



## Request for Proposal (RFP)

**For:** Mapping University Language Centres in Indonesia

**Date:** 31 January 2022

### 1 Overview of the British Council

- 1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.
- 1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.
- 1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

### 2 Introduction and alignment with British Council global programmes

- 2.1 **Going Global Partnerships:** One of the primary aims of 'Going Global Partnerships' (GGP) programme is to increase HE and TVET partnerships that support quality and internationalisation. The overall impact of the programme will be to contribute to stronger, more inclusive and globally connected HE and TVET systems, which support economic and social growth, building and maintaining trust between the UK and Education systems overseas.

Going Global Partnerships helps build transnational education (TNE), teaching, innovation and research partnerships between the UK and countries around the world, positioning the UK as a key partner for governments and institutions looking to strengthen and internationalise their HE, research and TVET offers.

The programme delivers four outcomes:

1. Enabling research: supporting research, knowledge, and innovation collaboration to address local and global challenges and promote inclusive growth
2. Internationalising higher education and TVET institutions: creating an enabling environment while supporting institutions and individuals to benefit from internationalisation

3. Strengthening higher education and TVET systems: improving the quality and efficiency of institutions and systems
4. Enhancing student outcomes: improving the qualities of global graduates (e.g., soft skills, employability, community outcomes).

Cutting across all these outcome strands are:

- Increasing inclusion, focusing on gender
- Enhancing the UK's reputation for quality, inclusive HE and TVET

These outcomes will be supported through a combination of:

- Connections and Insights: scoping visits, workshops and events that support dialogue and knowledge-sharing amongst a range of stakeholders, including policymakers and tertiary education leaders.
- National system collaborations: large-scale support for HE and TVET system reform and mutually beneficial HE and TVET policy development, including system quality improvements in teaching, research and student outcomes, the facilitation of regulatory systems alignment and mutual recognition of qualifications (MRQs & MRPQs), and joint and dual degree development.
- Institutional partnerships: grants, opportunities and support for partnerships between UK and overseas institutions in areas of mutual interest and national strategic priority in research and innovation, TNE and teaching, capacity building for quality improvements and for impact extension.

## 2.2 English for Education Systems (EES) - English Language Teaching in Education

The English Language Teaching in Education global programme supports overseas governments through partnerships with Ministries of Education and UK expertise, to improve standards of the teaching, learning and assessment of English in formal education systems. It achieves outcomes and impact through four core activities - research and insight, stakeholder engagement, capacity building and continuous professional development, assessment, curriculum and resources.

It is designed to bring about positive and sustainable improvements to the teaching, learning and assessment of English using evidence based, inclusive approaches and appropriate, context led educational technologies. The overall purpose and impact of the English Language Teaching in Education global programme is to contribute to education systems that support inclusive, quality teaching, learning and assessment of English.

## 2.3 English for Education Systems (EES) - English in a Multilingual World

English in a Multilingual World works to support inclusive and quality teaching, learning and assessment through English as the language of learning and teaching or English as a medium of education. The programme works in multilingual and bilingual basic education systems in low-, middle- and high-income countries where English is the language of learning and teaching for all or part of the education system. It aims to make positive, evidence-based changes at system, school and classroom level. In tertiary education the programme focusses on research, insight, stakeholder engagement and close collaboration with UK and local expertise to achieve change in language in education policy and practice.

Higher education: The purpose and impact of the programme in higher education aligns both our EES Theory of Change and the Going Global Partnerships (GGP) Theory of Change which has an

overall aim of 'Stronger, more inclusive and globally connected tertiary education systems which support economic and social growth, with the UK seen as a trusted partner and provider'.

Through research, insight and stakeholder engagement the English in a Multilingual World project feeds into three areas of the Going Global Partnerships Theory of Change, Greater internationalisation of higher education institutes (through languages, including English, and multilingualism); improved quality and efficiency of tertiary education institutions; systems and structures (for those with English medium education programmes, systems which support inclusive, quality teaching, learning and assessment of English); and better outcomes and employability for students (for students studying through English medium education, the better ability to use a full linguistic repertoire, including English, in their current studies and future work).

## 2.4 The purpose and scope of this RFP

### **General English (GE) and Academic English (EAP) provision in Indonesian Higher Education Institutions**

The primary aim of this research is to fully understand and capture current provision of general English (GE) and Academic English (EAP) in Indonesian Higher Education Institutions.

