



Invitation to Tender (ITT)

For: Literature review on the value that international opportunities bring to individuals, employers and society

Date: 6 February 2018

1 Overview of the British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications.

Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. 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.

About 85 per cent of the British Council's turnover is earned through teaching and exams, tendered contracts and partnerships. The British Council also receives grant-in-aid funding from the UK Foreign & Commonwealth Office (FCO). This makes up around 15 per cent of our total income but enables us to represent the UK's long term interest in countries where we cannot rely on earned income alone.

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

The British Council is developing new strategies to encourage and develop international experience for young people. It is our belief that opportunities for young people to develop intercultural competence through engagement with people of other countries and cultures is of benefit to individuals and to the wider UK economy. We aim to draw on our own experience of developing and delivering high-quality international education programmes, as well as working with partners and stakeholders to reach new audiences of young people, particularly those that haven't previously had access to international opportunities.

Our vision:

- Working with stakeholders in four UK nations to ensure that policies and funding support international opportunities for young people.
- Convening, supporting and enabling partners, employers and organisations to develop international programmes for young people that support their objectives.
- Developing robust and compelling research into the impact and benefit of international experience, for both individuals and for the UK society and economy.
- Promote widespread recognition of international experience.
- **Leading long-term to UK prosperity and influence**, through increased intercultural skills, global awareness and language skills in the UK.

We hope that this will stimulate interest from policymakers and create increased demand from UK young people for international opportunities, which we believe develop important skills, improve individuals' work and life prospects, support the UK's economic competitiveness and prosperity and wider society.

2.1 The Research need

This desk based research will help to establish a base line of existing evidence and academic thought about the impact of international experience on young people. The British Council regards international experience to include both opportunities to travel overseas, as well as encounters with people of other countries available in the UK. The British Council's working definition of international experience, as well as some examples of international experience, is provided in Annex 5.

The purpose of the literature review is to understand current academic thought in this field, and to collate relevant evaluation materials of international programmes.

This research will help us to develop:

- evaluation and theory of change framework for our future work
- arguments that will encourage participation and support for our ambition
- identify gaps where further research and academic studies can be commissioned and developed

This literature review will draw on work published by the British Council in 2015 that drew on existing research published prior to 2014. Two literature reviews investigated the benefits of international education opportunities for individuals, and the potential positive impact to the UK's competitiveness and skills. These reports formed the basis for the British Council's *A World of Experience* publication in 2015.

- We are interested in research covering international experiences that can be obtained either through mobility overseas, or through international programmes developed at home.
- We want an analysis of the benefits identified through this research. For example, what skills or behaviours are affected by international experience? What impact does this bring to UK society and economy. Is there an impact on the employability and/or social mobility of the individual concerned?
- We want to know about the impact on young people in every phase of education, from primary school through to secondary schools, vocational or further education and Higher Education.
- We also want to hear about the impact of international experiences in the non-formal sector, and voluntary or paid work opportunities overseas.
- Where possible, we want to understand the impact of multiple international experiences. For example, is there evidence that several opportunities for international experience have a higher impact than one single experience?
- Similarly, has any research been undertaken to quality assure international experience, or the variable impact of different types of international experience.
- We have several recent publications exploring the benefits and values of learning a foreign language, therefore we are looking for research that investigates the value of alternative types of international experience and opportunities to study or work in other fields examined.
- We will also require case studies representing the impact of different types of international experience reaching different communities, ages and audiences in the UK.

- We will require a detailed bibliography of sources consulted, and source material to be uploaded to our internal research library (access will be granted for the duration of the research).

We will require a full report of the evidence gathered, as well as analysis of the information presented in a clear and concise format (for example PowerPoint slides). As part of this we will require some statistical analysis.

Material from the research may also be used in future campaigns to encourage the take up of British Council international education programmes. These will target groups such as school pupils, young people post compulsory education (in and out of work and education), parents, teachers, college and university staff

3 Conditions and contractual requirements

The appointed supplier will be expected to travel to British Council offices in London, UK, as required, in the delivery of the services.

The initial research period will be for a period of six weeks.

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>. 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

Mandatory due diligence and discretionary rejection information will form part of your response to this ITT. You are requested to complete Annex 1 as part of your response.

The British Council's contracting and commercial approach in respect of the required services is set out at Annex 4: Draft Contract (the "Contract"). 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 13 of this ITT (Instructions to Tenderers) by 17:00hrs on 9 April 2014 and the British Council will consider whether any amendment to the Contract is required. Any amendments shall be published via email prior to the deadline for the submission of bids 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.

You are responsible for obtaining all information necessary for preparation of the tender and for all costs and expenses incurred in preparation of your tender response. Subject to the final paragraph of this Section 3, you accept by your participation in this procurement, including without limitation the submission of a tender, 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 is successful.

By issuing this ITT, entering into the clarifications with tenderers or by having any other form of communication with tenderers, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other tenderer. It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but the British Council reserves the right to terminate, amend or vary the process by notice to all tenderers in writing. Subject to the final paragraph of this Section 3, the British Council will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

Nothing in this ITT or any other documentation issued by the British Council in connection with this procurement 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.

