

Request for Proposal (RFP)

For: Research on ‘Inclusion of refugees in TVET – an exploration in to TVET funding, planning and delivery’

Date: 16.10.17

1 Overview of the British Council

1.1 The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities. Its purpose is to promote a friendly knowledge and understanding between the people of the UK and people worldwide; making a positive contribution to all the countries we work with; and making a lasting difference to the UK’s security, prosperity and influence. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2014-15, its programmes reached a total audience of 647 million people worldwide, up by 43 million from the previous year. The British Council also had a total turnover of £973 million, which was 13% higher than the previous year. Its income included a grant-in-aid of £155 million, £637 million from fees and income from services such as English teaching, exams administration and £164 million from contract activity, such as the management of client-funded contracts, and funding from a wide range of public and private sector partners.

1.2 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.

1.3 Its primary charitable objects are set out in the Charter and are stated to be to:

- Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
- Promote a wider knowledge of the United Kingdom;
- Develop a wider knowledge of the English language;
- Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries; and
- Otherwise promote the advancement of education.

1.4 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. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project / Programme

2.1 Background and purpose

The British Council's work in skills aims to enhance the quality of skills systems by encouraging closer links between education, employers and policy makers in the UK and worldwide.

The British Council Skills team currently works in 30 countries, prioritising those with fast-developing or emerging economies, fragile states and post-conflict states. Our work in Skills has the following priorities:

- To increase the reputation and profile of the UK skills sector
- To identify and develop opportunities for innovation, co-creation and partnership with the stakeholders we work with in the UK and around the world

This work aims to ensure that skills development better meets the needs of individuals and the economy through high quality, relevant, respected and innovative provision.

Inclusion in lifelong learning is an issue of growing interest to countries across the world as they seek to improve the effectiveness of their vocational education and training systems to address demographic, economic and social demands. In particular, inclusion of refugees offers the prospect to tap into an immense however not an obvious resource potential. Refugee law and international human rights law guarantee any person with refugee status the right to study, work or set up a business, however statistics show that refugees are up to six times more likely to be unemployed than non-refugees.

According to UNHCR, the term refugee refers to 'someone who has been forced to flee his or her country because of persecution, war, or violence'. A refugee fears persecution for reasons of race, religion, nationality, political opinion or membership in a particular social group. In many cases they cannot return home or are afraid to do so¹.

We have observed that in many countries where we work, governments and donors are increasingly interested in addressing barriers to lifelong learning and access to employment for refugees and asylum seekers as part of their technical and vocational education and training (TVET) reform agendas. Reports from 2016 show low and middle income countries play the greatest role in sheltering the world's displaced². In 2015 Pakistan, Ethiopia and Jordan became major refugee hosting countries. Some host countries such as Pakistan have included refugees in multi-year education sector plans. While it is crucial to look at how countries with large refugee populations are planning and funding refugee education, it is also helpful to look at historical host countries such as South Africa and the United Kingdom to better understand what is needed to build a robust and inclusive education system for all. The countries of Ethiopia, Jordan, South Africa, Pakistan and the United Kingdom have subsequently been selected for

¹ UN <http://www.unrefugees.org/what-is-a-refugee/>

² UNHCR(2016b) 'Mid-Year Trends 2016' <http://www.unhcr.org/statistics/unhcrstats/58aa8f247/mid-year-trends-june-2016.html?query=mid%20year%20trends%202017>

analysis within this research. This research will look at the national, institutional and practitioner perspective.

'Left Behind'³ commissioned by the UNHCR published this year focuses on refugee inclusion within primary education and forthcoming research from British Council on refugee provision and opportunity in higher education. There has been significantly less academic interest in refugee inclusion within TVET, this research therefore aims to explore inclusion within Technical Vocational Education and Training in different contexts.

We aim to develop over time a suite of reports on the theme of 'Inclusion in TVET' to encompass different approaches and good practice on inclusion of various disadvantaged groups in and through TVET. The series of research starts with an exploration of approaches in different TVET organisations to inclusion of disadvantaged or underrepresented groups

2.2 Research Specification

The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the procurement process for submitting a tender proposal.

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 offices in London.

