



ITQ (Invitation to Quote)

For: Experts on Strategy and Business Planning for Education

Please find below an invitation to submit a proposal for a 2-day training programme between 15 and 16 December 2016 on strategic and business planning, focusing on how to manage a successful and sustainable transnational education (TNE) programme for teams of up to 45 management professionals or lecturers from Thai universities.

Date:	1 st November 2016
Overview of British Council	<p>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 language and the arts. In 2013-14, its programmes, products and services reached a total audience of 600 million people worldwide.</p> <p>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">• Promotion of cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries.• Promotion of a wider knowledge of the United Kingdom.• Development of a wider knowledge of the English language.• Encouragement of cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries.• Further promotion of the advancement of education. <p>British Council works in more than 110 countries around the world and employs over 7,000 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 www.britishcouncil.org</p>
Context	<p>British Council Thailand has been working collaboratively with the Thai Ministry of Education's Office of the Higher Education Commission (OHEC) and 9 Thai national research universities to develop joint or dual degree programmes with UK institutions. Details of the UK-Thailand Transnational Education Development Project can be obtained from the following link: https://www.britishcouncil.or.th/en/programmes/education/our-work-support-higher-education-and-research-sector/uk-thailand-transnational-education-development-project</p> <p>Following the completion of activities in Phase I of this project, 10 new joint or double degree programmes are expected to launch in August 2017. Phase II activities have been designed with the aim of enhancing capabilities and expertise for the delivery of TNE between the UK and Thailand, and identify the proper approach for development and implementation of TNE programmes between the two countries.</p> <p>Activities in Phase II include a professional development programme culminating in a visit to partner universities in the UK, prior to the commencement of established degree programmes. The areas of this programme, which have been identified and analysed by the nine Thai research universities and UK advisors, include workshops on "UK Quality Assurance for Transnational Education Programmes" and "Strategy and Business Planning for a Sustainable Programme".</p>



Scope of Work /Specification /Outputs

Objective:
To help each participating Thai university develop a **sustainable** TNE business plan and strategy that can be implemented by August 2017.

Outputs:

- A 2-day intensive course on strategic and business planning. The training content should consist of, but not be limited to:
 - business/strategic plan development & competitive/business strategy
 - financial planning & cost structure
 - situation and SWOT analysis
 - programme sustainability
 - business model review
 - TNE best practices, identifying lessons to learn & case studies
 - understanding the process of establishing new TNE programmes
- Online mentoring/assessment (participants will be asked to develop a strategy and business plan after the workshop and trainers are to give them feedback).
- 10 business plans to be developed and refined before being reviewed by UK peers in February 2017.

Outcome:

- Representatives from each Thai university are able to design, refine and implement a strategy and business plan to successfully attract a sufficient number of students to their TNE programmes and enable sustainability of these programmes.

Key Background Information:

The UK is a world-leading provider of transnational education (TNE) programmes, with approximately 360,000 students actively enrolled in such programmes overseen by around 80 per cent of UK universities; as a result, UK TNE is expanding across the globe. According to British Council’s 2013 research paper “The Shape of Things to Come – the Evolution of Transnational Education”, Thailand is defined as a country with considerable potential to develop its own TNE programmes.

Recognising the potential of expanding TNE models in Thailand, British Council is proposing support for the delivery of one-year, two-phase TNE programmes designed to increase education links between Thai and British institutions which could help provide solutions to national policy and market challenges and contribute to an internationalised environment and economic benefits for both the UK and Thailand.

The programmes are delivered by British Council in collaboration with Thailand’s Office of the Higher Education Commission (OHEC) and nine Thai research universities. The list of courses being developed is listed below:

University in Thailand	University in the UK	Degree

	Chiang Mai University	University of Reading	Master's Programme in Food Science and Technology <i>Double/Dual Degree Masters</i>
	Chulalongkorn University	University of Liverpool	MSc Biotechnology; MSc Biotechnology + Pharmaceutical Science; MSc Biotechnology + Medical Technology <i>Dual Award MSc</i>
	Kasetsart University	University of Westminster	PhD in Science and Technology <i>Double Doctoral Degree Programme</i>
	Khon Kaen University	TBC	TBC
	King Mongkut's University of Technology Thonburi	University of Reading	BSc Microbiology/ Biochemistry <i>Joint/Double Degree programme in Microbiology/ Biochemistry</i>
	Mahidol University	University of Sussex	Bachelor's of Science <i>Fast Track Double Degree in Biological and Environmental Sciences</i>
	Mahidol University	University of Strathclyde	MSc, PhD <i>Mahidol-Strathclyde Transnational Engineering Education Programme</i>
	Prince of Songkla University	University of Westminster	BSc (Information and Communication Technology) and related degrees <i>Computing and Informatics Collaborative Programme</i>
	Suranaree University of Technology	University of Birmingham	Bachelor's of Engineering
	Thammasat University	Queen Mary University of London	Master's of Science in Aesthetic Medicine (MSc in Aesthetic Medicine) <i>Double/Dual Degree Programme</i>
Timescales	This timetable may be subject to change:		
	Activity		Date
	ITQ released (sent)		11 th November 2016
	*Clarification questions		15 th November 2016
	Clarification responses		17 th November 2016
	ITQ return date		21 st November 2016
	Evaluation of responses		22 nd November 2016
	Final decision and intention to award		25 th November 2016
	Training period		15 th – 16 th December 2016
	Provision of feedback and advice on the first draft of strategy and business plan developed by participants (10 plans are expected)		16 th – 20 th January 2017
Report submission		31 st January 2017	
*Any clarification questions should be submitted via email to Kantanach Chayapong at kantanach.chayapong@britishcouncil.or.th			
Budget	The budget available for this project is approximately £10,000 NET, including VAT and any other expenses. Logistics (travel, accommodation, and subsistence for speakers) will be managed and covered by British Council Thailand following British Council's Travel and Expenses policy.		

	<p>The budget is an estimation and subject to change.</p>												
<p>Supplier Response</p>	<p>Please complete your ITQ response and submit it no later than 21st November 2016 to https://britishcouncil-vksfv.formstack.com/forms/tne2_businessplan</p> <ul style="list-style-type: none"> • Please ensure that you send your response in good time to prevent issues with technology – late submissions may not be considered. • Do not submit any additional documentation with your ITQ response except where specifically requested. • 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. • Where supporting evidence is requested as ‘or equivalent’, it is the Supplier’s responsibility to prove the relevant equivalence. • It is not acceptable to submit a generic policy in answer to a question. • All answers in the ITQ response should be inserted in the dedicated response section/question in Annex 1. • Any alteration to a question will invalidate your response to that question and a mark of zero will be applied. • Completion and submission of your response does not guarantee award of any British Council contract. 												
<p>Evaluation Criteria</p>	<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" data-bbox="400 1178 1350 1509"> <thead> <tr> <th>Criteria</th> <th>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> <p>The responses under each section will be scored based on the following matrix:</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%												
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Section 4 – Understanding of British Council’s aims/objectives	5%												
Section 5 – Costing/Price	35%												

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	<p>Confidentiality All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of British Council's requirements and under no circumstances should be disclosed to a third party without British Council's consent.</p> <p>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/</p> <p>This document does not constitute an offer to provide goods/services to British Council and British Council is not obliged to award a contract for these goods/services.</p> <p>British Council reserves the right to request reference information.</p> <p>All costs incurred in the preparation of the ITQ response are the Supplier's responsibility.</p> <p>NOTE: All costs related to travel, accommodation and meals will be agreed in advance with British Council Thailand.</p> <p>Payment and Invoicing</p> <p>British Council will pay correctly addressed and undisputed invoices within 30 days. British Council has a requirement for invoices to be produced in an electronic format.</p> <p>Essential information to be included on any invoice for British Council is:</p> <ul style="list-style-type: none"> • A description of the services supplied. • British Council reference number/Purchase Order number. • Addressed to Accounts Payable. • Costs including VAT (if applicable) and any other charges. <p>Contracting</p>
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	<p>A copy of any relevant contract will be sent to the successful Supplier directly after the announcement.</p>
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	<p>Mandatory due diligence and discretionary rejection information included in the ITQ response will form part of your response to this ITQ.</p>
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