

## **Request for Proposal (RFP)**

**For:** Workshop on Funding and Sustainability in the Higher Education Sector

**Date:** 30 November 2018

### **1 Overview of the British Council**

1.1 The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

### **2 Introduction and Background to the Project / Programme**

2.1 Our Higher Education Dialogues are a key component of our HE programme. These dialogues are facilitated conversations between governments, universities and industry, with contributions and fresh perspectives from our network of leading thinkers. By sharing international best practice and creating opportunities for dialogue and collaboration between policy makers, higher education institutions, businesses and industry, we influence whole-system reform to help improve learning

#### **Project Rationale:**

Nigeria is Africa's largest economy and also its most populous country with over 180 million citizens and some of the youngest youth populations in the world. Sixty three percent of the population is under the age of 24 and with a high average relative annual growth rate of 3.24 percent, there are huge demands on the nation's education system; and only one in three will gain admission into the nation's tertiary education system in any academic cycle.

Funding and the sustainability of our higher education institutions remains a key challenge and this has dominated the news cycles in early October 2018 with calls for the introduction of student fees by some; recommendations to establish a Higher Education Bank and a call by the National Union of Students for the Federal Government to increase the budgetary allocation for education to 26%.

## **Project Concept**

The British Councils Higher Education Dialogue on Funding and Sustainability will be delivered in a mixed approach which will feature workshops and training. It will provide Nigerian university leaders with key insights on building and achieving sustainable financial systems.

This event will provide HEIs with practical examples and tips for embedding entrepreneurship in the management of HEIs such that institutions can establish routes to income generation and better manage government allocations. This event will provide the delegates with the opportunity to develop improvement plans with targets and institutions with sustainable plans will receive seed grants to help them kick start the process.

The workshop phase of the dialogue was delivered in November and this RFP sets out the terms for delivering the training component of the dialogue in January 2019.

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the procurement process for submitting a proposal.

## **3 Conditions and Contractual Requirements**

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process ("**Procurement Process**").

### **3.1 Contracting requirements**

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in Nigeria

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex 1 (Terms of Reference) ("TORs"). By submitting a Proposal response, you are agreeing to be bound by the terms of this RFP and the TORs without further negotiation or amendment.

3.1.4 The Contract awarded will be for a duration of 30 days with an option for an extension for up to an additional 15 days

3.1.5 In the event that you have any concerns or queries in relation to the RFP, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the RFP that will apply to all potential suppliers submitting a response.

## **4 Confidentiality and Information Governance**

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 Proposal responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

## **5 Proposal Validity**

5.1 Your Proposal response must remain open for acceptance by the British Council for a period of 20 days from the Response Deadline. A Proposal response not valid for this period may be rejected by the British Council.

## **6 Payment and Invoicing**

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to [BC.Invoices@britishcouncil.org](mailto:BC.Invoices@britishcouncil.org) or by post to:  
The British Council, Corporate Services – UK Hub Team, 10 Spring Gardens, London SW1A 2BN

## **7 Specification**

Training on Financial Sustainability in Higher Education:

A sustainable financial position requires institutions to generate the necessary level of cash to finance their operations and strategic needs over the short, medium to long term. (FSSG). This is a complex challenge requiring institutions to have medium to long term decision making capabilities backed by a clear financial strategy.

The supplier is expected to provide training on Higher Education funding Models as well as financial sustainability practices that would improve the cash flow at Nigerian Higher Education Institutions.

The training should provide a shift in perception and thinking on how institutions should be funded and information on developing new funding streams. Please provide details of session topics as well as session formats in the specifications sheet.

## **8 Mandatory Requirements / Constraints**

8.1 As part of your Proposal response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a Proposal response in full.

## **9 Key background documents and further information**

9.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

9.2 The following additional documentation / information is provided as part of this RFP

- Supplier Response Template
- Terms of Reference.

## **10 Timescales**

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the following timescales shall apply to this Procurement Process:

<b>Activity</b>	<b>Date / time</b>
RFP Issued to bidding suppliers	05 December 2018
Deadline for clarification questions ( <b>Clarification Deadline</b> )	10 December 2018
British Council to respond to clarification questions	14 December 2018
Deadline for submission of RFP responses by potential suppliers ( <b>Response Deadline</b> )	17 December 2018
Final Decision	20 December 2018
Contract concluded with winning supplier	7 January 2018
Contract start date	10 January 2018

## 12 Instructions for Responding

12.1 The documents that must be submitted to form your Proposal response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response) to this RFP. All documents required as part of your Proposal response should be submitted to [Sephora.Imomoh@ng.britishcouncil.org](mailto:Sephora.Imomoh@ng.britishcouncil.org) by the Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when submitting your response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposal responses may be rejected by the British Council.
- Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal response and clearly labelled to make it clear as to which part of your Proposal response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal response.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposal responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal response.
- Any deliberate alteration of a British Council requirement as part of your Proposal response will invalidate your Proposal response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.

- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal responses to the Proposal requirements and pricing will be incorporated into the Contract, as appropriate.

### 13 Clarification Requests

13.1 All clarification requests should be submitted to [HE.Nigeria@ng.britishcouncil.org](mailto:HE.Nigeria@ng.britishcouncil.org) by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

13.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

13.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal response or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal response may be rejected in full and you may be disqualified from this Procurement Process.

### 14 Evaluation Criteria

14.1 You will have your Proposal response evaluated as set out below:

Proposal responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Proposals responses correctly completed with all relevant information being provided will proceed to Stage 2. Any Proposal responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal response is rejected at this point it will automatically be disqualified and will not be further evaluated.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous Proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Session Proposals	[30]%

Training Approach	[20]%
Budget	[50]%

14.3 Scoring Model – Proposal responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any Proposal responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposal responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	<b>Excellent</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	<b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

14.4 14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out

as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning Proposal response – The winning Proposal response shall be the Proposal response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that Proposal response in full and disqualify the potential winning supplier from the Procurement Process at that point.

**List of Annexes forming part of this RFP (issued as separate documents):**

**Annex 1 - Terms of Reference**

**Annex 2 – Supplier Response**