



**ITQ (Invitation to Quote)**

**For: UK VET Sector Expert**

**Leadership Programme  
For Leaders from Southeast Asian Vocational Colleges**

|  |  |
|--|--|
| <b>Date:</b>                           | 16 <sup>th</sup> December 2015   |
| <b>Overview of the British Council</b> | <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 for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2013 - 14, its programmes, products and services reached a total audience of 600 million people worldwide. 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 sponsoring department.</p> <p>Its primary charitable objects are set out in the Charter and are stated to be:-</p> <ul style="list-style-type: none"> <li>• Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;</li> <li>• Promote a wider knowledge of the United Kingdom;</li> <li>• Develop a wider knowledge of the English language;</li> <li>• Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries;</li> <li>• Otherwise promote the advancement of education.</li> </ul> <p>The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.</p> <p>Further information can be found at <a href="http://www.britishcouncil.org">www.britishcouncil.org</a></p> |
| <b>Regional Context</b>                | <p>In Southeast Asia, Ministries of Education and high officials have agreed to prioritized promoting technical and vocational education and training in one of their 7 priority areas of SEAMEO from 2015 to 2035. To achieve this goal, SEAMEO has created collaborative programmes with contributions from several organizations both public and private, including the Institute for the Promotion of Teaching Science and Technology (IPST) and the British Council Thailand. The initiative, supported by IPST and British Council has called Leadership Programme for Leaders of Southeast Asian Vocation Colleges which aims to enhance leadership capacity of vocational institute leaders in Southeast Asian region.</p> <p>British Council’s ‘Connecting Classrooms’ leadership programme for head teachers and senior educators provides tailor-made training to turn effective managers into inspiring leaders.</p>   |

|   |   |
|---|---|
|   | <p>The programme focuses on developing essential leadership skills, while uniquely embedding an international dimension in the curriculum and ethos of a school or a college.</p>   |
| <p><b>Scope of work /Specification /Outputs</b></p> | <p>British Council Thailand is looking for a trainer experienced in the field of VET school leadership to conduct co-training with the School Leadership trainers for 50 East Asia College Directors.</p> <p>Leadership training for college directors to nurture the following skills:</p> <ul style="list-style-type: none"> <li>- <b>Planning, Monitoring, Evaluating and Reviewing (PMER) and Self Evaluation</b><br/>PMER and self-evaluation play a vital part in the continuous improvement of teaching and learning in schools. When coupled with honest and constructive self-evaluation PMER can bring about a genuine and measurable rise in standards. Participants will be shown how to embed these checks and measures in the Connecting Classrooms project with a view to bringing about lasting improvement across the curriculum and throughout their schools.</li> <li>- <b>Leading teaching and learning</b><br/>This element of the training offers participants the chance to explore what they are trying to do for young people in their schools. In particular, your educators will be asked to think about which skills and characteristics they should prioritise. This strategic approach will also introduce participants to the core attitudes embedded in Connecting Classrooms.</li> <li>- <b>“Internationalising your school” (as per the programme)</b><br/>Through the this session the participants are expected to achieve the followings: <ul style="list-style-type: none"> <li>(1) An understanding of what globalism is</li> <li>(2) A revised vision of global education in your setting</li> <li>(3) An awareness of how to create and build teams to effect change</li> <li>(4) A set of tools to help develop teachers and students</li> <li>(5) An idea of social action projects</li> <li>(6) A developed ‘globalising education’ action plan</li> </ul> <p><a href="#">Sample of document can be downloaded here</a></p> </li> </ul> <p>The training above will be co-trained with a British Council School Leadership trainer where the modules above will be applied from British Council School Leadership Training Programme. The trainer is required to provide a good practice, case study, and feedbacks on vocational education context and help facilitating the panel discussion on Day 1 and Study visit on Day 4. The materials from British Council School Leadership Training Programme will be applied throughout the programme. The teleconference briefing between trainers will be arranged prior the training period.</p> |

This training will be attended by College Directors from East Asia subject areas, but the subject areas will be in line with the priority in line with the [Chiang Mai joint agreement](#) which are:

- Hospitality and Tourism
- Electronics, Mechatronics, and Manufacturing
- Agriculture and Fishery
- Construction

### **Objective**

- To provide new knowledge of leadership to vocational institute leaders from 11 countries in Southeast Asia and;
- To avail vocational institutes of opportunity to strengthen networks within Southeast Asia regions and other international regions and;
- To allow vocational institutes leaders to have linkages with industries.

### **Expected outcome**

- Participants are to submit a report within 7 days after completing the course. The report will be consisted of what they have learnt from the course, their 3 action plans, and how they can utilise the knowledge and skills from the training to benefit their country and ASEAN.
- Participants are to submit a report on the progress of their action plan on a bi-monthly basis until end of 2016.
- The action plan and lessons learnt will be shared in an appropriate SEAMEO meeting

### **Participants**

- Up to 50 vocational institute leaders from 11 countries.

### **Expected outputs**

- Vocational Institute leaders from 11 countries gain new knowledge and have educational network with other institutes and industries in Southeast Asia region.

