

**Request for Proposal (RFP)**

**For** **consultancy services to** **update an existing MOOC to train Mentors of Women in STEM and to accompany HEIs in the implementation of their mentoring programme, producing a Handbook for institutions to manage mentoring of women in STEM.**

**Date:** 10 June 2022

**1 Overview of the British Council**

1.1 The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

**2 Introduction and Background to the Programme**

[Going Global Partnerships](https://www.britishcouncil.org/education/he-science/going-global-partnerships) builds stronger, more inclusive, internationally connected higher education and TVET systems which support economic and social growth. Through this British Council programme, you can connect, collaborate, and innovate with universities, colleges, education policy makers and other partners in the UK and around the world.

The overall expected outcomes of the global programme include:

* **Enabling research**: supporting research, knowledge, and innovation collaboration to address local and global challenges and promote inclusive growth
* **Internationalising higher education and TVET institutions**: creating an enabling environment while supporting institutions and individuals to benefit from internationalisation
* **Strengthening higher education and TVET systems**: improving the quality and efficiency of institutions and systems
* **Enhancing student outcomes**: improving the qualities of global graduates (e.g., soft skills, employability, community outcomes).

**Opportunities:**

* Going Global Partnerships offers you vital international opportunities - the chance to build relationships, to share ideas and good practice, to access grant funding for collaborative partnerships and more.
* You can see current and upcoming Going Global Partnerships opportunities on our website: <https://www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate> . We have many opportunities being launched at this time, so please check this page regularly.
* This document refers to the following opportunity: consultancy services to contribute to the implementation of the Mentoring Programme for Women in STEM in Peruvian HEIs by 1) updating an existing Massive Open Online Course (MOOC) to train mentors in Peru and in Mexico, 2) accompanying a group of up to 25 Peruvian HEIs in the institutionalisation of the Mentoring Programme for Women in STEM through 4 workshops in which all HEI will receive expert advice, best practices examples and generic feedback; and based on this process, 3) producing a Handbook for institutions to manage mentoring of women in STEM in HEIs.
* The total value of this consultancy is up to £25,000.

British Council Peru leads the project **Enabling Internationalisation and Inclusion in Higher Education** that aims to strengthen and engage internationally HEI, through mentoring for women in STEM and capacity strengthening for inclusive STI management.

The most recent reform milestones in HE are the National Policy for Higher Education and Technical Productive Education (2020) and the Ministry of Education Law of Organisation and Functions (Jun 2021). Both confirmed the priority of developing research, development and innovation within the High education sector.

Real impact in the development of Science and Research can only be achieved by understanding and mapping the existing gaps in the participation of women and professionals of regions outside of the capital city...

In Peru, women have been entering and advancing progressively in the academic and professional fields. However, this process is not homogeneous in all fields, especially in Science, Technology, and Innovation STI.

From the total number of researchers (6,884 - March 2022) 68.7% are male and 31.2% are female, and 59.6% are based in Lima. In terms of the economy in general, a decrease in discrimination maximizes the potential of human capital in fields that contribute to the productive and economic performance of the country.

British Council has engaged since 2015 with policy makers and key sector stakeholders through the implementation of policy dialogues advocating for UK global expertise to support decisions and changes for quality in areas of academic development, research collaboration and internationalisation; this allowed the UK HE sector to enhance its presence and reputation in the country, which has been translated into more focused interest from Peruvian government bodies in expressions of interest for UK expertise to support their reform processes in several forms.

Since 2018, the British Council in Peru has implemented programmes for women and girls in STEM in alliance with the Committee ProWoman in Science, Technology and Innovation (STI) of the Peruvian National Council of Science Technology and Technological Innovation (CONCYTEC) and other key governmental and non-governmental stakeholders, providing technical assistance and strengthening capacities of Peruvian research professionals and decision makers and, promote UK and global good practice and policies that reduce inequities in the STI ecosystem.

One component has been the Mentoring Scheme for senior career scientists and researchers (of all genders) in Peru to develop their skills to be mentors of women scientists and researchers who are starting their research career path. The other principal component of the programme has been the training to strengthen capacities for an inclusive STI management for scientists, researchers and administrative staff in Peruvian regions, promoting their participation in UK and global STI networks and associations. In 2021, a Diploma in Management of Research In Science, Technology and Innovation in Higher Education was developed and implemented by the Universidad Peruana Cayetano Heredia, commissioned by British Council. By the end of 2021, the STI Peruvian ecosystem had 270 certified mentors and 520 STI managers trained in STI management.