That is General English (GE) and Academic English (EAP) provision to the following groups:

- University undergraduates
- University postgraduates
- University faculty – i.e. lectures, staff, etc (especially EMI lectures)
- Prospective scholarship awardees

The report is also interested in the role and support University English language centres play in the provision of English to the wider community surrounding the university – namely;

- English provision to school aged students (individuals or schools in the community)
- English provision to adult students (individual provision groups in the community)
- Teacher Training support to schools and other groups

## **3 Proposal Conditions and Contractual Requirements**

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

### **3.1 Contracting requirements**

3.1.1 Contracting authority: the British Council which includes any other companies and 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 in liaison with the British Council Indonesia. Address: Office 8 Building 9th Floor Sudirman Central Business District (SCBD) Lot. 28, Jl. Jend. sudirman kav 52-53 Jalan Senopati Raya No.8B, RT.8/RW.3, Senayan, Kec. Kby. Baru, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12190

- 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 Contractual terms: As set out at Annex [1]; *Terms and Conditions of the Contract*. By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract).
- 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.

## **3.2 General Policy Requirements**

- 3.2.1 By submitting a Proposal, you confirm that you will, and that you will 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>).

## **3.3 General Proposal conditions ("Proposal Conditions")**

- 3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.
- 3.3.2 Third party verifications – Your Proposal 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 Proposal 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 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. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.
- 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. The clarification process set out in paragraph 12 should be used for any queries in relation to 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 and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

- 3.3.6 Compliance of Proposal – 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 Proposal 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 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex [1] without any amendment (save as described in paragraph 3.1.4).
- 3.3.8 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 carefully before completing and submitting your tender response. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.
- 3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex [2] (Supplier Proposal) and these Proposal Conditions.
- 3.3.10 Disqualification – If you breach these Proposal 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 Proposal apply and/or if you or your appointed advisers attempt:
- to inappropriately influence this Procurement Process or 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 Proposal;
  - 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;
  - 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 Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 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 Proposal 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 Proposal Conditions and the requirements of this RFP.
- 3.3.14 Liability – Nothing in these Proposal 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 Proposal) 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 Proposal. 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 Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process 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”), EU General Data Protection Regulation (GDPR) 2015, 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.

## 5 Proposal Validity

- 5.1 Your Proposal must remain open for acceptance by the British Council for a period of 45 days from the Response Deadline. A Proposal 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](mailto:BC.Invoices@britishcouncil.org) or by post to: The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ.

## 7 Specification

This section spells out the scope for this assignment including the range of activities that the supplier is expected to deliver, the qualifications and expertise required of the supplier and the expected timeline for the task.

### 7.1 English Language Study Centres in Indonesian Higher Education Institutions

Many Higher Education institutions Indonesia have a language study centre. These study centres run mainly on a commercial basis and are designed to serve both university students, staff and the wider community. Whilst many language centres provide courses covering a range of languages; provision of English language courses is usually the main language course offered.

This research aims to fully understand and capture the current role and provisions of English (GE) and Academic English (EAP), and teacher training, provided by English Language Study Centres in Indonesian Higher Education Institutions.

**Part 1: To conduct baseline ‘landscape’ / mapping research into English language study centres in Indonesian Higher Education Institutions.** This research is expected to explore all aspects of the English language study centres including, but not limited to, the following research areas:

- How many university language centres are there?
- Which university language centres are most well developed? i.e. the strongest, most well established, largest, etc
- How are these university language centres governed within university structures?
- What is the current capacity of these language centres? What staffing structures do they have? (e.g., teaching and administrative staff) How are teachers recruited and what qualifications and experience do they have?
- What in service teacher capacity building programmes are in place?

- What teacher training programmes do they offer externally?
- What courses do these university language centres offer? What general English (GE), Academic English (EAP), English for specific purposes (ESP) courses do they offer?
- What resources, curriculum and coursebooks do they use for teaching?
- What assessments mechanisms do they have in place for English language proficiency testing?
- Do they provide English examination preparation courses? Which exams? What resources, curriculum and coursebooks do they use for these courses if offered?
- What role, if any, do the university language centres play in supporting International Course Programmes (ICP) delivered using English as a Medium of Instruction (EMI)? In other words – do university language centres support increasing provision of courses offered in English, including support for EMI lecturers.
- A detailed case study of at least 3 university language centres (including a mix of public vs private university, university language centres in Java vs non-Java language centre).
- What are the main ambitions and main challenges facing university language centres today?
- SWOT analysis of universities language
- Recommendations for strengthening the provision of general English (GE) and academic English (EAP) in university language centres.

The findings from this part of the research will be written up into a public / external research report for wider dissemination.

## **Part 2: Support provided by university language centres to prospective scholarship awardees (especially LPDP scholarship awardees).**

Over the past decade substantial resources have been made available by the government of Indonesia for undergraduate students to continue their study overseas at postgraduate level. Indonesian government scholarships are channelled through several schemes and institutions including LPDP, BUDI, MORA's 5000 Doktor, and IISMA. In addition to this many friendly overseas nations also have generous scholarships which Indonesians can apply for, e.g., the UK offers approximately 60-70 postgraduate scholarships through it's Chevening scholarship scheme. As result, this has helped significantly contribute towards to the growth of Indonesians studying overseas.

