



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

**For: Study on Landscape of Transnational Education (TNE) in Nepal.**

**RFP Invitation Date: 06 June 2024**

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

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

### **2 Introduction and Background to the assignment**

2.1 The British Council of Nepal is currently undertaking study to gain comprehensive understanding, evidence and analysis of the Transnational Education (TNE) landscape in Nepal and to investigate the opportunities for international educational collaborations between Nepal and the United Kingdom, aligned with the educational policies and strategic priorities of both nations. The British Council is seeking proposals from interested organizations meeting the requirements provided in the RFP.

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 process for submitting a proposal in response to this RFP ("**Proposal**").

### 3 Proposal 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 Contracting authority: the British Council which includes any other companies and 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 Delivery location for goods and/or services: the British Council office in Nepal.

3.1.3 Duration: 3.5 months from the signing of contract with an option for an extension for up to an additional 1 month as necessary and agreed by both the parties.

3.1.4 Contractual terms: As set out at Annex 1 ("**Contract**"). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

#### 3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will ensure any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

#### 3.3 General Proposal conditions ("**Proposal Conditions**")

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis

of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex [1] without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex [2] (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex [2] (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;

- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law.

## **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) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 ("FOIA"), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies apply to the British Council (together the "**Disclosure Obligations**").

4.5 You should be aware of the British Council's obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

## **5 Proposal Validity**

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal 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 British Council representative or by post to:  
640- British Council, Lainchaur, Kathmandu Nepal.

## 7 Specification

### Terms of Reference: Study on Transnational Education (TNE) Landscape in Nepal

#### Background

In Nepal, the landscape of higher education is dynamic, with a mix of government and private institutions striving to meet the educational aspirations of its youth. Nepal's higher education sector has numerous colleges and universities offering diverse academic programmes. These institutions play a crucial role in expanding access to higher education and meeting the growing demand for specialised fields of study.

Nepal, with a population of 31 million in 2022, ranked 49th globally with the second highest population growth in South Asia. Its population is predominantly young, with over half under 25 years with a median age of 24.4 years. Despite its small GDP of 40.8 billion USD, Nepal is a significant source of international students, with UNESCO reporting 88,904 studying abroad in 2021, primarily in Australia, Japan, and India.

The UK has historically not been a particularly popular choice for Nepalese students, with only 625 studying at UK HEIs as recently as 2018/19. However, the last few years have seen dramatic growth, reaching 4,855 in 2021/22. Visa data from the Home Office shows that this growth has continued in 2022 and 2023, with the number of new student visa holders (main applicants) in the first nine months of 2023 being more than twice as high as in the whole of 2021.

The UK is committed to support and promote diversification and sustainable sector growth including Transnational education (TNE), as well as capacity building with partners overseas as mentioned in the UK's International Education Strategy 2023. Further, a recent study conducted by the British Council establishes that the TNE sector has both perceived and tangible impact in host countries. TNE host institutions report improvement in quality assurance processes, growth in research and its capacities, internationalisation of curriculum and institutions, and increased reputation of local providers as a direct impact of their TNE partnerships.

Transnational education enrolments have also seen strong growth over the last few years, with around 10,700 students studying for UK HE qualifications in Nepal in 2021/22 – roughly quadruple the number seen five years earlier. Most of these students' study at local partner institutions, with only a relatively small number enrolled on UK distance learning programmes.

Given the above context and the shared interest of both nations in fostering collaboration and advancing the internationalisation of education, it is important to gain a deeper understanding of the Transnational Education (TNE) landscape and assess the possibilities for sustained involvement in Nepal.

## Objectives

The primary objective of this research is to gain comprehensive understanding of the Transnational Education (TNE) landscape in Nepal including regulatory and quality assurance environment and to investigate the opportunities for international educational collaborations between Nepal and the United Kingdom, aligned with the educational policies and strategic priorities of both nations. In addition, the study seeks to explore the role of UK quality assurance bodies specifically in supporting quality of TNE provision in Nepal including recommendations for potential interventions.