Building on the results achieved to date, and with the continued aim to build stronger, more inclusive and globally connected Peruvian tertiary organisations through inclusive STI, the British Council is commissioning this consultancy service to update an existing MOOC to train Mentors of Women in STEM and to accompany HEIs in the implementation of their mentoring programme.  It’s expected that specialists will have relevant experience and track record to engage with the programme in a rapid manner, and leverage from the structure and materials generated by the British Council in 2020 and 2021. For more detail, refer to section 7 of this RFP.

**3 Tender Conditions and Contractual Requirements**

This section of the RFP sets out the British Council’s contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process (“**Procurement Process**”).

**3.1 Contracting requirements**

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other 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 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council office in Peru.

3.1.3 The British Council’s contracting and commercial approach in respect of the required digital goods and/or services is set out at Annex 1 (Terms and Conditions - “**Contract**”). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

3.1.4 The Contract awarded will be for a duration of 9 months, between July 2022 and March 2023, following a modular approach regarding payment commitments and the respective disbursements subject to British Council authorisation and release of funds for the project. There is the specific request to complete 80% of the deliverables by the end of December 2022. A further extension could be negotiated between the British Council and the consultant according to the terms of reference and subject to the British Council’s needs and availability of funds.

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

**3.2 General Policy Requirements**

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

**3.3 General tender conditions (“Tender Conditions”)**

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

3.3.2 Third party verifications – Your tender response 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 tender response 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 to potential suppliers 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, but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

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. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of 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. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – 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 Tender 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 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [2] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP and its Annexes carefully before completing and submitting your tender response.

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

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

* contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
* contains handwritten amendments which have not been initialled by the authorised signatory;
* does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
* contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
* is not submitted in a manner consistent with the provisions set out in this RFP;
* is received after the Response Deadline.

3.3.10 Disqualification – If you breach these Tender 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 tender response apply and/or if you or your appointed advisers attempt:

* to inappropriately influence this Procurement Process;
* to 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 tender response;
* 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; or
* 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 Tender Conditions) or from another potential supplier or another tender response,

The British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition 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 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way 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 to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

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 Tender Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Tender 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 tender response) 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 tender response. 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 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement 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.

4.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.6 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.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part 2 (Submission Checklist) of Annex 2 (Supplier Response), you must provide clear and specific detail as to:

* the precise elements which are considered confidential and/or commercially sensitive.
* why you consider an exemption under the FOIA or EIR would apply; and
* the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process, you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council ’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

**5 Tender Validity**

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response 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 britishcouncilperu@britishcouncil.org cc. Victoria.Copete@britishcouncil.org or by post to:

The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ.

**7** **Specification**

7.1 The consultancy will be implemented in three parts. Partnership proposals are welcome to allow for full coverage of service requests:

1) The first piece of work has to do with updating [the MOOC](https://capacitate.concytec.gob.pe/) that was designed and developed in 2021. This work includes: a) the design and addition of two modules to our existing MOOC to train mentors of women in STI, the two modules will have a focus on the British Council approach to EDI and Safeguarding in the HE and, the business, legal and moral case for institutionalising mentoring as an academic tool to reduce gaps and increase productivity in STI; b) review the evaluation system and propose progress assessment and self-evaluation to ensure successful completion of the course as well as automatic certification; design official certification; and, c) work with CONCYTEC (who hosts the MOOC) to improve a monitoring system that generates key statistics related to the MOOC, i.e. metrics, number of participants, engagement levels, location, time invested, level of completion, level of satisfaction.

2) The second piece of work that will be commissioned is to provide expert general feedback to a group of up to 25 Peruvian HEIs in their process to implement the programme of mentoring for women in STI within their institutions, connecting with UK experiences/experts. This accompaniment will be virtual and in collective, through 4 workshops in which all HEI will receive expert advice, best practices examples and generic feedback that allow refreshing and consolidating knowledge.

3) The third piece of work that will be commissioned is based on the accompaniment experiences and on the consultant(s) expertise. The consultant(s) will systematise in a handbook the process of implementation and management of a programme of mentoring of women in STEM that can be used by any future HEI interested in implement mentoring with gender focus.

7.2 Objective

HEIs are strengthened and engaged internationally, strengthening research opportunities and skills through mentoring for women in STEM.

