

Invitation to Quote

Experts on Higher Education Partnerships Required

Please find below an invitation to submit a consultancy proposal on the Higher Education Partnerships Programme from January to August 2019, focusing on developing: 1) academic partnerships; 2) university-industry engagement; and 3) leadership capacity building for Thai and UK higher education institutions.

Date:	26 Nov 2018
Scope of Work	<p>We are looking for a maximum of three consultants to cover one, two or three outputs (as listed under Objectives and Outputs). Specifically, the following activities must be covered:</p> <p>Academic Partnerships</p> <ul style="list-style-type: none"> • Planning and development of training materials and implementation of the workshop in Bangkok (must include topics listed in Output 1.a.i – iv) • Supporting development of the programme for the UK visit • Participating in the UK visit, focusing on moderating and providing feedback during the planned presentations and peer review sessions • Producing a report to evaluate activities and develop learning outcomes <p>University-Industry Engagement</p> <ul style="list-style-type: none"> • Planning and development of training materials, and implementation of the workshop in Bangkok (must include topics listed in Output 2.a.i –iii) • Developing the programme for the UK visit, and participating in the visit to provide additional feedback • Supporting the development of the UI Public seminar in Bangkok and attending as a moderator or speaker • Producing a report to evaluate activities and develop learning outcomes <p>Leadership Capacity Building</p> <ul style="list-style-type: none"> • Planning and development of training materials, and implementation of the workshop in Bangkok (must include topics listed in Output 3.a.i –v) • Collaboration with participating Thai-UK universities to develop an individual one to two week programme for work shadowing and attachment as required • Producing a report to evaluate activities and develop learning outcomes <p>To ensure all activities are in alignment; engagement between consultants is also required (if delivered by different consultants).</p> <p>The date or month of all activities is outlined under Timescales.</p>

<p>Overview of the British Council</p>	<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 in the UK through the exchange of knowledge and ideas between people worldwide. The British Council seeks to achieve its aims by working in education, science, governance, English language and the arts. In 2013/14, its programmes, products and services reached a total global audience of 600 million people.</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 sponsor.</p> <p>Its primary charitable objects are set out in the Charter as follows:</p> <ul style="list-style-type: none"> • Promotion of cultural relationships and the understanding of different cultures between people of the United Kingdom and other countries • Promotion of a wider knowledge of the United Kingdom • Development of a wider knowledge of the English language • Encouragement of cultural, scientific, technological and other educational cooperation between the United Kingdom and other countries • Further promotion of the advancement of education <p>The British Council works in more than 110 countries around the globe and employs over 7,000 staff worldwide. Its headquarters is in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.</p> <p>Further information can be found at www.britishcouncil.org</p>
<p>Context and Background</p>	<p>British Council Thailand and the Office of Higher Education Commission (OHEC) have launched a transnational education development project (TNE) for the last two years, resulting in 22 TNE programmes developed between Thai and UK universities.</p> <p>Under the Newton Fund, a match-funded UK research grant, British Council and OHEC, as well as the Thailand Research Fund, have also collaboratively delivered 25 grants through Institutional Links between Thai and UK universities. The programme provides grants for the development of joint research and innovation collaborations over a one to two year period, tackling local development needs and challenges such as extreme weather conditions, access to affordable health care, food and energy security.</p> <p>In response to the recent 20-Year National Strategic Plan and Thailand 4.0 Policy by the government, the British Council and the OHEC are now focusing on strengthening institutional leadership, international cooperation and building international networks, while equipping staff at all levels for industry demands through the Higher Education Partnership Programme (HEP).</p> <p>Building on the existing aforementioned links, this project aims to expand beyond research collaboration, strengthening academic partnerships such as through the development of joint or double/dual degree programmes, opening up bilateral teaching opportunities (see Appendix 1 for full list of expected institutional partnerships), and engaging with industrial sectors to cater for the labour market. We will create an active and engaging environment for Thai and UK partners to: 1) develop and extend existing research collaboration to include academic partnerships and industrial sectors, through a series of workshops and UK visits; 2) build capacity in the internationalisation process through real-life experience sharing platforms, such as work shadowing and attachment. The project will involve staff at all levels: management, researchers, academics and</p>

employees in international affairs.

By the end of the project, it is expected that partners and their home universities will be able to develop clear strategic plans for sustaining international partnerships and engagement with industry. A summary of the project activity flow is outlined below:



The Thailand 4.0 initiative

Thailand 4.0 is a new economic model for transforming the country into a value-based economy. The Thai government has defined 10 new engines of growth for the country. The first S-Curve is about enhancing current industries for continued growth, while the new S-Curve relates to the development of future industries to achieve a leap of growth for the Thai economy.