## Scope of work

**TNE Activity:** Mapping exercise on existing TNE activity in Nepal (from UK and other countries) to include the following:

- Analyse current TNE activity in Nepal through profiling various TNE models, local and overseas partners (including UK and non-UK partners), offered subjects, academic levels, tuition fees and how all these are evolving.
- Identify quality assurance system of TNE activities in Nepal.
- Identify the specific geographic locations of ongoing TNE activities in Nepal, as well as any ongoing trends in the geographical distribution of TNE.
- Focus on higher education programmes (including online and distance education), professional courses like ACCA, and technical and vocational education and training (TVET) programmes.

**TNE policies:** This section will consider policies, governance and quality assurance systems for TNE in Nepal

- Review and interpret existing/planned policies covering the various kinds of TNE delivery model – including branch campuses, franchising/validation, joint degrees, distance learning and other relevant models. Analysis should cover the actual implementation situation as well as the corresponding formal written policies, and should cover all forms of TNE that are active in the country.
- Analysis should cover policies previously developed by the Nepalese government and use of intergovernmental agreements (if relevant) and changes expected from any upcoming policy or strategies in Nepal.
- Review and interpret the quality assurance systems for various kinds of TNE models.
- Elaborate which policies will need legislation/cabinet approval/notification to make them operational, and how national and state level policies and institutions intersect for the purpose of approval and oversight of TNE.

**Opportunities and Challenges:** Based on literature and qualitative interviews, the study to cover the following:

- Gather insights from diverse stakeholder groups, including national-level policy makers, employers, Nepal higher education sector, current and prospective TNE students, parents, and employers on TNE programmes and qualifications.
- Focus on opportunities and challenges in Transnational Education in Nepal, particularly regarding the establishment and operation of TNE programmes, relevant national regulations and guidelines, best practices as well as awareness and recognition of TNE qualifications.
- Examine both general challenges affecting all potential international collaborators and those specific to the UK, which can vary depending on delivery models, study levels, and other relevant factors.
- Explore the potential of TNE to offer Nepali students a high-quality international educational experience, encompassing degree mobility, short-term options (like exchange programs and credit transfers), and virtual learning opportunities.
- Gender inequalities are present throughout higher education and can accentuate wider social and economic inequality. Consider how TNE can address gender-based inequality and other forms of inequality such as rural/urban and develop the competencies of young people in Nepal.

#### **Case Studies: Lessons from within Nepal**

- This research will offer a selection of contemporary instances showcasing successful Transnational Education initiatives conducted by providers from the UK and other countries in Nepal.
- Success in these cases may be measured by criteria such as improved access, expanded academic options, advancements in specific disciplines, enhancements to the quality of local higher education, or other elements relevant to the Nepalese context.
- Identify whether any challenges associated with TNE were effectively addressed and will pinpoint the key factors contributing to successful partnerships and programmes.
- This section will also attempt to include case studies of comparable markets to Nepal (regionally or globally) considering development stage, growth potential, demographics, etc where possible.

#### **Suggested approach: Scope & Methodology:**

The British Council invites proposals from potential suppliers, seeking a customised approach and methodology that aligns well with the research objectives and primary inquiries outlined.

This research is expected to include a blend of quantitative and qualitative assessments, utilising of both primary and secondary research methodologies. This may include desk-based research, data collection and analysis, targeted interviews, focus group discussions, online surveys, and similar techniques. The supplier is encouraged to propose the appropriate profile and scope of engagement with stakeholders

identified to consult for this research. It is expected that the research findings will include a diverse array of regions and institution types across Nepal, spanning various TNE delivery models.

The British Council will take an active role in this study, offering expert insights and facilitating interviews with key government stakeholders. The supplier will assume the lead role in arranging their logistical requirements, setting up of interviews with all the other stakeholders in Nepal and UK , conducting interviews, focus groups, data collection, analysis, and report composition. The supplier will be responsible for arranging translations from Nepali to English of any documents required for the purpose of this research.

