

**ITQ (Invitation to Quote)**

**For: UK VET Sector Expert in Hospitality Management**

**Hospitality Management Pilot Project - Azerbaijan**

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| **Date:** | 22 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 projects 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 Absheron Hotel Group and the Ministry of Education will launch a pilot project on Hospitality Management. The project’s objective is to establish a Hospitality Management specialty at vocational lyceum #5 that will provide capacity-building opportunity for teachers and will develop relevant curriculum in accordance with national standards, as well as launching apprenticeship programmes for students and employees in co-operation with Absheron Hotel Group. Students will be offered employment which will help them to gain work experience while remaining a student. Under the programme, selected teachers of lyceum #5 will undergo a series of capacity building training sessions conducted by the UK trainer that will empower them with knowledge and skills needed to deliver innovative curriculum in this field. Under the auspices of the programme a specific curriculum will be developed in line with local standards and professional qualifications with the consultation of the UK trainer. Following monitoring and evaluation of the pilot, recommendations will be made on extending the initiative to other vocational schools in Azerbaijan. |
| **Scope of work /Specification****/Outputs** | British Council Azerbaijan is looking for an experienced UK trainer in the VET sector to conduct teacher training in hospitality management and consult for curriculum development for the establishment of the VET programme in Hospitality Management.The teacher training sessions and consultation for the curriculum development are expected to be implemented during December, 2015 – January, 2016.Selected UK trainer is expected to be able to travel to Azerbaijan during the mentioned period of time.The training will be conducted in English and will be simultaneously translated into Azerbaijani language.The trainer needs to design a teacher training programme on hospitality management for 5 teachers and provide detailed information about his/her expertise in the curriculum development for the respective area. The trainer is expected to submit a proposal form (please see below) and teacher training programme on hospitality management by the indicated deadline.**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.The UK Trainer is expected to develop a (7-10 day) teacher training programme on Hospitality Management to be conducted during the mentioned time of period and provide information about his/her expertise in the development of curriculum for hospitality management programme in the vocational education sector.**Timetable**15 October 2015 Application/Proposal submission deadlineOctober 2015 Input into the development of the teacher training programme and curriculum and identification of external contributors, and liaising with British Council.November - December 2015 Lead and facilitate programmeConsult and develop curriculum for the Hospitality Management Programme. January 2016 Contribute to the British Council evaluation of the teacher training programme. Confirm the final version of the curriculum 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.
* Understanding of management and provision of vocational training in hospitality management (hotel and tourism)

The supplier must be available during November and December to allow travel from the UK 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 | 02 October 2015  |
| ITQ Return Date | 15 October 2015  |
| Evaluation of responses | 16 October 2015  |
| Final decision and Intention to award  | 19 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 15th 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.  |