**Training period:** 16 – 19 February 2016

**Duration of trainings:** 4 days

### **Funding**

Expenses of UK trainer will be covered by British Council Thailand and partners including flight ticket (economy class), accommodation in Thailand and subsistence based on British Council rates as below:

- Expenses for the working days in Thailand, up to a maximum of:
  - Breakfast (if not included in the room rate): 400THB
  - Lunch (if not provided): 845 THB (Bangkok), 597 THB (elsewhere)
  - Dinner (if not provided): 1300 THB (Bangkok), 765 THB (elsewhere)

British Council will responsible for the logistic arrangement including airport

|   | <p>transfer; airport – hotel – airport and the accommodation at Tai-Pan hotel.</p> <p>The trainer will receive payment for services based on a contract agreement with the British Council.</p> <p><b>Specifics</b><br/>The duration and payment of this training will be decided based on the suggested programme and the mutual agreement.</p> <p><b>Timetable</b></p> <table border="0"> <tr> <td data-bbox="391 488 861 622">January 2016</td> <td data-bbox="861 488 1458 622">Input into the development of the programme and identification of external contributors, and liaising with British Council.</td> </tr> <tr> <td data-bbox="391 656 861 701">16 – 19 February 2016</td> <td data-bbox="861 656 1458 701">Lead and facilitate programme</td> </tr> <tr> <td data-bbox="391 723 861 790">1<sup>st</sup> March 2016</td> <td data-bbox="861 723 1458 790">Contribute to the British Council evaluation of the programme</td> </tr> </table> <p><b>Expertise</b><br/>The supplier must possess the relevant expertise to deliver the required services, including:</p> <ul style="list-style-type: none"> <li>• Working knowledge and experience of UK national skills system and sector.</li> <li>• Knowledge and experience of best practice in teacher training.</li> <li>• It is desirable to have a working knowledge and experience employment and skills agenda in East Asia.</li> <li>• Experience of delivering similar services, with similar audiences.</li> <li>• Experience of facilitating and leading comparable programmes</li> <li>• Understanding of the purpose of the British Council, and our work in Skills and Employability.</li> </ul> | January 2016    | Input into the development of the programme and identification of external contributors, and liaising with British Council. | 16 – 19 February 2016 | Lead and facilitate programme | 1 <sup>st</sup> March 2016 | Contribute to the British Council evaluation of the programme |                         |                         |                 |                          |                         |                          |
|---|--|-----------------|---|-----------------------|-------------------------------|----------------------------|---|-------------------------|-------------------------|-----------------|--------------------------|-------------------------|--------------------------|
| January 2016                              | Input into the development of the programme and identification of external contributors, and liaising with British Council.  |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
| 16 – 19 February 2016                     | Lead and facilitate programme  |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
| 1 <sup>st</sup> March 2016                | Contribute to the British Council evaluation of the programme  |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
| <p><b>Key Background Information:</b></p> | <p>The British Council’s cultural relations objectives, in terms of skills, are:</p> <ul style="list-style-type: none"> <li>• to build the UK’s reputation as a trusted partner by sharing and developing effective approaches to skills development, vocational education and enterprise; and</li> <li>• to provide young people with opportunities that increase their skills and employability, thus contributing to strong economic growth and stable societies.</li> </ul> <p>At a time when the demand for skills is ever growing, both in the UK and abroad, the British Council are working to foster innovation, build new partnerships and identify and develop new opportunities.</p>   |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
| <p><b>Timescales</b></p>                  | <p>This timetable may be subject to change.</p> <table border="1"> <thead> <tr> <th data-bbox="391 1883 986 1917"><b>Activity</b></th> <th data-bbox="986 1883 1417 1917"><b>Date</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1917 986 1951">ITQ Released (sent)</td> <td data-bbox="986 1917 1417 1951">18<sup>th</sup> December</td> </tr> <tr> <td data-bbox="391 1951 986 1984">*Clarification Questions</td> <td data-bbox="986 1951 1417 1984">5<sup>th</sup> January</td> </tr> <tr> <td data-bbox="391 1984 986 2018">Clarification Responses</td> <td data-bbox="986 1984 1417 2018">8<sup>th</sup> January</td> </tr> <tr> <td data-bbox="391 2018 986 2051">ITQ Return Date</td> <td data-bbox="986 2018 1417 2051">15<sup>th</sup> January</td> </tr> <tr> <td data-bbox="391 2051 986 2085">Evaluation of responses</td> <td data-bbox="986 2051 1417 2085">21<sup>th</sup> January</td> </tr> </tbody> </table>  | <b>Activity</b> | <b>Date</b>   | ITQ Released (sent)   | 18 <sup>th</sup> December     | *Clarification Questions   | 5 <sup>th</sup> January                                       | Clarification Responses | 8 <sup>th</sup> January | ITQ Return Date | 15 <sup>th</sup> January | Evaluation of responses | 21 <sup>th</sup> January |
| <b>Activity</b>                           | <b>Date</b>  |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
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| Clarification Responses                   | 8 <sup>th</sup> January  |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
| ITQ Return Date                           | 15 <sup>th</sup> January   |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |
| Evaluation of responses                   | 21 <sup>th</sup> January   |                 |   |                       |                               |                            |   |                         |                         |                 |                          |                         |                          |

