“Higher Education and Economic Development: Innovation, Entrepreneurship and Financial Sustainability of Universities”

**TERMS OF REFERENCE**

**Experts for one-day symposium on innovation management at universities**

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| Assignment :  | Develop and conduct half a day workshop for higher education leaders  |
| Contract type : | Service Contract |
| Location : | Baku, Azerbaijan |
| Dates:  | 30 October, 2017 |

**About:**

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. 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)

Our work in Azerbaijan is in the fields of education, English and the arts.

* British Council Azerbaijan. Our work in higher education aims to globalise knowledge partnerships, promote innovation, extend policy debates, and establish a new generation partnership model to develop global knowledge economies. It builds tripartite partnerships between governments, universities and industry in the UK and through a unique approach to cultural relations, builds trust, engagement and mutual benefit.
* Institute of Education under the Ministry of Education of the Republic of Azerbaijan is an educational think tank which works in all levels of education, by developing curricula and various educational development programmes as well as supporting evidence based policymaking in education by implementing research in education and providing educational policymakers with recommendations based on the in-depth analysis of the sector. Institute of Education will be a partner of the symposium.

**Background:**

With the increased demand from the higher education institutions to contribute more to the research and innovation performance of the country, universities in Azerbaijan are struggling to juggle between providing quality education and performing well in research, innovation and entrepreneurial activities. Although increased competition and expectations requires universities to respond to these demands and needs of society, they lag behind from many world higher education institutions in increasing entrepreneurship and developing innovation systems.

Law on Science passed in 2016 enforces universities to become research universities, develop and equip the industry and the state with cutting-edge research that responds to the needs of society. Decreased public and increased demand for higher education participation also pressures universities to diversify their income sources going beyond the student fees. Moreover, development strategy of the country “Azerbaijan 2020: Look into Future” emphasizes diversification of the economy and developing non-oil sector. This requires increased activities in innovation, research as well as entrepreneurship.

**Objective of the event**

British Council Azerbaijan together with the Institute of Education of the Republic of Azerbaijan will organize one-day symposium which will cover general presentations and discussions. Symposium aims at bringing together higher education leaders (rectors, vice-rectors, and deans) to discuss impact of higher education on the economic development of the country through developing and supporting entrepreneurship and innovation. During the second half of the day, practical skills in innovation management, strategies for establishing entrepreneurial universities as well as diverse models of funding of universities will be provided to the participants in parallel workshop sessions.

**Responsibilities and tasks of the Expert**

British Council Azerbaijan is looking for an experienced UK expert to conduct a presentation and lead a workshop at the symposium on “Higher Education and Economic Development: Innovation, Entrepreneurship and Financial Sustainability of Universities”. This should be a highly experienced expert combining profound human capacity development / training, innovation management and higher education governance expertise. The expert is expected to have a professional affiliation with a UK higher education institution and have minimum 5 years of innovation management expertise to showcase their institution’s experiences.

If short-listed and selected, the expert is expected to hold initial briefing teleconference with the British Council Education Manager, develop presentation materials for the symposium, deliver the presentation and conduct a workshop.

**Funding**

Expenses of UK expert will be covered by British Council Azerbaijan including expert fee, international travel, airport transfers (train or bus), accommodation and travel in Azerbaijan and subsistence. The expert will receive payment for services based on a contract agreement with the British Council.

**Specifics**

The duration of the event and payment for consultation services will be decided based on the suggested programme and the mutual agreement.

British Council Azerbaijan will be responsible for the logistics and organisation of the event.

**Timetable**

Arrival 29 October

30 October – workshop day

31 October return

**Expertise**

The supplier must possess the relevant expertise to deliver the required services, including:

* High level knowledge of best practice in human capacity development / training, innovation management and higher education governance
* Experience of delivering similar services, with similar audiences.
* Experience of facilitating and leading comparable programmes

Desirable competency:

* to have a working knowledge and experience in Azerbaijan.

**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.

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 has 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.

**Instructions for applicants**

To be considered, one page proposal that would contain relevant experience and suggested points for discussion must be sent in electronic form to Nigar.Nasrullayeva@britishcouncil.az not later than 30 September 2017.

**Proposal**

For all options the following requirements are mandatory:

* Expert resume
* Proposal for the symposium
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