

4 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.

The contents of this ITT are being made available by the British Council on condition that:

- Tenderers 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;
- Tenderers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time;
- Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and
- Tenderers shall not undertake any publicity activity within any section of the media.

Tenderers may disclose, distribute or pass any of the Information to the Tenderer’s advisers, subcontractors or to another person provided that either:

- This is done for the sole purpose of enabling a Tender 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 Tenderer; or
- The Tenderer 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 Framework Agreement arising from it; or
- The Tenderer 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 contractual 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 Tenderers, even if the information has only been requested by one Tenderer, subject to the duty to protect each Tenderer’s commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).

5 Tender/Proposal Validity

Your response should remain open for acceptance for a period of 60 days. A response valid for a shorter period may be rejected.
6 Payment and Invoicing

The Council will pay correctly addressed and undisputed invoices within 30 days.

The essential information on an invoice for the Council is:
- A description of the services supplied.
- The Council reference number/Purchase Order number.
- Addressed to Accounts Payable.
- The costs including VAT (if applicable) and any other charges

7 Scope of work, specification and outputs

The purpose and aims of this consultation is to gain technical advice and facilitation from the UK sector on the development of the Punjab Higher Education Road Map. The road map will be developed as a consultative process which will be led by Punjab Higher Education Commission and technically supported by British Council and Punjab Higher Education Department. A working group will be formed which will consist of senior vice chancellors from Punjab, a member from Punjab Higher Education Commission, member from Chief Minister’s secretariat, consultants from the UK, and consultant(s) and experts from Pakistan. The consultation will help in identifying gaps, opportunities and defining next steps and learning.

The terms of reference for this study are as follows:

1. Review literature including Punjab, Pakistan and Regional demographics
2. Conduct sector analysis of the existing capacity of institutions including affiliated colleges, universities and other institutions and map what has been achieved so far
3. Develop a strategic plan along with key interventions and help Vice Chancellors design a workable model for the higher education reform in Punjab
4. Facilitate Vice Chancellors in the creation of a working paper to be presented to the British Council & Punjab Higher Education Commission which would later be presented to Chief Minister Punjab
5. Help set timelines to be followed by the working group
6. Develop a monitoring and evaluation framework

We estimate a final delivery date during the week of July 18th, 2016.

The final working paper will focus on a list of best practices and recommendations for the Punjab Government based on the following areas of focus:

A. Higher Education Institutions in Punjab
B. Colleges including affiliated colleges, technical and vocational training institutions
C. Allied Health Science

The intellectual property generated during the course of this project is to be transferred to the British Council and the Punjab Higher Education Commission. The terms and conditions for this arrangement will be stipulated in the eventual contract with the supplier.

The appointed supplier will be obliged to abide by the British Council’s brand guidelines for the editorial style of the report and its visual identity. For information about this is available here http://brand.britishcouncil.org/

8 Expertise required

We expect that the successful bidder will have experience of conducting social scientific research in Pakistan and/or similarly developing countries.
As part of the bid, we require a brief summary of the probable team that will conduct this research project. This summary will highlight any relevant experience or expertise in these fields and their particular research skills.

9  Timescales

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITT Released</td>
<td>5 May 2016</td>
</tr>
<tr>
<td>Clarification / Questions from suppliers (includes T&amp;Cs queries)</td>
<td>10 May 2016</td>
</tr>
<tr>
<td>Clarification Responses from the British Council (includes T&amp;Cs responses)</td>
<td>19 May 2016</td>
</tr>
<tr>
<td>ITT Return Date</td>
<td>3 June 2016</td>
</tr>
<tr>
<td>Evaluation and Selection of Preferred Supplier</td>
<td>10 June 2016</td>
</tr>
</tbody>
</table>

Note: Timescales are estimated and may be subject to change.

10  Instructions for Responding

Detailed Response: Please complete Annex 1 (Supplier Response) and submit it to hajira.khan@britishcouncil.org.pk no later than 3rd June, 2016 12:00 (GMT)

In addition, the following key points must be considered when responding to this ITT:

- 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 with your ITT 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 question number.
- Any supporting marketing materials should be provided separately to the main ITT response. All the references to such marketing content should be explicitly annotated in the ITT response.
- It is not acceptable to submit a generic policy in answer to a question. If you submit a generic policy you must indicate the page and paragraph reference to the appropriate content.
- 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 Tenderers 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 contract from the British Council.
- Please ensure that your responses are concise, unambiguous, and directly address the requirement stated or question posed.
11 Evaluation Criteria

Each bidder will have their tender response evaluated as set out below:

**Stage 1:** Tenders will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders correctly completed with all relevant information being provided will proceed to Stage 2. Any tender not correctly completed and/or containing omissions may be rejected at this point. Where a tender is rejected at this point it will automatically be disqualified and will not be further evaluated.