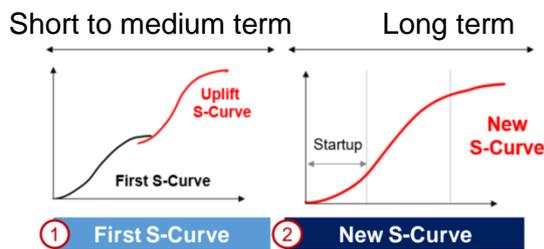


Photo source: www.moe.go.th

<i>First S-Curve</i>	<i>New S-Curve</i>
Next-Generation Automotive Smart Electronics Affluent, Medical and Wellness Tourism Agriculture and Biotechnology Food for the Future	Robotics Aviation and Logistics Biofuels and Biochemicals Digital Technology Medical Hub

You can read more about Thailand 4.0 here: <http://thaiembdc.org/thailand-4-0-2/>

Objectives and Outputs

Objectives:

1. To strengthen institutional leadership to build on HE internationalisation strategy and enhance internationalisation for both the UK and Thailand
2. To extend and sustain Thai-UK cooperation for institutional partnerships (see Appendix 1 for full list of expected institutional partnerships)
3. To develop links with industry and engage in circular development by building a network of academics, policymakers, and higher education institutions

Outputs:

1. Phase 1: January – March 2019: Developing **Academic Partnerships** (topics subject to change upon discussion)
 - a. A three-day workshop in Bangkok, covering:

	<ul style="list-style-type: none"> i. Business models and development planning ii. Quality assurance iii. Academic excellence iv. Academic development planning and review <ul style="list-style-type: none"> b. Moderating and attending meetings in the UK (three-day visit) <ul style="list-style-type: none"> i. Face-to-face discussion with partners ii. Vice chancellor visits iii. Presentation planning and peer review <p>2. Phase 2: April – August 2019: Developing University-Industry engagement (UI) (topics subject to change upon discussion)</p> <ul style="list-style-type: none"> a. A three-day workshop in Bangkok, covering: <ul style="list-style-type: none"> i. The UK model and best practice ii. Strategic planning for local employment requirements iii. UI development planning and review b. Programme development and participating in visit to the UK (three-days visit) <ul style="list-style-type: none"> i. Best practice visit on university-industry engagement ii. Meeting with business sectors (through one-day matching) c. Providing consultancy on the programme and speakers for one public seminar and networking on UI <p>3. Leadership Capacity building (in tandem with Phase 2)</p> <ul style="list-style-type: none"> a. A three-day workshop in Bangkok for research officers and international affairs staff, covering: <ul style="list-style-type: none"> i. Mechanisms and differing systems, such as credit transfer ii. Collaborative skills iii. Communication skills iv. Monitoring and evaluation v. Half-day sharing experience forum b. Developing a one to two week programme on work shadowing and attachment for junior to senior management
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Timescales	This timetable may be subject to change:	
	Activity	Date*
	<i>Trainer application process</i>	
	ITQ released	26 November 2018
	ITQ response deadline	21 December 2018
	Final decision and intention to award	9 January 2019
	Phase 1: Academic Partnerships (January – March 2019)	
	Submission of plan for workshop and UK visit	28 January 2019 (or earlier)
	First workshop in Bangkok	13 – 15 February 2019
	First UK visit on Academic Partnerships	24 February – 1 March 2019
	Submission of report	20 March 2019
	Review of candidates' Academic Partnerships plan	Within April 2019
	Phase 2: University-Industry Engagement (April – August 2019)	
	Submission of plan for workshop and UK visit	1 April 2019
Second workshop in Bangkok	22 – 24 May 2019	

	Second UK visit on University-Industry engagement	14 – 19 July 2019															
	Submission of report	30 August 2019															
	Review of candidates' University-Industry engagement plan	Within August 2019															
	Public seminar in Bangkok	22 November 2019															
	Leadership Capacity Building (April – August 2019)																
	Submission of plan for workshop	1 April 2019															
	Project officer workshop in Bangkok	22 – 24 May 2019															
	Submission of work shadowing programme	1 May 2019															
	*Dates of activities are subject to change.																
	Any queries should be submitted via email to Chavit Uttamachai at Chavit.uttamachai@britishcouncil.or.th																
Budget	<p>The total maximum budget available for this project is £15,500 (VAT inclusive). Logistics (travel, accommodation and subsistence for one trainer in each activity) will be managed and covered by British Council Thailand in accordance with its Travel and Expenses Policy.</p> <p>The consultant can choose to submit a proposal for one, two or three outputs.</p> <p>Specifically, the budget is intended to cover the service fees as outlined below:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Output</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Phase 1: Academic Partnerships</td> <td>£6,000</td> </tr> <tr> <td>2.</td> <td>Phase 2: University-Industry Engagement</td> <td>£6,000</td> </tr> <tr> <td>3.</td> <td>Leadership Capacity Building</td> <td>£3,500</td> </tr> <tr> <td></td> <td>Total</td> <td>£15,500</td> </tr> </tbody> </table> <p>The budget is an estimation and subject to change upon funding of the project.</p>		No	Output	Budget	1.	Phase 1: Academic Partnerships	£6,000	2.	Phase 2: University-Industry Engagement	£6,000	3.	Leadership Capacity Building	£3,500		Total	£15,500
No	Output	Budget															
1.	Phase 1: Academic Partnerships	£6,000															
2.	Phase 2: University-Industry Engagement	£6,000															
3.	Leadership Capacity Building	£3,500															
	Total	£15,500															
Supplier Response	<p>Please complete your ITQ response and submit it no later than 21 Dec 2018 to https://britishcouncil-vksfv.formstack.com/forms/hep201819_trainer</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 • Please also upload a copy of your CV (maximum 2 A4 pages) • Do not submit any additional documentation with your ITQ response except when 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 are 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 • Submission of a generic policy in answer to a question is not acceptable • 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 do not guarantee the award of any British Council contract 																