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex [1] (Terms and Conditions of contract) ("**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 agreed by the parties.

³ UNHCR (2017) 'Left Behind: Refugee Education In Crisis' <http://www.unhcr.org/left-behind/>

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 [3] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP 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 [3] (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 hand written 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 [3] (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 BC.Invoices@britishcouncil.org or by post to:
The British Council, Corporate Services – UK Hub Team, 10 Spring Gardens, London SW1A 2BN

7 Specification

7.1 Research objectives

The primary objective of this research is to identify and provide an analysis of examples of good practice of including and retaining refugees in skills and TVET programmes to obtain successful learning outcomes and progress to further learning or employment. Countries included within the study are Ethiopia, Jordan, South Africa, Pakistan and the United Kingdom. Research will look to analyse and compare planning, funding and delivery of technical vocational education and training in relation to refugees. The research should look at the system, institutional and practitioner perspective.

The focus will be on TVET and skills development interventions which support the employability and employment of adults aged 16 and over. The examples will provide a useful body of knowledge for British Council to draw on when planning and designing interventions to support the reform of education and training. Furthermore the outcomes will support future skill development and encourage more inclusive education systems.

The research has the following sub-objectives:

- 1) Assessing the potential benefits and challenges of skills interventions integrating refugees
- 2) Sourcing data on:
 - The planning, funding and delivery of TVET for refugees in the selected countries
 - National educational policy and institutional practice for refugees
 - The number and profile (size, location, type) of skills training institutions engaging with refugees within the aforementioned countries;
 - The similarities and differences in provisions and their success in achieving outcomes
- 3) Analysis of this data to identify indicators of success and of existing gaps for the integration of refugees in the current TVET system and propose solutions on how these could be addressed.
- 4) Devising a tool that will enable comparison of national TVET provision available for refugees across the world.

- 4) Explore the perspectives of practitioners from the implementation of the different TVET approaches to examine whether practices to integrate refugees through the TVET system are successful in providing access to education and raising employability amongst refugees.
- 5) Provide specific case study examples of good practices in delivering positive outcomes for refugees. This should include examples from a range of organisations working across the TVET sector, including further education colleges, work-based learning providers and other organisations that support these outcomes such as employers or community organisations. It should also examine to what extent these experience might be useful in supporting the reform agendas in countries where the British Council works.
- 6) Provide recommendations for governments on how to build more inclusive TVET systems, in addition to practical steps to be implemented at an institutional level

The research will inform debate amongst:

- international organisations and national governments about the potential benefits and challenges of integrating refugees through TVET;
- institutions about the extent to which they are able to work in order to integrate refugees and the extent to which they are able to meet the demands placed on them;
- national policy-makers about different aspects of TVET inclusion that apply to the refugees and the benefits and challenges associated with the relevant approaches.

7.2 Context

Inclusion, and in particular, integration of refugees through the TVET system to ensure they access vocational education and gain meaningful learning outcomes and employment, is an issue of growing interest to countries across the world as they seek to improve the effectiveness of their vocational education and training systems to address demographic, economic and social demands.

The 1951 Refugee Convention stipulates a list of fundamental freedoms a refugee possesses, such as freedom of movement, right to liberty and security and also protects certain rights such as the rights to education, justice, employment, and other human rights⁴.

Education of people affected by forced displacement is crucial for their future and for building inclusive, sustainable and peaceful societies. Across the world enrolment in tertiary education for refugees is 1% in comparison with the global average of 36%. Refugees face barriers when attempting to access TVET within host countries. Challenges include age restrictions, limited access to local labour markets, restricted

⁴ OHCHR <http://www.ohchr.org/EN/ProfessionalInterest/Pages/StatusOfRefugees.aspx>

access to finance, inadequate language training provision and problems with recognition of prior learning and conversion of qualifications⁵.

