

**ITQ (Invitation to Quote)**

**For: Employability Expert**

**Employability report and toolkit - Skills**

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| **Date:** | 1st February 2016 |
| **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.  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) |
| **Sector Context** | Our work in skills development - including vocational and technical education and training, professional education and enterprise skills training –supports prosperity for individuals and economies and promotes stable societies. Through aligning skills development with the future needs of industry we help to bring about sustainable change. Through policy dialogue, the sharing of good practice, and promotion of new innovative approaches, products and initiatives in skills development, we support young people into employment or to create their own jobs. |
| **Scope of work /Specification**  **/Outputs** | Experience of working with the education and skills sector and more particularly on developing of training methodologies and delivery of training for young people is essential. Potential Consultants should also have a high degree of knowledge of innovative practice in employability programmes in the UK and should be able to identify and consult with the leading proponents through their own contacts. A high degree of objective judgement is required as is a global outlook in how recommendations could be implemented.  We are seeking to engage the services of a consultant for a maximum of 15 days to carry out the work as follows.  **Specification**  Analyse innovative approaches and methodologies for designing and supporting delivery of training to young people that enhances their employability and to develop a toolkit to be used by British Council and its partners to support the design of future projects.  **Tasks**   1. Propose a framework to help identify good practices in the training of young people for enhancing their employability 2. Analyse innovative approaches and methodologies used by British Council and up to 5 UK Employers, Colleges or training providers, that has led to enhancing participants’ employability and produce case studies for each. This analysis should cover the following:  * target group for the training, e.g. NEETs, graduates, early school leavers * what characteristics or key aspects the training should have and any wrap-around support to ensure it does contribute to an increased employability of participants, e.g. career guidance, placements, confidence building activities etc. * how the training was monitored and evaluated to show impact on young people progress and achievements * how to sustain the outcomes and maximise impact * how these programmes can be applied overseas * how we can learn from the training and link it to systemic changes  1. On the basis of data collected and best practices from across other UK or international organisations performed under Task 1 develop a toolkit for the British Council team and its partners to be used when designing and delivery of innovative training aiming to enhance the employability of young people. The toolkit should describe:  * key features the training should have to contribute in a tangible manner to increased employability of different groups of participants, including any support activities * a methodology for monitoring and evaluating the training and its outcomes to ensure the training contributes to employability of participants and to the indicators set in the British Council Skills Framework. * interventions British Council should make to apply this training approach effectively overseas   **Funding**  Support and guidance from the British Council will be provided to the Consultant undertaking this work. The British Council will cover the Consultant’s fee and related telephone costs agreed in advance.  **Outputs**   1. A study that describes the approaches and methodologies used by high performing UK and/or international organisations for ensuring employability of young people has been enhanced as a result of their training. Expected length of the study: 5 - 8 pages. 2. A toolkit (methodology) for British Council team and its partners to be used when designing and delivering innovative training aiming to enhance the employability of young people.   **Timetable**  February 22nd Begin study and liaise with key stakeholders  March 18th Submit Draft study and toolkit to BC    March 25th Submit final outputs.  **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 employability programmes and teaching. * Comprehensive understanding of current training programmes in the UK aimed at improving employability. * It is desirable to have a working knowledge and experience employment and skills agenda globally * Experience of delivering similar services, with similar audiences. * Understanding of the purpose of the British Council, and our work in Skills and Employability. |
| **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.   |  |  | | --- | --- | | **Activity** | **Date** | | ITQ Released (sent) | 9th February 2016 | | \*Clarification Questions | 15th February 2016 | | Clarification Responses | 17th February 2016 | | ITQ Return Date | 19th February 2016 | | Evaluation of responses | 21st February 2016 | | Final decision and Intention to award | 23rd February 2016 |   \*Any clarification questions should be should be submitted via email to [viktoriia.teliga@britishcouncil.org](mailto:viktoriia.teliga@britishcouncil.org) no later than 15th February 2016, 17:00 hours (UK time). |
| **Supplier Response** | Please complete Annex 1 (ITQ response) and submit it to viktoriia.teliga@britishcouncil.org no later than 19th February 2016, 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. |
| **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.   |  |  | | --- | --- | | **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:   |  |  | | --- | --- | | **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.  **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   **Contracting**  Any submissions must expressly accept the British Council’s Contract (Terms and Conditions). If you have any objections these must be stated in writing on a separate appendix. A copy of the Contract is attached at Annex 2.  Mandatory due diligence and discretionary rejection information included in Annex 1 will form part of your response to this ITQ. |