

**ITQ (Invitation to Quote)**

**For: UK VET Sector Expert**

**Skills for the World of Work project - Azerbaijan**

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| **Date:** | 22nd September 2015 |
| **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 2013 14, its programmes, products and services reached a total audience of 600 million people worldwide. Our work in Azerbaijan focuses on skills development in the area of vocational education. British Council has implemented European Union funded project in the past and established a tourism college in Ismayilli region in 2008-2011. British Council Azerbaijan conducted a number of projects in partnership with industries that had been targeted at skills development of students of vocational schools and colleges.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.

The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.Further information can be found at [www.britishcouncil.org](http://www.britishcouncil.org) |
| **Regional Context**  | British Council Azerbaijan in partnership with Azercell Telecommunication Company launched a pilot project within the Skills for the World of Work (SWOW) Programme. This programme is supported by the Ministry of Education. The aim of the programme is to increase employability skills of students and support capacity development among teachers of the Telecommunication and IT specialties at the VET schools located in Baku. The SWOW programme will provide basic economic and business education for selected vocational school students. By organizing and operating an actual business enterprise during training sessions, students not only learn how businesses function, they also learn about the structure of the free enterprise system and the benefits it provides. In order to prepare students of the vocational schools for their future careers the programme intends not only to equip students with required skills, but also provide a practical experience in Telecommunication and IT through the apprenticeship programme.Under SWOW programme, selected teachers of respective vocational colleges will undergo a series of training sessions that would empower them with knowledge on effective teaching and learning in vocational education. These training sessions will help to create a pool of VET trainers out of VET teachers in the field of vocational teaching and learning in practice. A trainer training course will also be conducted for the selected trained teachers to become Trainer of Trainers (ToT) in order to impart their knowledge to other colleagues in the field.  |
| **Scope of work /Specification****/Outputs** | British Council Azerbaijan is looking for a trainer experienced in the field of VET school leadership and teacher training to conduct training sessions for 30 teachers of Telecommunication and IT specialties at the selected vocational schools. The trainer is also expected to conduct a trainer training course for the selected trained teachers. These training sessions are expected to be conducted in November-December 2015.This person should be an experienced trainer in the VET sector that is able to travel to Azerbaijan in November-December 2015. The training will be conducted in English and will be simultaneously translated into Azerbaijani language.The trainer needs to design a teacher training programme for 30 teachers and a trainer training course for the selected trained teachers, deliver the training sessions and evaluate progress. At this stage the trainer is expected to submit a proposal with an extensive teacher training programme on vocational teaching and learning methodologies covering main trends of effective teaching like teaching models, skills and strategies, relationships and reflection etc.. And a trainer training course for the selected trained teachers to become Trainers of Teachers.Topic related knowledge of teachers needs to be evaluated before and after the training takes place in the form of pre and post-tests. **Funding**Expenses of UK trainer will be covered by British Council Azerbaijan including travel, airport transfers (train or bus), accommodation in Azerbaijan and subsistence. The trainer will receive payment for services based on a contract agreement with the British Council. **Specifics**The duration and payment of this training will be decided based on the suggested programme and the mutual agreement between the UK trainer and British Council. British Council Azerbaijan will be responsible for the logistics and organisation of the training session/s. Teacher Training programmes description:Teachers that teach at Telecommunication and IT schools will be selected on the basis of interviews conducted by British Council and the project partners. Selected 30 teachers will go through the training program compiled by the UK expert on Teaching Models, Skills and Strategies, Relationships and Context. And a (three day) trainer training course will be conducted for the selected (10) teachers out of the trained teachers by the UK trainer.The appointed person is expected to conduct these two (three day each) training sessions during November-December, 2015. **Timetable**10 October 2015 Application submission deadlineOctober 2015 Input into the development of the programme and identification of external contributors, and liaising with British Council.November - December 2015 Lead and facilitate programme January 2016 Contribute to the British Council evaluation of the programme**Expertise**The supplier must possess the relevant expertise to deliver the required services, including:* Working knowledge and experience of UK national skills system and sector.
* Knowledge and experience of best practice in teacher training.
* It is desirable to have a working knowledge and experience employment and skills agenda in Azerbaijan.
* Experience of delivering similar services, with similar audiences.
* Experience of facilitating and leading comparable programmes
* Understanding of the purpose of the British Council, and our work in Skills and Employability.

