

**Annex 2 Supplier Response**]

**For the supply of UK consultancy for Senior English Teacher Programme**

**to the British Council**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorised representative.
4. Submit all mandatory documentation to Zhanna Sevastianova, Head English, at [zhanna.sevastianova@britishcouncil.org.ua](mailto:zhanna.sevastianova@britishcouncil.org.ua) by the Response Deadline, as set out in the Timescales section of the RFP/ITT document.

**Part 1 – Supplier Response**

1.1 Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

1.2 Each requirement within this document is preceded by an instruction to the bidder specifying its relevance as follows:

**Mandatory (M):** Responses that do not meet any mandatory requirement may not be considered;

**Desirable (D):** Responses will be awarded marks for each desirable requirement that they satisfy;

**Optional (O):** Responses will be awarded marks for each optional requirement that they satisfy, but are considered to be of lesser importance than desirable requirements met;

**Mandatory Response (MR):** Requirements labelled ‘**MR**’ specify information that must be provided in the bidder’s response in order that the British Council can evaluate the bidder’s proposal. Failure to respond to any MR requirement will result in lower marks being awarded to the bidder;

**Information (I):** Requirements labelled ‘**I**’ provides information to the bidder and therefore need not be responded to.

Requirements with relevance **M**, **D** or **O** should be answered with a **Yes / No / Partial** response.

1.3 If the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

1.4 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in the response to Annex [3] (Pricing Approach).

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| **Quality – 40%** | | | |
| **ID** | % | **Cat.** | **Requirement** |
| **Q01** | **15%** | **MR** | Please provide evidence of a track record of success in designing school-based programmes with focus on mentorship/Senior Teacher programmes for state-school in an overseas context, preferably in post- Soviet country.  Please detail your experience within the last five years with regards to designing and delivering remote/ online teacher development programme and mentorship training  In order to justify your track record and knowledge, please include references, previous and current work on mentorship programme design, online teacher development services, teacher training materials, etc. |
| **Supplier Response (max. 1,000 words):** |
| **Q02** | **15%** | **MR** | Please provide evidence of experience relevant to customising and localising the training offer to the needs of participants. |
| **Supplier Response (max. 500 words):** |
| **Q03** | **5%** | **MR** | Please provide evidence of your awareness of online resources which can be used by participants to continue their professional learning after completing the course. |
| **Supplier Response (max. 500 words):** |
| **Q04** | **5%** | **MR** | Please provide evidence of an appropriately qualified and experienced team that brings value to this assignment. |
| **Supplier Response (max. 500 words):** |

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| **Methodology and Approach – 60 %** | | | |
| **ID** | % | **Cat.** | **Requirement** |
| **MA01** | **20%** | **MR** | Please provide a clear definition of the methodology and approach for design a school-based mentoring programme for 100 model schools.  Please highlight specific approach to be used for the programme development.  Please note that subject to meeting other stated criteria, preference will be given to organisations who can complete a design of the programme by 31 December 2020 |
| **Supplier Response (max 500 words):** |
| **MA01** | **35%** | **MR** | Please provide a clear definition of the methodology and approach for:   1. Design of a 36-hour mentorship training course for 100 teacher mentors: 2. localisation of the training to the Ukrainian context in coordination with the British Council in Ukraine. 3. specification of how participant engagement will be maintained in an online environment 4. specification of the pre -course and post -course evaluation of the training 5. delivery of the training, including a description of digital platforms to be used during the synchronous and asynchronous sessions. 6. Facilitation of the post -training programme implementation 7. Approach to data collection for the interim report on two -month implementation of the Senior English Teacher programme.   For all activities above please include a detailed timeline for the completion of the work and how you intend to resource it. Please highlight specific methods and tools to be used for the training and post- training support.  Please note that subject to meeting other stated criteria, preference will be given to organisations who can complete the training by the end of January 2021 |
| **Supplier Response (max 500 words):** |
| **MA02** | **5%** | **MR** | Please provide a clear risk assessment of e-safety for the platforms to be used during the sessions. |
| **Supplier Response (max. 300 words):** |

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| **Commercial –** Pricing Approach needs to be submitted together with all other mandatory documentation even though, due to budget cap being set, the pricing approach will not be included into evaluation criteria and will not be evaluated for the purposes of commensal evaluation**.** | | | |
| **ID** | % | **Cat.** | **Requirement** |
| **Annex 3** |  | **MR** | Please complete Annex 3 (Pricing Approach) |

**Part 2 – Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP/ITT |  |
| 2. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 3. This checklist signed by an authorised representative |  |
| 4. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive |  |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

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| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:** |  |

**Appendix A to Submission Checklist**

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| **Table of Information Designated by the supplier as Confidential and / or Commercially Sensitive** | | | |
| ***This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP/ITT apply to any information designated as confidential and/or commercially sensitive.*** | | | |
| No | Section of tender response which the supplier wishes to designate as confidential and / or commercially sensitive | Reasons as to why supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws | Length of time during which supplier thinks that such exemption should apply |
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