|  | <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Final decision and Intention to award</td> <td style="width: 40%;">22<sup>st</sup> January</td> </tr> </table> <p>*Any clarification questions should be should be submitted via email to <a href="mailto:Thidaporn.Wareenin@britishcouncil.or.th">Thidaporn.Wareenin@britishcouncil.or.th</a><br/> Thidaporn Wareenin, Assistant Education Manager (Partnership) no late 5<sup>th</sup> January 2015</p>  | Final decision and Intention to award | 22 <sup>st</sup> January |   |           |  |     |                                 |     |  |    |                           |     |
|--|---|---------------------------------------|--------------------------|---|-----------|--|-----|---------------------------------|-----|--|----|---------------------------|-----|
| Final decision and Intention to award                          | 22 <sup>st</sup> January  |                                       |                          |   |           |  |     |                                 |     |  |    |                           |     |
| <b>Supplier Response</b>                                       | <p>Please complete (ITQ response) and submit it to <a href="https://britishcouncil-vksfv.formstack.com/forms/leadership_ea">https://britishcouncil-vksfv.formstack.com/forms/leadership_ea</a> no later than 15<sup>th</sup> January 2016<br/> The sample of online form can be downloaded from this <a href="#">link</a>.</p> <ul style="list-style-type: none"> <li>• Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered.</li> <li>• Do not submit any additional documentation with your ITQ response except where specifically requested.</li> <li>• 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 is clearly labelled with the appropriate section/question number.</li> <li>• Where supporting evidence is requested as ‘or equivalent’ – it is the Supplier’s responsibility to prove the relevant equivalence.</li> <li>• It is not acceptable to submit a generic policy in answer to a question.</li> <li>• All answers in the ITQ response should be inserted in the dedicated response section/question in Annex 1.</li> <li>• Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.</li> <li>• Completion and submission of your response does not guarantee award of any British Council Contract.</li> </ul>           |                                       |                          |   |           |  |     |                                 |     |  |    |                           |     |
| <b>Evaluation Criteria</b>                                     | <p>The award criterion for this Invitation to Quote is the most economically advantageous. The Supplier’s submissions will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection.</p> <p>Supplier responses to this ITQ will be assessed using the following criteria and weightings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Criteria</th> <th style="background-color: #cccccc;">Weighting</th> </tr> </thead> <tbody> <tr> <td>Section 1 – Mandatory and Discretionary Rejection</td> <td>Pass/Fail</td> </tr> <tr> <td>Section 2 – Background, knowledge and experience</td> <td>30%</td> </tr> <tr> <td>Section 3 – Summary of approach</td> <td>30%</td> </tr> <tr> <td>Section 4 - Understanding of British Council's aims/objectives</td> <td>5%</td> </tr> <tr> <td>Section 5 – Costing/Price</td> <td>35%</td> </tr> </tbody> </table> <p>Evaluation of all submitted responses will be undertaken by the evaluation panel which will consist of British Council representatives with relevant and significant experience and knowledge of the requirements.</p> <p>Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.</p> | 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's aims/objectives | 5% | Section 5 – Costing/Price | 35% |
| 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's aims/objectives | 5%  |                                       |                          |   |           |  |     |                                 |     |  |    |                           |     |
| Section 5 – Costing/Price                                      | 35%   |                                       |                          |   |           |  |     |                                 |     |  |    |                           |     |

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 experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.   |
| 12     | There are slight concerns that the supplier will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.                                   |
| 10     | There are concerns that the supplier will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.                                |
| 5      | There are serious indications that the supplier will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail. |
| 0      | The answer is non-compliant and/or no relevant information has been received to demonstrate the supplier can achieve the required outcomes. No response or a response that is entirely irrelevant.  |

The lowest all-inclusive cost proposed will receive 35% as per the evaluation criteria. All other submissions will be allocated a % score pro-rata.

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

**Conditions & Contractual Requirements**

**Confidentiality**

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of the British Council's requirements and under no circumstances should be disclosed to a third party without the British Council's consent.

All relevant policies that suppliers are expected to adhere to 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/](http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/)

This document does not constitute an offer to provide goods/services to the British Council and the British Council is not obliged to award a contract for these goods/services.

The British Council reserves the right to request reference information.

All costs incurred in the preparation of the ITQ response are the supplier's responsibility.

NOTE: All costs related to travel; accommodation and meals will be agreed in advance with the British Council Thailand.

**Payment and Invoicing**

The British Council will pay correctly addressed and undisputed invoices within 30 days. The British Council have a requirement for invoices to be produced in an electronic format.

Essential information to be included on any invoice for the British Council is:

- A description of the services supplied.
- The British Council reference number/Purchase Order number.
- Addressed to Accounts Payable.
- The costs including VAT (if applicable) and any other charges

**Contracting**

A copy of contract will be sent the successful for supplier directly after the announcement.

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