**The research should assist with answering the following key questions:**

1. To what extent can TNE support fulfilment of Nepal's priorities for higher education overall, including from a gender and inclusion perspective?
2. What are the current TNE models, local partners, subjects offered, study levels, tuition fees, market demand?
3. What Quality Assurance measures are in place for TNE and whether these are adequate?
4. How is the TNE landscape in Nepal evolving and what models of engagement and types of programmes are best suited to support growth in partnerships between Nepal and the UK?
5. To the extent possible, assess the growth potential of the Nepal TNE sector?
6. What are the challenges restricting the progress of Transnational Education in Nepal (for example, lack of regulations and guidance), and what strategies can be employed to overcome these challenges, considering perspectives from both the UK and Nepal?
7. Do the current TNE models consider issues of access and affordability including from a gender perspective. What subjects are popular with male vs female students? Are there any regional variations in enrolment, such as differences between urban and rural areas?
8. To what extent is student support/pastoral care covered in TNE programmes? What are the main issues (such as mental health, LGBTQ+ issues, academic misconduct, male/female ratio etc) that requires such support and are there any existing mechanisms to address these? are care mechanisms in
9. Does the current TNE provision particularly from the UK link well with the Nepalese secondary education or are there any specific interventions required, such as bridging or foundation courses, English provision, etc.
10. To what extent can TNE in Nepal support student mobility including to the UK and what are the factors that influence this?

11. What are the background stories, lessons learned, and barriers overcome by institutions who have been successful in TNE programmes in Nepal as well as factors and lessons learned behind any unsuccessful partnerships?

### Requirements of the research firm and research team

Any international organisation with relevant research experience can apply. It will be responsible for ensuring all deliverables are provided timely and according to the standards set in this Terms of Reference. The organisation will maintain communication with The British Council and will be solely responsible for fulfilling all the tasks as specified in the ToR.

The required experience of the organisation and research team are:

- a) Experience in managing similar research.
- b) Experience in education research in Nepal and/or South Asia
- c) Experience of working in projects funded by international agencies.

### Deliverables

<b>Deliverable</b>	<b>Summary of key contents</b>	<b>Timeframe</b>
<b>Inception Report</b>	Will comprise of but not limited to:  I: Any revision to Methodology and detailed Workplan  II: Stakeholder mapping and engagement plan  III: Study tools including digital survey questionnaires, and checklists for FGD and KII for various respondents.	Within 2 weeks of commencement
<b>Preliminary data findings</b>	Submit in Power Point template	Within 7 weeks of commencement
<b>Draft Final Report</b>	An analytical report (in English) with necessary annexes.	Within 10 weeks of commencement
<b>Final Report</b>	A detailed final report along with executive summary and infographics upon receiving feedback from the British	Within 14 week of commencement

	Council	
<b>A separate short report focussed on quality assurance for internal purpose</b>	<p>The brief should conclude with a list of recommendations for long term sustainable solutions and interventions specifically aimed at UK quality assurance bodies in the expected follow-on project.</p> <p>Examples of such interventions include:</p> <ul style="list-style-type: none"> <li>Explainers/presentations on the TNE narrative.</li> <li>Capacity building workshops.</li> <li>Partnership agreements/programmes.</li> <li>Memorandums of Understanding (MOUs).</li> </ul>	Within 14 week of commencement

**Duration of Assignment**

The study will take place between 10 July 2024 to 10 October 2024.

**8 Mandatory Requirements / Constraints**

8.1 As part of your Proposal, 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. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

**9 Key background documents**

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

**10 Timescales**

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

<b>Activity</b>	<b>Date / time</b>
RFP Issued to bidding suppliers	06 June 2024
Deadline for clarification questions ( <b>Clarification Deadline</b> )	11 June 2024
British Council to respond to clarification questions	13 June 2024

Deadline for submission of Proposals by potential suppliers <b>(Response Deadline)</b>	<b>26 June (23:59 Nepal time)</b>
Final Decision	5 July 2024
Contract start date	10 July 2024

## 11 Instructions for Responding

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

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. 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 document, clearly labelled and cross-referenced to the Proposal as relevant.
- 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.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals 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.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal 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 to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

12.1 All clarification requests should be submitted to [consultant@britishcouncil.org.np](mailto:consultant@britishcouncil.org.np) 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 and will response if the question is appropriate and received before the Clarification Deadline.

12.2 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.

12.3 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.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal 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 may be rejected in full and you may be disqualified from this Procurement Process.

### 13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

**Stage 2:** If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

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

Criteria	Weighting
Social Value	10%
Technical	60%
Commercial	30%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the

relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest "Overall Price". Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process 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.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal 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)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

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

**Annex 1 – Agreement template**

**Annex 2 – Supplier response**

**Annex 3 – Pricing Approach**