Globally there are certain mechanisms directed at enabling refugees' access to vocational education and, subsequently, to labour markets. At a policy level there is evidence of ongoing commitment to refugee education by governments and international organisations. Sustainable Development Goal 4 focusing on 'inclusive and quality education for all' highlights the importance of refugee education and in 2016 the UN General Assembly adopted a set of commitments to enhance the protection of refugees and migrants. The New York Declaration for Refugees and Migrants unanimously adopted by all 193 Member states, outlines a commitment to legal and policy change that will enhance access to education and lawful employment for refugee communities⁶. Beyond access to education, this study should also look at how the needs of refugees, who face significant challenges, are addressed within education; this includes language requirements, curriculum and social inclusion within institutions. Where refugees may have missed schooling years are TVET institutions making efforts to bridge the gap?

For many years the trend is that low and middle income countries are hosting the majority of the world's refugees⁷. To date the number of refugees able to return to the country of origin remains fairly low, suggesting that many of today's refugees will spend many years in exile. Subsequently consideration must be given to the host countries development level, stability, economy, population and infrastructure when analysing the planning, funding and delivery of TVET education available for refugees. The five countries that have been identified for the analysis are Ethiopia, Jordan, Pakistan, South Africa and the United Kingdom. These countries have been prioritised due to their mature TVET systems and their status as refugee hosts countries. The United Kingdom and South Africa have been chosen as historical hosts, while Ethiopia, Jordan and Pakistan have been selected as they are amongst the top ten refugee hosting countries in the world⁸.

Ethiopia is Africa's largest hosting country, with refugee populations originating from Somalia, Eritrea, and South Sudan. Somalia remains one of the largest countries of origin; in 2016 Ethiopia received 251,800 Somali refugees. In addition to a large Somali refugee population, Ethiopia became the main host country of South Sudanese refugees following renewed conflict in South Sudan, where between 2013 and 2016 the South Sudanese refugee population rose by ten percent⁹. Access to education within refugee camps to date has been very low, while there is TVET for grade ten completers, enrolment across the nine camps in 2014/15 was 4,957 students. In addition to the shortages of resources and teaching staff, access to areas housing large numbers of refugees is limited due to flooding and drought. UNHCR has created Ethiopia's Refugee Education Strategy (2015-2018) suggesting the use of mixed curriculum will be phased out to ensure all education and training complied with the Ethiopia curriculum. The coordination, planning,

⁵ G20 Insights (2017) http://www.g20-insights.org/policy_briefs/education-skills-development-context-forced-migration/

⁶ UNHCR (2016c) 'New York Declaration for Refugees' <http://www.unhcr.org/584689257.pdf>

⁷ UNHCR (2016a) 'Global Trends – Forced Displacement in 2015' <http://www.unhcr.org/576408cd7.pdf>

⁸ UNCR (2017) 'Which countries host the most refugees?' <http://www.unhcr.org/uk/news/videos/2017/2/58b3f4714/which-countries-host-the-most-refugeesquest.html>

⁹ UNHCR(2016b) 'Mid-Year Trends 2016' <http://www.unhcr.org/statistics/unhcrstats/58aa8f247/mid-year-trends-june-2016.html?query=mid%20year%20trends%202017>

management and delivery of education services are led by the Administration for Refugee and Returnee Affairs (ARRA) and UNHCR¹⁰.

The ongoing crisis in Syria continues to account for the majority of displaced refugees in the world, with Syria being the largest source country of refugees in 2016¹¹. In mid-2016 Jordan hosted 89 refugees per 1,000 inhabitants. The scale of refugees in Jordan has led to significant pressures on social services, including education. Jordan has 51 community colleges as well as non-formal education programmes for refugees led by NGO's yet there is no clear policy on tertiary education and a fear that helping Syrian students' access higher education specifically will disadvantage national students¹². The TVET sector in Jordan has been identified as a means of reducing youth unemployment of refugees within the country and is being supported by EU programmes looking at quality education and skill development for Syrian refugees in Jordan¹³.

The third country for analysis, Pakistan is South Asia's second largest economy, representing around 15 percent of regional GDP. Goldman Sachs expects Pakistan to become the world's 18th largest economy by 2050 with a GDP of US\$ 3.33 trillion. Pakistan hosts the second largest number of refugees worldwide with 1.6 million individuals, majority of whom originate from Afghanistan, with some having lived in Pakistan for more than thirty years. Pakistan is one of the few countries that have included refugees within their national education strategy. Under the Solutions Strategy for Afghan refugees (SSAR) skills and vocational training are identified as an opportunity for Afghan refugees to be able to support themselves and their families within host communities and upon return to Afghanistan¹⁴. There is however little research on the work of individual institutions in including refugees within TVET education.