Evaluation Criteria

Submissions from the supplier 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 weighting.

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 Aims/Objectives	10%
Section 5 – Costing/Price	30%

All submitted responses will be examined by the evaluation panel, consisting of British Council representatives with sufficient relevant experience and knowledge of the requirements.

All submissions will be evaluated by considering only the information presented within the response. Previous/current relationships with suppliers cannot be taken into account during evaluation unless 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 sufficiently experienced to deliver the required outcomes. A detailed and direct response to all requirements with no ambiguity and relevant examples provided.
12	There are slight concerns that the supplier may not be able to achieve all the outcomes required and the response lacks details of relevant experience. A less detailed response that broadly meets the requirements with some ambiguity and few relevant examples provided.
10	There are concerns that the supplier may not be able to achieve the outcomes required and the response significantly lacks details of relevant experience. A less detailed response that broadly meets the requirements with some ambiguity and no relevant examples provided.
5	There are serious indications that the supplier will not be able to achieve the outcomes required and no appropriate evidence of experience has been provided to support their successful delivery. A response that is not entirely relevant to the requirements, with ambiguity and a lack of specific detail.
0	The answers are non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or one that is entirely irrelevant.

Costing/Price

The lowest proposed all-inclusive cost will receive 30% as per the evaluation criteria for Costing/Price. All other submissions will be allocated a percentage score pro-rata. Please note that:

- All costs must be submitted in pound sterling
- If consultancy is to be provided for more than one output (Academic

Partnerships/University-Industry Engagement/Leadership Capacity Building), the cost for each output must be indicated separately

- Day rate(s) must be provided (these will not be scored but incorporated into the contract awarded)
- A breakdown of the costs should be entered into a table as shown below and upload with the application form.

Response by:

All-Inclusive Cost:	£
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Populate the table below for the costing breakdown — this must be submitted as a separate attachment

Output/Activity	Breakdown of Days	Cost Breakdown

The final evaluation score for each response will be calculated by adding together the scores for each section.

<p>Conditions and Contractual Requirements</p>	<p>Confidentiality All information contained within this document is confidential and provided only to give suppliers an adequate understanding of British Council requirements and under no circumstances should it be disclosed to a third party without British Council consent.</p> <p>All relevant policies to which suppliers are expected to adhere 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/</p> <p>This document does not constitute an offer to provide goods/services to British Council and British Council is not obliged to award a contract for these goods/services.</p> <p>British Council reserves the right to request reference information.</p> <p>All costs incurred in the preparation of the ITQ response are the responsibility of the supplier.</p> <p>NOTE: All costs related to travel, accommodation and meals will be agreed in advance with British Council Thailand.</p> <p>Payment and Invoicing</p> <p>British Council will pay correctly addressed and undisputed invoices within 30 days. British Council has a requirement for invoices to be produced in electronic format.</p>
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All invoices to the British Council should be addressed to Accounts Payable and include the following essential information:

- A description of the services supplied
- British Council reference number/purchase order number
- Costs including VAT (if applicable) and any other charges

Contracting

A separate contract will be signed for Phase 1 and Phase 2.

A copy of any relevant contract will be sent to the successful supplier directly after the announcement.

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

Appendix 1

Internationalisation projects should be, but not limited to, in the following forms of institutional arrangements

Area	Types of projects and institutional partnership arrangements
Academic Partnerships	<ul style="list-style-type: none">• Curriculum enhancement on specific priority disciplines (undergraduate or graduate programmes)• Development of short courses, postgraduate certificate programmes, continuing professional development programmes• Development and setting up of internationalisation-at-home programme• Develop articulation, validation programmes with UK partners• Creation of academic network
Faculty and Staff Development	<ul style="list-style-type: none">• Faculty training on specific disciplines to complement enhancement of curriculum• Academic/staff exchange programmes
Research partnerships	<ul style="list-style-type: none">• Joint research projects• Creation or membership to research consortia or network• Joint research conference• Joint scientific publications• Research-related activities and services
Internationalisation of Institution's Support Services	<ul style="list-style-type: none">• Develop international experiences of students (internships, student exchange, outreach, research and engagement)• Internationalisation of student services• Enhancement of Quality Assurance System