The British Council reserves the right to request reference information.

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, sub-contractors 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 Framework Agreement 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 120 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 British Council wishes to commission the services of a research and/or consultancy agency/agencies:

- To critically review and present for consideration the definitions of 'international experience' and 'international opportunities' in the context of young people in the UK and in the European Union. **A British Council definition will also be available for the purposes of this research.*

- To conduct a literature review considering what is known about the impact of opportunities in education, skills, community and voluntary action, the arts and languages, which provide an international experience on young people aged 5 – 26yrs in the UK and the European Union.
- Where possible to analyse what is known about the value of individuals' possessing an international experience for employers, the economy and wider society both in quantitative and qualitative terms.
- To suggest a framework for what is known about the different types of international experience and what can be claimed about their impact,
- To provide an analysis and commentary of the issues and implications which the literature review presents for the individuals, institutions, employers and policy makers in all four UK governments
- To identify any gaps in research that could form the basis of future British Council research and be critical about what can and cannot be claimed or assessed in this field.
- To provide a bibliography of works consulted and to update the British Council online research library accordingly.

Specifically, the successful suppliers will develop and deliver the following in support of this project:

7.1 Research, data collection, analysis and quality review

Note that some or all of the elements of research mentioned below will be chosen depending on the final agreed scope and the costing provided by the supplier/suppliers for different elements.

7.1.1 Part 1 – desk research

- Desk research and analysis of existing literature on the impact of international experience on young people aged 5-26 years in the UK and European Union, represented in two sections for ages 5-15 and 16-26 years. This would draw on existent academic and grey literature, existing evaluations, available UK and international data and documentation from government, other relevant public data.
- This will be presented in the form of a literature review.
- Up to 10 case studies from a range of different programmes which have offered an international experience to young people (For example the Duke of Edinburgh Award; VSO; Rotary; the Princes Trust)
- Bibliography of publications consulted to be uploaded to British Council research library.

7.2 Outputs

7.2.1 Part 1 – report on desk research

- A 3,000-5,000 word presentation of the outcomes of the desk research. This should present a clear argument and narrative and also include appropriate charts, graphs and tables.

This will:

Include a presentation of the benefits identified to individuals, and where possible to organisations, the economy, society.

Make the benefits of international opportunities relevant and tangible by demonstrating how ca. 10 different types of engagement bring benefits to individuals and possibly to wider communities (10 “case studies to be selected – a mixture of long and short term, deep and shallow immersion)

All reports should include references following the Harvard system as well as full bibliographies.

All research, data and the reports produced by the supplier as part of this project will be the intellectual property of the British Council. The successful agency will have its role and contribution appropriately acknowledged in the final published report.

7.2.1 The British Council will include budget proposals as part of the selection process, however we anticipate that the cost of this work to be in the region of £15,000.

8 Constraints

The publication date for the research and report is April 2018, which means that there may be no flexibility in the timetable set out.

9 Expertise required

We require suppliers to put forward personnel with a proven track record in conducting research in the field of education or youth policy, including assessing economic and non-economic impact of education, skills, arts and languages interventions on individuals, and where possible on organisations/businesses, the wider economy and society.

Please provide CV's of the personnel who will deliver the main aspects of the service, detailing relevant skills, qualifications and experience needed for the relevant task or element.

10 Timescales

Activity	Date
ITT Released	7 February 2018
Clarification/Questions	22 February 2018
Clarification Responses	26 February 2018
ITT Return Date	28 February 2018
Evaluation of responses	1 March 2018
Final decision and Intention to award to appointed Supplier	5 March 2018
Contracting completed	7 March 2018
Research results and proposed report narrative to be presented to the British Council by the supplier for feedback	30 April (with flexibility) 2018
Draft research results, analysis and report narrative to be delivered to the British Council for feedback	10 May 2018
Final research results, analysis and report narrative to be delivered to the British Council	23 May (with flexibility) 2018

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

11 Supplier Response

Please complete Annex 1 (ITT response) and submit it to Julia Handelman-Smith by e-mail (julia.handelman-smith@britishcouncil.org) no later than 17:00hrs on 19th February 2018.

- 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.
- 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 BC contract

12 Clarification Questions

Any questions should be submitted via email to Julia Handelman-Smith by e-mail (julia.handelman-smith@britishcouncil.org) no later than 17:00hrs on 10th February 2018.

13 Evaluation 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.

Criteria	Weighting
Knowledge and experience (including staff CVs)	25%
Methodology, data sources and approach	30%
Understanding of BC aims and objectives and offer of value for money	15%
Costing	30%

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

Points	Interpretation
10	Excellent - 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.

7	Good - 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.
5	Adequate - 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.
3	Poor Response/Limited Evidence - 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.
0	Unacceptable - 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.

All scores will be added together to provide an overall total score for each sub category/section which will then be calculated against the criteria weightings. Once all the criteria weightings have been calculated, they will all be added together to provide an overall total score.

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.

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

14 Standard Terms and Conditions of contract

See Annex 4