In recent years, both Indonesian and overseas scholarship providers have taken active steps make these scholarships more inclusive and equitable – i.e. steps to ensure that these scholarships are not only awarded to students from elite wealthy families (often in Java). There have been increased efforts target Indonesians from less developed regions, including Eastern Indonesia and Papua. In addition to this many scholarships are targeting specific groups, seen a critical to 'upskilling the nation, including civil servants, academics, military and police, etc.

These are very welcome initiatives.

Students journey to gain admission to overseas universities vary from one to another. However, all of them will need to show that they have the required competence in the language they will use, such as English. English proficiency levels remain the greatest barrier to increasing the number of Indonesians securing necessary university offers and, for those that do, succeeding on their overseas course. This is particularly true for the 'targeted' groups mentioned above – where, due to low levels of English – annual scholarship quotas are often not met.



University language centres could potentially play a crucial role in helping prospective scholarship awardees improve their general and academic English language skills, helping these students meet the required English language competence required to secure an offer. Support provided by university language centres could also include English examination preparation courses, such as IELTS preparation courses.

In the 2<sup>nd</sup> part of the research we are keen to specifically explore the current support provided by university language centres to prospective scholarship awardees. This section of the research is expected to include, but is not limited to, the following research areas:

- Mapping all university language centres currently supporting prospective scholarship awardees?
- A detailed description of the type of support (courses, curriculum) provided by university language centres to support prospective scholarship awardees?
- A detailed description, with case studies / examples, of how the Indonesian Government is proactively working and supporting universities language centres to support prospective scholarship awardees?
- A detailed description, with case studies / examples, of how the overseas nations are proactively working and supporting universities language centres to support prospective scholarship awardees?

In addition to the above covering general support provided by university language centres to prospective scholarship awardees we would like a specific research section focussing specifically on support for prospective LPDP scholarships.

- Deep dive: Mapping all university language centres currently supporting prospective scholarship awardees – specifically preparation for LPDP scholarships.
  - A detailed description of the type of support (courses, curriculum) provided by these university language centres to support prospective LPDP scholarship awardees?
  - A deep dive into 1-2 university language centres currently supporting prospective scholarship awardees – specifically preparation for LPDP scholarships.
- Provision of any general English or pre sessional (EAP) courses to successful scholarship awardees. i.e. general English or academic English courses to scholarship awardees preparing for studies overseas.
  - What are the main ambitions and main challenges facing university language centres in supporting prospective scholarship awardees?
  - SWOT analysis of current support English language support provided to prospective scholarship awardees?
  - Recommendations for strengthening the support provided by university language centres to prospective scholarship awardees?

The findings from this part of the research be written up into a public / external research report for wider dissemination.

## 7.2 Research Objectives

This research aims to provide:

- a comprehensive baseline 'landscape' / mapping of English language study centres in Indonesian higher education institutions across Indonesia.

- recommendations for strengthening the provision of general English (GE) and academic English (EAP) in university language centres
- insight into the support provided by university language centres to prospective scholarship awardees (especially LPDP scholarship awardees). i.e. insights into how students are being supported in learning English language, and English language examination preparation, to support their aspirations to study overseas
- recommendations for building the capacity of university language centres' in supporting Indonesian students aspiring to study overseas.

### 7.3 Use of the information

The information collected through this research is intended help Indonesia and the UK support a range of initiatives to improve the provision of general English, Academic English (EAP), English for specific purposes (ESP) and English examination preparation courses (for example – IELTS prep courses) in English language study centres.

### 7.4 Deliverables

#### Deliverable 1: Desk Research

- Desk based research and literature review

#### Deliverable 2: Survey

- Desk based research including national institutional surveys (with support from university language centre association and individual university language centres)

#### Deliverable 3: Interview Government Stakeholders

- Meetings with a wide variety of key stakeholders including the Ministry of Education, LPDP and the Ministry of Religious affairs.

#### Deliverable 4: Focus Group Discussion (FGD)

- Focus group discussion with Universities, English language study centres directors and English teachers working in English language study centres.
- Focus group discussions with students attending English study centres
- Focus group discussions with prospective, current and past LPDP scholarship awardees.