South Africa has a large TVET sector with 50 Technical and Vocational Education and Training Colleges and a significant number of private higher education institutions offering a range of TVET programmes. In South Africa, almost half registered refugees are children and while education is guaranteed under South Africa's Bill of Rights, the delivery has been constrained due to capacity¹⁵. While South Africa does not host the largest number of the world's refugees, it has a significant number of pending asylum cases suggesting that there may be a greater need for refugee education in forthcoming years. The majority of South Africa's refugees originate from Somalia, Ethiopia and the Democratic Republic of Congo (DRC) where recent conflict has led to an increase in numbers. The UNHCR is currently carrying out work

¹⁰ UNCIEF/UNHCR – Ethiopia Education Situation Overview of Refugee and Host Communities.

https://www.unicef.org/ethiopia/ECO_UNICEF_UNHCR_SitAn.pdf

¹¹ UNHCR(2016b) 'Mid-Year Trends 2016' <http://www.unhcr.org/statistics/unhcrstats/58aa8f247/mid-year-trends-june-2016.html?query=mid%20year%20trends%202017>

¹² British Council (2016) 'The Next Step'

¹³ UNESCO (2015) 'Emergency Education Response to Syrian Refugees in Jordan'

<http://www.unesco.org/new/en/amman/education/technical-vocational-education-training/emergency-education-response-to-syrian-refugees-in-jordan/>

¹⁴ NRC and UNHCR (2015) 'Breaking the Cycle – Education and the Future for Afghan Refugees'

http://www.unhcr.org/nansen/breaking_the_cycle_report_2015.pdf

¹⁵ G20 Insights (2017) 'Education and Skills Development in the Context of Forced Migration'

looking at employment support which includes TVET training for refugees in South Africa following difficulties faced by these communities to obtain sustainable employment¹⁶.

The United Kingdom, like South Africa is not a top ten refugee hosting country but has a long history of receiving refugees from a number of countries around the world. Previous research commissioned by The Refugee Council focuses specifically on how refugees and asylum seekers¹⁷ exercise their right to education to obtain access to post-16 learning in the UK. The Refugee Council highlighted the fact that “post-16 education is particularly important in providing refugees with opportunities to learn English, **develop or update vocational skills** or take steps towards access to higher education. Many post-16 providers will be established in local communities and play an important role as local stakeholders in bringing communities together to **support integration**”¹⁸. However, barriers exist in relation to accessing post-16 education and training for refugees in the UK and it will be interesting to see whether similar barriers are faced in other countries and what lessons can be learned and shared.

In this context the current British Council research aims to explore the current mechanisms of integrating refugees through the TVET and the existing framework of support in the selected countries. We will support in providing initial introductions to key stakeholders in the countries listed.

7.3 Scope

The proposed research will:

- Develop an **index** that allows for international comparison of TVET provision for refugees in different countries. The index should consider questions such as; is there a national strategy in place, is funding available, how many facilities have specific measures to support refugee inclusion, what proportion of refugees have the opportunity to access TVET as a start. The framework should be populated to compare the five country systems but should be designed so that it can be used to compare countries not yet included in the study. The index should allow for updates as it will be used to assess countries over a period of time. Collection of data and populating the index is the first phase of this research and must be submitted to the British Council prior to an in-depth comparative analysis.
- Provide a **comparative policy analysis** of the current approach and methodologies for integrating refugees through the TVET system in the selected countries and highlight the indicators for successful outcomes. Initially this should highlight the national policy position on education provisions for refugees and the government bodies responsible. Furthermore this should include practical examples from a range of organisations working across the TVET sector, including further education colleges, work-based learning providers and other organisations such as employers or community organisations. The analysis should include whether refugees are included within national education plans, how their education is

¹⁶ UNHCR South Africa <http://www.un.org.za/projects-livelihood-project-for-refugees-in-south-africa/call-for-expression-of-interest/>

¹⁷ Asylum seekers are not included in the scope of this research

¹⁸ Refugee Council (2013) 'A Lot to Learn' https://www.refugeecouncil.org.uk/assets/0002/5956/A_lot_to_learn-Jan_13.pdf

funded and the realities of delivery. While it should showcase best practice, it should also identify shortcomings and challenges faced. As part of the qualitative analysis the researcher will be required to conduct interviews with selected stakeholders and practitioners and provide analysis of the responses. The countries for analysis within this paper will be Ethiopia, Jordan, Pakistan, South Africa and the United Kingdom.

