

ITQ (Invitation to Quote)
For: UK VET Sector Expert, UK FE Colleges

*Invitation to submit a proposal for 5-day programme in the UK
for professors from Korean FE Colleges from 21 to 25 November 2016*

Date:	22 nd August 2016
Overview of the British Council	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Further information can be found at www.britishcouncil.org</p>
Context	<p>The purpose of our skills work in the British Council is to support higher quality skills development that meets industry needs and helps young people prosper. Our vision is one where employers are fully engaged in skills development and young people have the skills needed, not just to support economic prosperity, but also to tackle future international challenges. Our cultural relations work in skills development:</p> <ul style="list-style-type: none"> • supports the British Council purpose • builds trust and engagement • increases collaboration with the UK and • responds to significant demand from the market <p>We wish to support a skills system that is of high quality, relevant to the economy and is both flexible and innovative. We work with UK assets and expertise in skills development to deliver our work. Through our cultural relations work in skills, knowledge and experiences are shared, the reputation of the UK is enhanced and new partnerships and relationships are formed. We seek by doing this to give young people in the UK, and in the countries in which we work, new opportunities and a greater global perspective - supported by increased knowledge, skills and aptitudes.</p> <p>Some components of the UK skills system have been particularly successful and are good examples of strengths that the British Council can draw on to inform its work. Some aspects of the system are relatively new and not yet fully tested but could still offer ideas about models and concepts that have the potential to improve youth employability and future prospects. Some of the more recent initiatives in the UK could highlight opportunities to address shared issues and priorities by providing focus and momentum for international collaboration. At the same time, the UK system is not without its challenges and there are lessons that the UK can learn through its collaboration with other countries.</p>

<p>Scope of work /Specification /Outputs</p>	<p>The main aim of the Study tour is to support Korea's FE sector to learn from UK experience and implement positive changes, as well as to facilitate exchanges and collaboration between the two countries.</p> <p>Study Tour Objectives:</p> <ul style="list-style-type: none"> - To provide insights into UK approaches to delivering skills - To meet key UK stakeholders and build relationships with them - To get an in-depth understanding of UK Apprenticeships model - To observe delivery models and explore industry involvement - To gain insights into skills based assessment models - To gain understanding of Quality Assurance mechanism <p>Outputs</p> <p>Ideal programme will include:</p> <ol style="list-style-type: none"> 1) Briefing sessions/presentations by sector experts and lecturers from FE college on: <ul style="list-style-type: none"> - Overview of the UK VET system – key characteristics and strengths - Quality assurance mechanisms – internal and external, trainer and assessors training - UK FE colleges' best practice on student assessment (skills-based) - Current practice, lessons learned and challenges around apprenticeship 2) Visits to FE colleges (meetings with teaching professionals and class observations) 3) Industry visit to watch apprenticeship in action 4) Networking event with UK FE colleges <p>Outcomes:</p> <ul style="list-style-type: none"> - Participants gain understanding of the UK VET system - Improved understanding of UK Quality Assurance mechanisms - Participants understand skills based student assessment - Participants understand current practice, lessons learned and challenges around Apprenticeships <p>Expertise</p> <p>The supplier must possess the relevant expertise to deliver the required services, including:</p> <ul style="list-style-type: none"> - Working knowledge and experience of UK national skills system and sector. - Knowledge and experience of best practice in teacher training. - 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 - It is desirable to have working knowledge of the skills agenda in Korea. <p>The supplier must be available during November</p> <p>General information about the Visit:</p> <ol style="list-style-type: none"> 1) Duration: 5 working days 2) Proposed Dates: late November 2016 (preferably 21-25 November) 3) Total Number of Participants: 11-15 (plus accompanying staff from British Council Korea) 4) Location: flexible depending upon programme 5) Language: Interpretation may be required for intensive input sessions (Participants are expected to have a middle level of understanding in English)
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Key Background Information:	<p>Once considered as ‘second choice’ for majority of students and parents, Korea’s skills education sector has been going through a major changes in line with the government policy to respond to various social issues. Like many other developed economies, youth unemployment and the ‘skills gap’ are becoming a chronic problem in Korea. To tackle these problems, Korean government introduced 'Apprenticeship' to help students' career development and to encourage FE colleges to closely work with industries. National Competency Standards(NCS), equivalent of National Occupational Standards (NOS) in the UK, was also introduced and it became mandatory for all FE colleges in Korea to embed NCS in their curriculum and assessment. And this reform also brought changes to assessing student attainment; from A-F to Pass/Fail. Unlike UK FE colleges, Korean FE colleges have total discretion for their curriculum design and assessment; which creates greater need for professional development in the area of teaching/learning, assessment, and quality assurance in skills education. And we believe this is an area where the Korean TVET sector can learn from UK’s experience.</p> <p>The participants of the study visit will mostly be self-funded, with minimum investment from British Council’s cultural relations grant. Most of the FE colleges will be using the special budget allocated to implement National Competency Framework into their teaching/learning/assessment.</p>																		
Timescales	<p>This timetable may be subject to change.</p> <table border="1" data-bbox="395 936 1407 1227"> <thead> <tr> <th>Activity</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>ITQ released</td> <td>23 August 2016</td> </tr> <tr> <td>Clarification questions*</td> <td>31 August 2016</td> </tr> <tr> <td>Clarification responses</td> <td>6 September 2016</td> </tr> <tr> <td>ITQ response submission</td> <td>19 September 2016</td> </tr> <tr> <td>Evaluation and selection</td> <td>26 September 2016</td> </tr> <tr> <td>Intention to award</td> <td>30 September 2016</td> </tr> <tr> <td>Kick-Off meeting with BC Staff (teleconference)</td> <td>Early October 2016</td> </tr> <tr> <td>Details of the programme confirmed</td> <td>Late October 2016</td> </tr> </tbody> </table> <p>*Any clarification questions should be submitted via email to joohee.ban@britishcouncil.or.kr</p>	Activity	Date	ITQ released	23 August 2016	Clarification questions*	31 August 2016	Clarification responses	6 September 2016	ITQ response submission	19 September 2016	Evaluation and selection	26 September 2016	Intention to award	30 September 2016	Kick-Off meeting with BC Staff (teleconference)	Early October 2016	Details of the programme confirmed	Late October 2016
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Budget	<p>Total cost for 15 people with brief breakdown, including items below</p> <ul style="list-style-type: none"> - All professional fees for the organisation of the programme - Cost for logistic arrangement for entire programme (Lunches & refreshment, meeting room hire, ground transportation, catering for networking event, etc.) - Accommodation in UK (7 days) and airport transportation - Two group dinners; Welcome and farewell <p>※ International Airfare and travel insurance in UK should not be included.</p>																		
Supplier Response	<p>Please complete (ITQ response) and submit it to joohee.ban@britishcouncil.or.kr no later than 19 September 2016</p> <ul style="list-style-type: none"> • 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.

NOTE: All costs related to travel; accommodation and meals will be agreed in advance with the British Council Korea

Payment and Invoicing

The British Council will pay correctly addressed and undisputed invoices within 60 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

A copy of contract will be sent the successful for supplier directly after the announcement.

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