Specific Objectives

* Foster institutional mentoring to develop a better, more inclusive, safer and innovative science environment
* Provide digital mentoring resources (including the themes of Safeguarding and Equality, Diversity and Inclusion (EDI)) to women and men senior scientists and researchers in Latin America.
* Impact the productivity of HE and Scientific ecosystem in Latin America

7.3 Methodology

I. Updating the MOOC

The British Council’s [Massive Online Open Course](https://vinculate.concytec.gob.pe/cursos/) (MOOC) is hosted in a Word Press learning platform owned by CONCYTEC

* Design two additional modules which seek to 1. share the British Council approach to EDI and Safeguarding in the HE and, 2. Explain the business, legal and moral case for institutionalising mentoring as an academic tool to reduce gaps and increase productivity in STI
* Methodology must ensure MOOC is 100% asynchronous
* Create content of the basics, importance, objectives and limits of Safeguarding and EDI in mentoring. British Council’s approach.
* In this sense, the course’s methodology structure must include a table of content for requested modules and their sessions, complementary activities and offline tasks, training materials and links, tests per modules, duration of all academic activities.
* Present content in a way it can be taken by anyone interested to learn the basics of mentoring, and that can be used as a basis for further synchronous sessions for specific purposes (as it is currently designed).

II. Accompaniment to HEI initiatives in their process to implement the programme of mentoring for women in STI, connecting with UK experiences/experts.

This service will be provided remotely and delivered in a participative manner, through:

* Expert advice
* Feedback provision
* Spaces to reflect,
* Exchange experiences,
* Refresh and consolidate knowledge

The Peruvian HEIs participating in this process will be selected by the British Council, based on participation in the 2021 mentoring scheme. It is anticipated that a maximum of 25 institutions will be involved.

III. Systematize the best practice in institutional implementation and management of a programme of mentoring, and produce a handbook that can be used by any future HEI interested in implementing a mentoring strategy with gender focus (including feedback from British Council and key stakeholders)

Pedagogy and methodology should be carefully designed to allow future interested professionals can autonomously manage the institutional mentoring experience based on the available written content, which may but is not limited to the following contents, resources and tools:

* Key mentoring concepts and skills
* Mentoring structures
* Assessment techniques and tools
* Monitoring, Evaluation and Reporting
* HE mentoring case studies
* Audio-visual resources – Lessons recordings, videos and/or podcasts (links, QRs)
* Useful global mentoring websites and associations

7.4 Governance

The Consultant(s) will liaise regularly and report to a team led by the British Council’s Cultural Engagement Manager.

7.5 Deliverables of the consultancy (80% completed by December):

It is expected design and implementation of the deliverables follow timeline as shown in the table below:

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1. Workplan approved by the British Council with proposal for Design and Format of 2 additional modules on a) Safeguarding and EDI/intersectionalities in the process of mentoring, b) Business, legal and moral case for institutionalising mentoring as an academic tool to reduce gaps and increase productivity in STI | 11 August 2022 |
| 2. Preliminary modules’ recordings  | 31 August2022 |
| 3. MOOC assessment tools per module to ensure 100% asynchronous learning. | 8 September 2022 |
| 4. Final modules’ recordings uploaded in the platform | 15 September 2022 |
| 5. Starts expert feedback provision to HEI initiatives in their process to implement the programme of mentoring for women in STEM, connecting with UK experiences/experts. | 20 September 2022 |
| 6. MOOC M&E manual with instructions to access reports and key data related to the MOOC usage | 30 September 2022 |
| 7. Validation of MOOC fully updated | 31 October 2022 |
| 8. Presentation of preliminary structure for handbook on the management of mentoring of women in STEM  | 15 November 2022 |
| 9. Ends expert feedback provision to HEI initiatives in their process to implement the programme of mentoring for women in STEM, connecting with UK experiences/experts. | 28 February 2023 |
| 10. Presentation of final version of handbook on the management of mentoring of women in STEM  | 10 March 2023 |

7.6 Language

The consultancy will mainly be carried out in Spanish. However, it should identify project components that may be delivered in English, then map out translation and simultaneous interpretation services to guarantee effective communication and engagement.

Key consultancy outputs (work plan, reports, public-facing information pieces and final roadmap document) will be presented in Spanish and English versions.

