

How are vocational institutions innovating evolving and changing as a result of Covid 19

Clarification questions and answers

1. Can the signature on the Annex 3 be an electronic signature?

Yes

2. Is there a set time on the deadline date?

Yes, supplier responses must be submitted by 23:59 GMT on 6th November 2020.

3. Will the briefing meeting be held physically, face-to-face, in London, or will it be on line?

All meetings will be on-line.

4. Will there be subsequent face-to-face meetings with the BC London staff during the project?

There will be regular on-line meetings with the British Council London staff during the project.

5. The brief states that “the appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in London.” Given the current Covid guidelines, will there be physical meetings? If so, are out of pocket costs such as travel charged separately, or should they be included in the quotation?

There will be no physical meetings at the British Council in London, all services and goods will be delivered on-line. All other costs planned for the delivery of the project need to be budgeted for and included in the quotation. Please also refer to the answer of question 6.

6. The brief mentions that the supplier will be expected to carry out a “small number of speaking engagements”. How many? Will these be online? If not, will travel expenses be paid, if required?

We expect around two speaking engagements opportunities to disseminate the findings of the research at internal and/or external events. This could be online and/or in person depending on the circumstances. All travel expenses will be paid in accordance with the British Council travel policy and against evidence. These travel costs will be covered separately from the budget for the research and do not need to be included in the supplier response.

7. The RFP states that “the contract awarded shall be for no more than £25 000 inclusive of VAT.” While in the Instructions sections of Annex 4 it says that “Note: All pricing must be

provided be in £ GBP and must exclude VAT. British Council will assume VAT is payable at the prevailing UK rate in addition to the quoted prices.” Should we quote with or without VAT? For example, if we want to quote the full £25 000 for the project, should we quote £25 000 including VAT or exclusive of VAT?

The suppliers should state if they will be charging VAT. The quotes in Annex 4 should be without VAT, but the project overall cost should not exceed £25 000 inclusive VAT.

8. Would it be possible to receive more information about the I-WORK programme? The programme content, the activities carried out and with which audiences?

Information on I-Work project can be found [here](#). Further information will be provided at the initiation briefing and evaluation report can be provided to the appointed researcher.

9. You state that you will facilitate contact with stakeholders in the institutes to help organize interviews and focus groups. “British Council will provide support in identifying the stakeholders and establishing the link to them.” Is it implicit that, because of their role as beneficiaries of the I-WORK programme, they will be “obliged” to participate?

There is no obligation for the stakeholders from I-Work to participate. British Council offices in countries will build on their relationships with the local stakeholders.

10. Is it necessary and/or relevant to know the Covid-19 policies/restrictions in each country?

The research should explore how vocational institutions from the five countries are innovating, evolving and changing as a result of Covid-19. Focus should be placed on the long term measures and not on their immediate emergency response to Covid. The researcher should determine if knowing the Covid policies/restrictions in each country is necessary and/or relevant for the completion of the research.

11. What do you mean by Case Studies?

Case studies should provide concise qualitative analysis and description of some specific examples of innovation, good practice and lessons learned identified through the research or to illustrate a general point, which could be useful for policy makers or other institutions operating in similar conditions and facing similar challenges to consider. In the design of the report case studies are usually highlighted to stand out from the general narrative. Suppliers can suggest how case studies can best be used to meet the objectives of the research.

12. Do we have flexibility on the methodology proposed (semi-structured interviews and focus groups). Can we propose other methodology?

Yes, there is flexibility on the proposed methodology. Suppliers should outline their proposed approach and methodology in Section 1 of Annex 3 ‘Supplier response’.

13. Please confirm the deadline for the completion of the research?

The work must be completed by 1st March 2021.

