Clarification Questions:

(Responses in red)

Do you also welcome proposals from service providers / consultants who have their office located outside the UK?

We do. There are no geographical restrictions for applicants. But all suppliers will need to pass all due diligence checks.

What is the target audience? The content and particularly the examples and tests might differ according to the target audience: policymakers? Private sector leaders? Women entrepreneurs? If women entrepreneurs, does it include women entrepreneurs in the informal sector with low education attainment?

The target audience comprises the following public and private entities:

• sub-regional, national or regional government entities, development finance institutions as well as public-private dialogue mechanisms
• Business associations, cooperatives, chambers of commerce, clusters and organizations or networks of business support, formal networks of private sector stakeholders and other non-state networks engaged in improving the business environment
• Single private for-profit companies or actors that cannot prove a formal representation role of a larger group of private sector stakeholders are not eligible.
• These entities must be based in a member state of the Organisation of African, Caribbean and Pacific States (OACPS).

While it is expected that the audience will include Women’s Business Associations and women’s chapters in chambers of commerce, it will not include individual entrepreneurs in the informal sector with low educational attainment.

The RFP mentions the subjects to treat. How many modules/ number of hours are you expecting? Each of these topics can be worked very superficially or with a lot of detail and complexity.

The list of subjects to treat which is included in the RFP should not be seen as exhaustive. Applicants may see value in covering additional topics. It is up to the applicant to determine the best approach to transforming topic areas into a specific number of modules.

In terms of hours, and given that the target audience are working professionals, consideration should be given to their capacity to engage in a lengthy course. Applicants are encouraged to advise on the number of hours of each version of the course. For planning purposes, the initial estimate is that the online version of the course would last 8-10 hours, and the face-to-face version of the course would last 15-20 hours. Again, we invite supplier to advise on the total number of hours. One option might be to include a minimum number of compulsory core hours, and then include optional additional material.
The RFP does not refer to course materials specially designed for the training. Does it mean the trainees can have existing documents/papers reports as references? Or, instead, is it expected from the service provided to design reading materials, especially for the courses? A handbook manual is described, but this only includes “session details and guidance, training content, learning outcomes, reference materials”.

The service provider can include a mix of materials, drawing both on existing and/or publicly available resources as well as materials they have designed specifically for the course. It is expected that at least some new content would be developed as part of the course, but where there is effective existing literature or available course content is available, it could be repurposed.

Are learning outcomes defined for the course?

Please find below a list of points describing what we hope the participants will have learned from the course. The supplier will need to define the learning outcomes from each module. To support them, we will share with the successful bidder a full theory of change.

The course will be conceived, designed and delivered with the objective of increasing end participants’ knowledge and understanding of:

- Key concepts related to gender equality and women’s economic empowerment
- The definition of WEE in the context of the ACP region, what it entails and how can it be achieved and measured
- Key gender-related issues impacting women’s economic empowerment in the ACP region (including but not limited to access and control of resources, policy environment, skills and capacities, cultural and gender norms, power and decision making)
- Standards and tools to develop and implement gender sensitive and gender transformative BER initiatives to support WEE (incl. political economy dimensions)
- Practical application of key concepts, tools, approaches to develop gender sensitive/transformative requests/applications for technical assistance to the ICR Facility programme
- Examples of best practice to support WEE through BER in the ACP region specifically.

Is there existing content or will all the content need to be developed by the supplier?

We can provide access to the existing British Council gender training course and other relevant materials to support the supplier in the development of this new course.

How many modules/course duration are anticipated (for both online and face to face versions)?

The list of subjects to treat which is included in the RFP should not be deemed exhaustive.

Applicants may see value in covering additional topics. It is up to the applicant to determine the best approach to transforming topic areas into a specific number of modules.

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For the training session to the lead Facilitators in French, is it anticipated that this will be delivered by a French speaking facilitator or can a translator be used?

Our preference would be to use a French-speaking facilitator.

Is this project budget allocated, or does the pricing depend on the service provider's proposal? Are there limits to employee day rates?

Applicants will need to cost their proposal and are reminded that commercial and social value account for 30% of the scoring. Consultants are expected to submit an itemised budget including all anticipated costs. It is anticipated that this procurement will take approximately 80-100 technical days. The daily rates range from £500 - £700 (VAT inclusive). Any travel cost should not be included as it will be per British Council travel policy rates. Kindly note that all applicable tax (e.g. VAT) should be included in your estimation.

Are there limits to employee day rates?

The daily rates range from £500 - £700 (VAT inclusive).

Is the Annex 3 Pricing Approach document attached to the tender the correct version to use? Instructions state to complete 'Requirement Costs' tab but this is does not exist.

The Annex 3 Pricing Approach attached to the tender is the correct version to use. The ‘Requirement Costs’ tab has been removed as it is not relevant to this procurement.

Should the proposed budget include the French translation of the course? Or will that be covered by other ICR Facility program budgets or of the British Council?

Yes. Translation will not be covered by other budgets.

In the pricing, there are roles that might not apply to our proposal and others missing, for example, designer, video editor, project manager, translator. Can the list of personnel change according to our team requirements?

Yes. Please add/delete lines as required.

If our firm also has a Learning Management System, can we include it in the proposal or show the advantages of having both together?
If you have an existing Learning Management System, please describe it in your proposal but please do not price it. The LMS is not part of the scope of this RFP.