#### Deliverable 5: Report (see 7.5 Outputs for more details)

### 7.5 Outputs

On completion of the research the main output will be a public / external research report. This research report will include the following:

- a detailed section covering the research methodology
- a map of university language centres in Indonesia
- research results including a detailed summary of university language centres in Indonesia, including support provided by university language centres to prospective scholarship awardees (especially LPDP scholarship awardees)
- a detailed case study of at least 3 university language centres (including a mix of public vs private university, university language centres in Java vs non-Java language centre).
- recommendations for strengthening the provision of general English (GE) and academic English (EAP) in university language centres
- recommendations for building capacity university language centres' in supporting Indonesia students aspiring to study overseas

## 7.6 Intellectual Property Rights

The intellectual property rights for any materials and outputs developed through this assignment shall remain with the British Council.

## 8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, 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. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

## 9 Qualification Requirements

9.1 As part of your tender response, you must provide all information required in the supplier proposal. A failure to submit all information shall entitle the British Council to reject a tender response in full.

9.2 Suppliers having access to available research partner in Indonesia would also be preferred. The supplier should propose a team of experts, headed by a lead researcher, which can undertake the tasks mentioned above. We are looking for a research team(s) who have a local network and access to different stakeholders and teacher communities to conduct primary research.

9.3 We are looking for a research team consisting of academics from the UK and Indonesia for this research assignment. The proposal must have one Principal Applicant from the UK and one Partner University from Indonesia.

Lead researcher (UK)

Category and duration of equivalent experience

- 5+ years of relevant research experience.

Experience

- Experience working with international organisations undertaking qualitative and quantitative research.
- Prior experience and an in-depth understanding of English language centres in Indonesia (desirable)
- Excellent analytical skills and confidence with a variety of research methods, as evidenced through experience in documenting field research, compiling quantitative data or presenting research findings.
- Excellent writing skills.
- Proven ability to work constructively as part of a team in a cross-cultural context and, at times, work under limited guidance to deliver high-quality results.

9.4 Research team

The team undertaking this work will need to demonstrate:

- an academic understanding of issues relating to the provision of general English (GE) and Academic English (EAP) in Higher Education intuitions.
- a track record of conducting similar research projects and reports (desirable)
- a track record of working with a range of partner organisations and stakeholders.
- excellent communication skills with people of varying linguistic, educational, socio-economic, and cultural backgrounds.

The British Council particularly encourages partnerships between the UK and Indonesia in the development of research teams. The selected supplier may also be required to engage with specific national bodies during the course of the research.

## 10 Key background documents and further information

- 10.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

## 11 Timescales

- 11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	31 January 2022
Deadline for clarification questions ( <b>Clarification Deadline</b> )	4 February 2022
British Council to respond to clarification questions	7 February 2022
Deadline for submission of Proposals by potential suppliers ( <b>Response Deadline</b> )	17 February 2022, midnight GMT+7
Final Decision	23 February 2022
Contract concluded with winning supplier	28 February 2022
Contract start date	1 March 2022
Research phase	March – May 2022
Report writing phase	May – June 2022
Report writing – first draft submitted	17 June 2022
Feedback on first draft by the British Council	30 June 2022
Final research report including design	14 July 2022
Report launch and dissemination at AsiaTEFL / TEFLIN 2022 <a href="http://asiatefl2022.um.ac.id/">http://asiatefl2022.um.ac.id/</a>	August 5 2022

## 12 Instructions for Responding

- 12.1 Prospective suppliers are required to submit **RFP Responses** which contain the following 3 documents to [IDjktprocurement@britishcouncil.or.id](mailto:IDjktprocurement@britishcouncil.or.id) with subject line 'Mapping University Language Centres in Indonesia'
- Technical proposal, specifying the approach to the research brief, methodology and time framework for the research, using Annex [2] template
  - Commercial proposal, detailing daily fee rates and other associated costs, using annex [3] template
  - Full CV(s) in English, including accounts of previous relevant experience.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. 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 Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals 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 Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal 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 Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

### **13 Clarification Requests**

- 13.1 All clarification requests should be submitted to [IDjktprocurement@britishcouncil.or.id](mailto:IDjktprocurement@britishcouncil.or.id) 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 and will respond if the question is appropriate and received before 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 Proposal 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 Proposal may be rejected in full and you may be disqualified from this Procurement Process.

### **14 Evaluation Criteria**

14.1 You will have your Proposal 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. Tender 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:** If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

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

Criteria	Weighting
Social Value	10%
Relevant experience of the team	35%
Methodology and approach	35%
Commercial - value for money	20%

- 14.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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.

<b>3</b>	<b>Poor</b> – 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.
<b>0</b>	<b>Unacceptable</b> – 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) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. 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 Proposal at this point. The British Council may also reject any Proposal 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 procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals 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 Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal 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 Proposal(s) - The winning Proposal shall be the Proposal 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)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

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

**Annex 1 – Terms and Conditions of Contract**

**Annex 2 – Supplier Proposal**

**Annex 3 – Pricing Approach**