7.7 Total budget allocated for this consultancy: Up to **GBP 25,000** **including taxes**.

Payment will be made in line with the delivery of deliverables in the following manner:

|  |  |  |
| --- | --- | --- |
| Deliverables | Payment date | Payment amount (GBP) including taxes |
| 1-6 | August, 2022 | 8750 |
| 7-8 | December, 2022 | 10000 |
| 9-10 | March, 2023  | 6250 |

7.8 Intellectual Property

The materials generated under this consultancy as well as all raw data associated will be the intellectual property of the British Council.

**8 Mandatory Requirements / Constraints**

8.1 As part of your tender response, 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. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

**9**  **Qualification Requirements**

N/A

**10 Key background documents and further information**

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

10.2 The following additional information is provided as part of this RFP:

* [Handbook Introduction to Mentoring in Higher Education](https://vinculate.concytec.gob.pe/wp-content/files/Manual_de_mentoria.pdf) (British Council)
* [Massive Online Open Course “Mentoria en Accion”](https://capacitate.concytec.gob.pe/) (British Council)
* [Guide for the internationalization of Peruvian Higher Education](https://www.britishcouncil.pe/sites/default/files/guia_de_recomendaciones_internacionalizacion_final_3_0.pdf)
* [National Policy of Higher Education (Short version)](https://cdn.www.gob.pe/uploads/document/file/1481482/Pol%C3%ADtica%20Nacional%20de%20Educaci%C3%B3n%20Superior%20y%20T%C3%A9cnico-Productiva%20%28resumen%29.pdf)
* [Report of the diagnosis of the state of the R&D&I in public universities (DIGESU-MINEDU)](https://drive.google.com/file/d/14ARGIw2nN8IYe3vrR_19Pt5WMqC8l8Pl/view?usp=sharing)
* [Programa de fortalecimiento para la enseñanza virtual](https://www.britishcouncil.pe/programas/educacion/educacion-superior/ensenanza-virtual)

**11 Timescales**

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

|  |  |
| --- | --- |
| **Activity**  | **Date / time** |
| RFP Issued to bidding suppliers | 10 June May 2022 |
| Deadline to express interest in the tender  | 19 June 2022 |
| Deadline for clarification questions (**Clarification Deadline**)  | 21 June 2022 |
| British Council to respond to clarification questions | 22 June 2022 |
| Deadline for submission of RFP responses by potential suppliers (**Response Deadline**)  | 30 June 2022 |
| Final Decision | 10 July 2022 |
| Contract concluded with winning supplier | 31 July 2022 |
| Contracts start date | 1 August 2022 |

**12 Instructions for Responding**

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [2] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to britishcouncilperu@britishcouncil.org cc: Victoria.Copete@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when summiting your response to this RFP:

* Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
* Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. 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 tender response and clearly labelled to make it clear as to which part of your tender response it relates.
* Please make sure that any additional documentation does not exceed 2 MB size in total.
* If you submit a generic policy / document, you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
* Unless otherwise stated as part of this RFP or its Annexes, all tender responses 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 tender response.
* Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response 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 tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

 **13 Clarification Requests**

13.1 All clarification requests should be submitted to william.machaca@britishcouncil.org Victoria.Copete@britishcouncil.org 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 received after the Clarification Deadline.

13.2 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.

13.3 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.

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

**14 Evaluation Criteria**

14.1 You will have your tender response evaluated as set out below:

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

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**Stage 2:** The completed Qualification Questionnaire *(if used)* will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire *(if used)* may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.

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**Stage 3:** If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council’s requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire *(if used)* responses may also be verified as part of this stage.

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

|  |  |
| --- | --- |
| **Criteria** | **Weighting**  |
| Social value | 10% |
| Professional experience, qualifications and competencies of the team | 30% |
| Methodology and Approach that demonstrates that the consultant understands the request and the type of organisation the British Council is | 40% |
| Value for Money (Pricing per activities plus maximizing the available budget including senior staffing available)  | 20% |

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses 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:

|  |  |
| --- | --- |
| **Point** | **Interpretation** |
| **10** | **Excellent** –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** | **Good** –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 bidder’s failure to provide all information at the level of detail requested.  |
| **5** | **Adequate** –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** | **Poor** –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** | **Unacceptable** –The response is non-compliant with the requirements of the RFP and/or no response has been provided.  |

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach section) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. 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 tender response at this point. The British Council may also reject any tender response 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 EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses 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.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender 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.

14.6 The winning tender response – The winning tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire *(if used)*. If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire *(if used)* as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

* + **Annex 1 - Draft Contract**
	+ **Annex 2 – Supplier Response**
	+ **Annex 3 – Pricing Approach**