- Undertake data collection and provide a qualitative and quantitative analysis which should include the number and profile of the training providers with specific processes in place to ensure access to vocational education etc. This list is not exclusive and only indicates possible areas for analysis.
- Illustrate the existing **wider support network** and the key stakeholders involved across education, policy, industry and the third sector.
- Outline benefits and challenges associated with the different models of integrating refugees within TVET.
- Highlight successful models of integrating refugees to ensuring good vocational learning outcomes associated with meaningful employment and provide specific **case studies, these should include (where possible) national level strategy and institutional best practice.**
- Deliver a clear set of recommendations for inclusion of refugees through TVET systems giving consideration to the supranational, national and institutional levels.

7.4 Suggested approach

The commissioned consultant/agency will:

1. Attend a briefing with the skills team to finalise the objectives, key priorities and approach.
2. Through desk research and interviews with relevant stakeholders, practitioners and refugees identify examples of successful approaches.
3. Create an index that compares TVET provisions available for refugees across the five countries. This should be submitted for review by the British Council by 15 December 2017.
4. Produce a thematic report on the findings of the research including specific case studies of successful models and good practices, utilising innovative ways of communicating the findings including infographics/engaging visualisations. An interim report providing a short summary of up to 2000 words to track progress should be submitted to the British Council by 11 January 2017. In a short annex the report will include analysis of the methodologies that British Council could promote in other countries as good practice; and an Executive Summary suitable for external dissemination.

5. Prepare and deliver a presentation on the findings to launch the report to internal and external audiences. There may be an opportunity for you to present the research at an international education conference overseas in May 2018. Expenses for this opportunity should not be included within the research costings included as part of the response.

All of the above is to be written in plain English.

The Supplier response invites bidders to provide a quote for the number of days and a day rate that they anticipate being necessary to fulfil the above. As guidance, we would estimate the scope of this research as requiring between 30 – 40 days work.

7.5 The work must be completed by **2 February 2018**.

7.6 Intellectual property: The British Council will retain full ownership of any intellectual property created as part of this contract, including any amendments, revisions or edits. Each party shall give full disclosure to the other of all Background IPR owned by it which is relevant to the Project (and the Supplier shall give the British Council full disclosure of any Third Party IPR it intends to use). All Background IPR and Third Party IPR shall remain the exclusive property of the party owning it. All data collected in regards to this research should be submitted to 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. Key background documents and further information

9.1 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 Timescales

10.1 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	18 th October
Deadline for clarification questions (Clarification Deadline)	20 th October
British Council to respond to clarification questions	27 th October

Deadline for submission of RFP responses by potential suppliers (Response Deadline)	6 th November
Final Decision	13 th November
Contract concluded with winning supplier	15 th November
Inception meeting w/c	17 th November

11 Instructions for Responding

11.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to carina.kanbi@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting 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.
- 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.

12 Clarification Requests

12.1 All clarification requests should be submitted to carina.kanbi@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.

12.2 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.

12.3 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.

12.4 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.

13 Evaluation Criteria

13.1 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.



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.



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.

13.2 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
Section 1 – Understanding of British Council's Objectives for this work	10%
Section 2 – Strong writing skills and a track record of designing surveys and producing high quality research in the field of skills and inclusion	25%
Section 3 – Methodology and Approach	25%
Section 4 – Timescale, work plan, costing and value for money	20%
Section 5 - Relevant experience and expert knowledge of migrant inclusion and education systems and a good understanding of more than one of the mentioned countries.	20%

13.3 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:

Points	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 bidders 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.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [4] (Pricing Approach) 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.

13.5 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.

13.6 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 - Terms and Conditions of Contract

Annex 2 – Supplier Response

Annex 3 – Pricing Approach