Going Global Partnerships

Request for Proposal (RFP)

3 November 2022
Request for Proposal (RFP)

For: Going Global Partnership Programme Sudan – Work based learning pilot design and implementation

Date: 3 November 2022

1 Overview of the British Council

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other’s strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at www.britishcouncil.org.

2. Introduction and Background to the Project / Programme

Going Global Partnerships Programme

The Going Global Partnerships (GGP) programme is for those working in higher education and technical and vocational education and training (TVET). It provides opportunities for governments, national sector bodies, higher education institutions, researchers, academics and students in tertiary education (TE) around the world to collaborate and partner with the UK. Through working together in mutually beneficial partnerships, the programme aims to contribute to stronger, more inclusive and globally connected tertiary systems which support economic and social growth. Alongside this, the programme deepens educational and cultural ties between our countries and builds friendly and trusted relations between people in the UK and their international partners.

Background

Over the period October 2019 – October 2021, under Sudan’s civilian government, TVET has become a priority, to support the development of focus areas for the transitional government. It’s also one of the burning topics for partners in the private sector who are looking for skilled local employees. Currently Sudan is under Military Government after the coup that took place on the 25 October 2021, this event has caused a lot of political instability and affected the economic development.

Political and economic instability has created fiscal deficits, mass poverty, high inflation, high levels of inequality and limited public expenditures on basic services and low fiscal effort that relies on regressive indirect taxes. The instability and frequent changes in policies have resulted in real challenges in providing federal and state level annual budgets. Many low priority public bodies and councils haven’t yet received their budget impacting wider sector development including TVET.

www.britishcouncil.org
Context:
The Going Global programme in Sudan started back in October 2021 with the provision of funding for 2.5 years. It began with a detailed scoping study and consultation with local stakeholders and partners providing a diagnosis, that informed a clear scope of work that will provide support to the sectors in Sudan that have the most potential for economic development whilst aligning closely to the central policy objectives of the key TVET ministries through youth employment and entrepreneurship.

The programme’s mixed approach will focus on supporting the development of the private sector and institutions to enhance learners’ employment outcomes, establishing effective collaborations to develop a clear connection between curricula, learners’ skills, and labour market demand, through the creation of strong partnerships between the UK, the local private sector and the Vocational Technical Centres (VTCs).

The project will focus on the provision of work-based learning opportunities for TVET learners, potentially developing case studies to enhance the attractiveness of the TVET pathway.

In brief the programme will,
- Build on existing partnerships in Sudan specifically with training institutions and the private sector.
- Be evidence led and co-designed with partners in country
- Build a platform for the UK sector to connect with Sudan

During the programme we will focus on increasing and enhancing our understanding of the context, ensuring that our objectives align to currently funded activities and priorities in TVET to position and build towards large, co-funded, high impact work that improves labour systems. Identifying areas of alignment that assure quality, efficiency, relevance, and accessibility of TVET institutions to meet the needs of employers and learners now and in the future, working towards better and more equitable employment outcomes.

Priority WBL Model sector
Agriculture and the Agri-value chain. In 2020, Agriculture in Sudan plays an important role in the country’s economy. There are an estimated 51.5 million cultivatable acres in Sudan, of which 4.3 million acres are irrigated. Agriculture and livestock raising are the main sources of livelihood for most of the Sudanese population.[1] It was estimated that, as of 2011, 80% of the labour force were employed in agriculture, including 84% of women and 64% of men. Many large Sudanese agricultural firms are state-owned enterprises (SOEs) or military-owned companies with a few large private enterprises.

It is acknowledged that there are several priority sub-sectors in Sudan that support the Agriculture sector, these are:

- **Agriculture vehicle maintenance and repair:** The country imported $160 million worth of tractors in 2020. The Government of Sudan prioritizes the automotive sector as a key revenue generator and is encouraging the flow of foreign direct investments in automotive industry. Sudan is one of the most promising and fastest growing automobile markets in the region and specially in the agriculture sector. It is supported by multiple factors such as labour availability, R&D efforts, geographic advantage and government support such as providing a lot of incentives to people through facilitation in direct granting from banks and tax breaks. Agricultural Automotive repairing is one of the key challenges to farmers in Sudan as it’s hard to find skilled labour to do repairing around the farming areas, and the only solution is to ship their automotive to a central city leaving
them with loss of money, time and sometimes impacts the whole season. A couple of private sector companies have tried to address this problem but their solutions were in very limited areas.

- **Agri-Technology to enhance food production**: Sudan’s largest imports are raw sugar ($560 million) and wheat ($530 million). Sudan is the world’s largest exporter of “groundnuts, sunflower, soybean, safflower, sesame, valued at $746 million in 2020 and it exported $143 million in livestock (mostly to the Gulf region). Sudan produces 80% of the world’s gum Arabic (acacia gum), an important ingredient for food additives, paint, and cosmetics, is produced in Sudan. The priority of food production and processing within the agriculture sector is its contribution to the sustained growth of the country and its self-sufficiency, as in 2019 it contributed to 30% of the country’s GDP. Also, any success achieving Sustainable Development Goal 2 “zero hunger” in Sudan relies on sustainable systems for food production and sound agricultural policies and practices.

- **Light manufacturing**: Manufacturing and mining combined contribute less than one-third of the GDP and employ only a small percentage of the country’s labour force. As Sudan looks to diversify its economy and embrace new technologically driven opportunities there are several emerging sectors that could be targeted for TVET system strengthening, and light manufacturing is one of them. The country’s industrial base is dominated by the processing and manufacturing of food and beverage products. Sugar refining is a major activity, as are the production of vegetable oil and of soap, the ginning of cotton, and the production of cotton textiles. Many factories, however, operate at a mere fraction of their capacity.

**Sudan TVET Work-based learning Model**

In late 2021 British Council, Sudan conducted a mapping study for the Sudan skills system and priority sectors. The study was conducted through desk research, stakeholder interviews, workshops, and dissemination events, including a ‘Global Skills Spotlight’ webinar. The study has identified several challenges facing Sudan’s TVET sector, including TVET graduates transition from training to employment, which is emphasized by the fact that only 2% of Sudan’s workforce hold vocational training or technical education certificates. This clear disconnect between training and employment can be partly assigned to the industry relevance of TVET programmes and their graduates’ skills. TVET programmes are often conducted on out-of-date equipment and curricula. The disconnect between the supply and demand of skills is also characterised by an absence of regular TVET/industry dialogue and engagement opportunities. Only 11% of employers reported having been consulted by training providers on their skills needs. There is a clear need to promote a more enabling environment for labour market stakeholder engagement in the design and delivery of training.

Sudan’s TVET sector is also defined by negative public and industry perceptions, with the sector often seen as a second choice, or even as a last resort. These negative perceptions can also be equated to significant issues with access and inclusion, with marginalised groups often being unable to follow training routes and programmes. The sector is also defined by the allocation of defined gender roles, with some programmes being closed to women learners. The attractiveness of TVET is also affected by graduate skills gaps and a lack of alignment between training programmes and the workplace.

The scoping report recommendations focus on how to support the capacity building of Sudan’s TVET sector to address the challenges associated with the identified formal TVET programmes offered by the Ministry of Education or the Supreme Council for Vocational Training and Apprenticeship (Federal Level) and Supreme Council of Human Development and Labour (Khartoum State level) and consideration of the inclusion of women and marginalized groups.
2.1 The British Council seeks a consultant or organisation to design and support the implementation of a Work Based Learning Model in Sudan. Please see section 7 for further details. This will be a single supplier agreement; the consultant or organisation should have demonstrable experience in designing and implementing work-based learning models in agriculture or one of the identified subsectors. Thirty-two days have been allocated to this project.

The project activities need to link to the Going Global Partnership objectives of strengthening systems and creating connections and insights. The successful party will need to engage with key stakeholders in the government, private sector and training providers, to develop two work-based learning models in the chosen agriculture sub sector.

2.3 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (“Proposal”).

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council’s contracting requirements, general policy requirements, and the general conditions relating to this procurement process (“Procurement Process”).

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and 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 Delivery location for goods and/or services: the British Council offices in the UK and virtually. There is also potential for travel to Sudan.

3.1.3 Duration: 5 months until 31 March 2022

3.1.4 Contractual terms: As set out at Annex [1] Terms and Conditions of Contract (“Contract”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company, please contact Lisa Collett Lisa.collett@britishcouncil.org for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (Clarification Requests). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex [1] to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will 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).

3.3 General Proposal conditions (“Proposal Conditions”)
3.3.1 **Application of these Proposal Conditions** – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 **Third party verifications** – Your Proposal 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 Proposal 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 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. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

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. The clarification process set out in paragraph 12 should be used for any queries in relation to 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 and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 **Compliance of Proposal** – 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 Proposal 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 **Compliance with the terms of the Contract** – The successful supplier must comply with the Contract as set out in Annex [1] without any amendment (save as described in paragraph 3.1.4). .

3.3.8 **Format of Proposal** – Proposals must comprise the relevant documents as detailed by the British Council in Annex [2] (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 **Modifications to Proposals once submitted** – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex [2] (Supplier Proposal) and these Proposal Conditions.

3.3.10 **Disqualification** – If you breach these Proposal 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 Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or 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 Proposal;
- 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;
- 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 Proposal Conditions) or from another potential supplier or another Proposal, the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 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 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council 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 in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

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 Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal 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 Proposal) 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 Proposal. 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 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process 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 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.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal 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 BC.Invoices@britishcouncil.org or by post to:

  The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

The British Council will make payments in line with the delivery of the following milestones:

1. 50% of the grant total on submission of the workplan

2. 25% on submission of the pilot Work based learning model and curricula

3. 25% on submission of the final report and final Work-based Learning curricula.

7 Specification

Scope of work:

The recommended intervention area being taken forward for Sudan is promoting the design and development of work-based learning models (WBL) in one of the key sub sector(s) mentioned above. The project will focus on working collaboratively with the private sector and the VTC ensuring alignment of the activities to the projects of international partner organizations (UNESCO CAPED, GIZ, UNIDO) to ensure its sustainability and system readiness

The project is looking for a UK consultant or organisation that has the capacity to lead, facilitate, inform the planning, design and piloting of two WBL models in an identified priority subsector with the support and co-operation of a local TVET consultant. The successful applicant will be required to manage the relationship with the private sector and public VTCs involved in the project as well as ensure clear communication to the other identified priority sectors and their partners.
Referring to the British Council’s Guide for Addressing Gender Equality, the project design needs to incorporate a focus on gender equality and social inclusion, in terms of the learners engaged and the work-based learning opportunities provided.

There will be regular project meetings with the British Council, Sudan team to ensure that the project is delivered in a timely manner.

**Activities:**

1. To effectively engage and manage the relationship and collaboration with the local partners identified by the British Council.
2. To lead and manage the local consultant appointed to the project.
3. With the support of the local consultant analyse the needs of the VTCs and private sector partners in terms of curricula development, work-based learning provision and assessment.
4. With the support of the local consultant using the findings of the needs analysis, to develop a capacity building workshop for the private sector and the VTCs on the development of WBL opportunities considering the following elements:
   a. Roles and responsibilities
   b. Curricula development in WBL
   c. Assessment of WBL
   d. Quality assurance of WBL
   e. Effective engagement and support of young women and disadvantaged youths
5. To work collaboratively with the local consultant and the identified private sector and VTC partners to develop up to 2 WBL models in an identified priority sector. These designs should effectively demonstrate the link between the curricula and skills developed to the demand of the labour market. Develop a framework for the review and improvement of the WBL models.
6. Pilot the WBL models.
7. Review the WBL models, the curricula, assessment and delivery from each stakeholder perspective (i.e. learners, employers, VTC trainers).
8. Amend the model as required.
9. Develop an updated curricula related to the WBL models.
10. Regularly meet with the collaborating task force comprising the private sector and public VTCs reps.
11. Dissemination event to wider stakeholders of the project findings and next steps (potentially) to scale up activities.

**Deliverables:**

1. Workplan
2. Training needs analysis for curricula development, WBL and assessment.
3. Training Manual for curricula, WBL and Assessment
4. Co-authored and agreed draft curricula incorporating WBL model(s) in one of the priority sectors.
5. A pilot cohort completing the WBL elements of the developed course.
6. Review of the WBL pilot.
7. Report on the pilot and recommendations and potential next steps moving forward.
8. Final curricula incorporating WBL.

All deliverables must be completed by 31 March 2023

Budget:
Estimated budget £18,000

8 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

9 Timescales

9.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date / time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued to bidding suppliers</td>
<td>Thursday 3 November</td>
</tr>
<tr>
<td>Deadline for clarification questions (Clarification Deadline)</td>
<td>Wednesday 9 November 1pm</td>
</tr>
<tr>
<td>British Council to respond to clarification questions</td>
<td>Thursday 10 November 5pm</td>
</tr>
<tr>
<td>Deadline for submission of Proposals by potential suppliers</td>
<td>Tuesday 22 November 2pm</td>
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<tr>
<td>(Response Deadline)</td>
<td></td>
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<tr>
<td>Final Decision</td>
<td>Friday 25 November 5pm</td>
</tr>
<tr>
<td>Contract concluded with winning supplier</td>
<td>Friday 2 December</td>
</tr>
<tr>
<td>Contract start date</td>
<td>Friday 2 December</td>
</tr>
</tbody>
</table>

10 Instructions for Responding

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

10.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
• Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. 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 Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.

• If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.

• Unless otherwise stated as part of this RFP or its Annexes, all Proposals 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 Proposal.

• Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal 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 Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

11 Clarification Requests

11.1 All clarification requests should be submitted to Lisa.Collett@britishcouncil.org by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

11.2 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.

11.3 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.

11.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal 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 Proposal may be rejected in full and you may be disqualified from this Procurement Process.

12 Evaluation Criteria

12.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be
rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

**Stage 2:** If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

12.2 **Award Criteria** – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Social Value</td>
<td>10%</td>
</tr>
<tr>
<td>Quality</td>
<td>25%</td>
</tr>
<tr>
<td>Methodology and Approach</td>
<td>45%</td>
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<tr>
<td>Commercial</td>
<td>20%</td>
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12.3 **Scoring Model** – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
</tr>
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<tbody>
<tr>
<td>10</td>
<td><strong>Excellent</strong> – 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.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Good</strong> – 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 bidders failure to provide all information at the level of detail requested.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Adequate</strong> – 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.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Poor</strong> – 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.</td>
</tr>
</tbody>
</table>
Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

12.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. 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 Proposal at this point. The British Council may also reject any Proposal 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 procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals 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.

12.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal 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.

12.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal 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) obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

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

Annex 1 – Terms and Conditions of Contract
Annex 2 – Supplier Proposal
Annex 3 – Pricing Approach