The supplier must be available during November and December to allow travel from the UK to and delivery of the programme. |
| **Key Background Information:** | The British Council’s cultural relations objectives, in terms of skills, are:* to build the UK’s reputation as a trusted partner by sharing and developing effective approaches to skills development, vocational education and enterprise; and
* to provide young people with opportunities that increase their skills and employability, thus contributing to strong economic growth and stable societies.

At a time when the demand for skills is ever growing, both in the UK and abroad, the British Council are working to foster innovation, build new partnerships and identify and develop new opportunities.  |
| **Timescales** | This timetable may be subject to change.

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| **Activity** | **Date** |
| ITQ Released (sent) | 22 September 2015 |
| \*Clarification Questions | 22-30 September - 2015  |
| Clarification Responses | 1-2 October 2015  |
| ITQ Return Date | 10 October 2015  |
| Evaluation of responses | 12 October 2015  |
| Final decision and Intention to award  | 15 October 2015  |

\*For your inquires and further information contact nigar.nasrullayeva@britishcouncil.az (Nigar Nasrullayeva, Education Officer, British Council Azerbaijan).  |
| **Supplier Response** | Please complete Annex 1 (ITQ response) and submit it to nigar.nasrullayeva@britishcouncil.az no later than 10th October 2015, 17:00 hours (UK time) * Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered.
* Do not submit any additional documentation with your ITQ 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 section/question number.
* Where supporting evidence is requested as ‘or equivalent’ – it is the Supplier’s responsibility to prove the relevant equivalence.
* It is not acceptable to submit a generic policy in answer to a question.
* All answers in the ITQ response should be inserted in the dedicated response section/question in Annex 1.
* Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
* Completion and submission of your response does not guarantee award of any British Council Contract.
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| **Evaluation Criteria** | The award criterion for this Invitation to Quote is the most economically advantageous. The Supplier’s submissions will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection. Supplier responses to this ITQ will be assessed using the following criteria and weightings.

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| **Criteria** | **Weighting** |
| Section 1 – Mandatory and Discretionary Rejection | Pass/Fail |
| Section 2 – Background, knowledge and experience | 30% |
| Section 3 – Summary of approach | 30% |
| Section 4 - Understanding of British Council’s aims/objectives | 5% |
| Section 5 – Costing/Price | 35% |

Evaluation of all submitted responses will be undertaken by the evaluation panel which will consist of British Council representatives with relevant and significant experience and knowledge of the requirements. Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.The responses under each section will be scored based on the following matrix:

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| **Points** | **Interpretation** |
| 15 | A comprehensive and strong answer indicating the supplier is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided. |
| 12 | There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided. |
| 10 | There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided. |
| 5 | There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail. |
| 0 | The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant. |

The lowest all-inclusive cost proposed will receive 35% as per the evaluation criteria. All other submissions will be allocated a % score pro-rata.The final evaluation score will then be calculated for each response by adding together the scores for each Section. |

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| **Conditions & Contractual Requirements** | **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.All relevant policies that suppliers are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/> This document does not constitute an offer to provide goods/services to the British Council and the British Council is not obliged to award a contract for these goods/services.The British Council reserves the right to request reference information.All costs incurred in the preparation of the ITQ response are the supplier’s responsibility.NOTE: All costs related to travel; accommodation and meals will be agreed in advance with the British Council manager.**Payment and Invoicing** The British Council will pay correctly addressed and undisputed invoices within 30 days. The British Council have a requirement for invoices to be produced in an electronic format. Essential information to be included on any invoice for the British Council is:* A description of the services supplied.
* The British Council reference number/Purchase Order number.
* Addressed to Accounts Payable.
* The costs including VAT (if applicable) and any other charges

Mandatory due diligence and discretionary rejection information included in Annex 1 will form part of your response to this ITQ.  |