**Stage 2:** Eligibility statements will then be reviewed to confirm that the bidder is deemed eligible to tender for the contract described in this ITT. The tenders of bidders deemed eligible will proceed to Stage 3. Bidders may be excluded from the process at this point on the basis of the mandatory and/or discretionary grounds for rejection in accordance with the Public Contracts Regulations 2006 (as amended). Where a bidder is excluded at this point its tender will automatically be disqualified and will not be further evaluated.

**Stage 3:** If a bidder succeeds in passing both Stages 1 and 2 of the evaluation, then it will have its detailed Supplier Response evaluated in accordance with the evaluation methodology set out below. Please provide details for all five criteria.

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Methodology and Approach</td>
<td>20%</td>
</tr>
<tr>
<td>2. Track record of similar projects (for example conducting consultations/ research projects in Pakistan or South Asia, working with the British Council, and/or working on higher education projects).</td>
<td>20%</td>
</tr>
<tr>
<td>3. Capability and experience of the individual/s proposed to undertake this project</td>
<td>10%</td>
</tr>
<tr>
<td>4. Unique Selling Proposition – these include links to other programme activities that may benefit this project</td>
<td>10%</td>
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<tr>
<td>5. Cost</td>
<td>40%</td>
</tr>
</tbody>
</table>
The responses under each sub category will be scored based on the following matrix:

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>Excellent</strong> - A comprehensive and strong answer indicating the provider 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>7</td>
<td><strong>Good</strong> - There are slight concerns that the organisation 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>5</td>
<td><strong>Adequate</strong> - There are concerns that the organisation 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>
<tr>
<td>3</td>
<td><strong>Poor Response/Limited Evidence</strong> - There are serious indications that the organisation 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.</td>
</tr>
<tr>
<td>0</td>
<td><strong>Unacceptable</strong> - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.</td>
</tr>
</tbody>
</table>

The panel appointed to evaluate the bids will individually score all responses received. Each score will then have the relevant weighting applied. The mean average of the weighted scores awarded by each member of the evaluation panel will then be calculated.

The mean average scores after the weighting has been applied, will be added together to produce an overall total score.

The pricing evaluation will be based on the response with the lowest overall cost being assigned a score of 10 and all other responses will be calculated pro-rata.

Please note that all your responses to the tender requirements and the pricing schedule will be incorporated into a contractual document.

The successful tender will be the tender with the highest score awarded at the end of the evaluation process outlined in this ITT.
ANNEX 1

Response to Invitation to Tender

For Assisting the International Taskforce to Develop the Road Map in Punjab

Company/ Full name of individual consultant:

Contact name:

Contact email address:

Contact Telephone number:

Instructions

1. Provide Company/ Full name and Contact details above.

2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.

3. Complete Part 2 (Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. Note: Failure to provide your acknowledgement and documentation may result in your submission being rejected.

4. Submit all mandatory documentation to hajira.khan@britishcouncil.org.pk by 3rd June, 2016, 12:00 GMT
Part 1 – Supplier Response

Scoring Methodology

The scoring methodology for evaluating responses is included in section 12 above. This will be applied and weighted for all selection criteria below:

<table>
<thead>
<tr>
<th>Section 1: Methodology and Approach</th>
<th>Selection Criteria Weighting: 20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe your proposed research methodology and project plan for this work.</td>
<td></td>
</tr>
<tr>
<td>Please note that you are welcome to propose more than one methodology for this project. Each methodology must include a full costing, as per Criterion 5 below.</td>
<td></td>
</tr>
</tbody>
</table>

Supplier Response to Section 1:

<table>
<thead>
<tr>
<th>Section 2: Track record of similar projects</th>
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</thead>
<tbody>
<tr>
<td>Selection Criteria Weighting: 20%</td>
</tr>
<tr>
<td>Please provide a summary of similar projects undertaken over the last five years. Please highlight any research or feasibility projects conducted in Pakistan, your previous work with the British Council, and/or your research into scoping studies for mega projects like education city.</td>
</tr>
</tbody>
</table>
Supplier Response to Section 2:

Section 3: Capability and experience of the individual/s proposed to undertake this project

Selection Criteria Weighting: 10%

Please provide a summary of the qualifications and experience of the individual/s that you are proposing for this project

Supplier Response to Section 3:

Section 4: Unique Selling Proposition – these include links to other programme activities that may benefit this project

Selection Criteria Weighting: 10%

Give details of any similar programmes or activities undertaken by your organisation that may benefit this project as per its terms of reference.
Supplier Response to Section 4:

Section 5: Cost
Selection Criteria Weighting: 40%

Please provide a detailed cost breakdown of your proposal/s

Supplier Response to Section 5: