



## Request for Proposal (RFP)

**For:** Evaluation consultancy for New Ukrainian School project

**Date:** 26 November 2020

### 1 Overview of the British Council

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

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

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

### 2 Introduction and Background to the Project / Programme

The British Council Ukraine is looking for a UK consultancy with track record and expertise in designing and delivering evaluation in school education. The aim of the consultancy is to evaluate the English schoolteacher development programmes that has been implemented within the *New Ukrainian School* project.

#### 2.1 Context

Six years following Maidan, there is still high demand for better access to English language skills for Ukrainian students and citizens across the system to support wider international cooperation. The government is engaged in significant educational reforms, which include a new approach to English language teaching and learning and has set a B1 English proficiency requirement of school leavers.

The New Ukrainian School reform has introduced English as an obligatory subject throughout all school education, set new requirements for teacher development and new quality standards.

The New Ukrainian School reform has been identified as one of the new government priorities with focus on

- overhauling the existing system
- developing critical and creative thinking, making studies more interactive and involving
- bringing up active and responsible citizens who will aspire for self-perfection and life-long study, are ready for a conscious life choice and self-fulfilment, labour activities and community involvement
- developing teacher professional competencies

In 2019, the Ministry of Education and Science of Ukraine set as a priority to accelerate and expand basic and high school reform in 2020-2021. The new Law on Secondary Education has come into force in 2020 followed by government reform in teacher professional development sector.

The Ministry of Education has introduced new regulations in Continuing Professional Development that opens the CPD market for other teacher professional development providers.

The New Ukrainian School (NUS) project brings UK expertise on the area of English language teaching and learning through CPD sector. The British Council cooperates with Cambridge English and Cambridge Assessment to support teaching of English on the NUS-English online platform for all EFL teachers

The Ministry of Education sees the British Council as a preferred partner in reforming Ukraine's education system which is reflected in the Memorandum of Understanding signed in 2020 at the Education World Forum 2020. It aligns with our strategic aim of positioning the UK as a partner of choice for education reform

## 2.2 Project description

The New Ukrainian School (NUS) project supports education reforms of the Ministry of Education and Science of Ukraine in the area of English language teaching and learning. Its overall objective is to bring positive impact on teaching of English by providing professional development opportunities to teachers and teacher educators aiming at improving their students' learning outcomes. Project started in 2017 and will be implemented until 2022.

The specific project objectives include the following areas:

- EFL teachers will improve their teaching skills and use English as language of instructions
- EFL teachers will confidently use communicative, learner centred approach in the classroom
- EFL teachers will apply various methods and techniques to engage school children in learning
- EFL teachers will demonstrate understanding of learners' learning styles and will employ methods and techniques appropriate to their age and level of English competency.

Expected project outcomes: schoolteachers' capability has been enhanced across the country; teachers have been providing higher quality of English languages teaching services; English language teaching and learning have been improved in school education.

The project professional development programme started with an innovative large-scale blended training course for English teachers who were to work in **primary school** under reform in 2018-2019. This programme was delivered to 17000 teachers across Ukraine by a cohort of teacher trainers (Change Agents) built by the British Council in 2017. The focus of the training course was on the methodology of teaching

English to young learners and consisted of the following modules: Understanding Primary Learners, Classroom Management, Skill of 21 century for Primary, Resources and Activities for Primary.

Due to Covid-19, a professional development model for the **basic (secondary) school** English teachers was revised and moved to online delivery. This model consists of two components: a) an online self-access course based on Teaching for Success approach; b) follow-up practical and reflective sessions lead by Change Agents on the Future English Online Teacher Community platform. The implementation of this model started with an orientation course for Change Agents in October 2020 followed by enrolment of about 3000 basic school English language teachers on the online learning platform. The teachers will be engaged in piloting the professional development model for basic school from November 2020 until March 2021.

A training programme for English teachers of the **high school** has not been developed yet. It is expected to be based on the concept of the NUS reform with a focus on school leavers' skills for employability and best practices identified through evaluation of primary and basic school models. The design of the training model for high school teachers, its implementation and evaluation are not included in a scope of work for this consultancy but can be considered with an option for an extension.

2.2. 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 Contracting authority: 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 Delivery location for goods and/or services: The appointed supplier will be expected to deliver the goods and/or provide online services at the British Council in Ukraine offices.

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.

3.1.3 Duration: The Contract will be awarded for a duration of four months from December 2020 till March 2021 with an option for an extension for up to an additional five months in 2021 - 2022.

3.1.4 Contractual terms: As set out at Annex [1] Terms and Conditions of 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). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex [1] to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

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

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

## **3.2 General Policy Requirements**

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

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

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

3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided; and the analysis of your tender response being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

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

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

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

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains 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 [2] (Supplier Response), you must provide clear and specific detail as to:

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

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

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

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



## **5 Tender Validity**

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response not valid for this period may be rejected by the British Council.

## **6 Payment and Invoicing**

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to [zhanna.sevastianova@britishcouncil.org.ua](mailto:zhanna.sevastianova@britishcouncil.org.ua) or by post to: The British Council, English team – 29 Zhylianska St, Kyiv, Ukraine, 01033

## **7 Specification**

### **7.1 Scope**

The aim of this assignment is to provide external evaluation of the New Ukrainian School project, namely its implementation and achievements. Its focus will be on the primary school (grades 1-4) English teachers' professional development model introduced and implemented throughout the project, as well as its effects on the teaching practice and students' learning outcomes.

Evaluation will cover all 25 regions in Ukraine. To ensure access and facilitate data collection, local researchers/enumerators (one per region) will support the evaluation process. Recruitment of local researchers/enumerators will be done by the British Council project team. It is expected from the consultant to develop methodology and data collection tools and instruments as well as to train local researchers/enumerators to conduct the field work.

All costs regarding local researchers/enumerators' engagement will be covered directly by British Council, meaning that these costs are not part of the consultancy budget.

Due to the Covid19 and possible travel restrictions it is expected that the whole consultancy will be delivered online. In country logistics will be provided by the British Council team and local researchers/enumerators.

### **7.2 Purpose and objectives**

The aim of this evaluation is to provide independent assessment of the New Ukrainian School project, namely its implementation and achievements to date, as well as to provide recommendations for further

implementation. Within this purpose, evaluation should assess how effective was the teachers' professional development model introduced and implemented throughout the project; identify factors that supported or hindered its success; explore project results and their impact on teaching English in primary schools (grade 1-4) in Ukraine; explore how sustainable projects results are; as well as define key learnings and provide recommendations on any improvement for further implementation.

The selected evaluation consultant will design an evaluation approach which addresses the scope and purpose above, within an appropriate budget and time frame. It is expected that evaluation will provide evidence-based answers to following key evaluation question:

- How valid, appropriate, relevant and accurate is the existing Theory of Change (programme theory, logic and assumptions)?
- To what extent was the teacher's professional development model successful in achieving project objectives, namely improving English teaching practices and mainstreaming communicative approach?
- What effects (if any) have project made on pupils' learning outcomes?
- How sustainable are benefits and results delivered by the programme?
- Which factors (within the project, target institutions/schools or wider context) and to what extent supported or hindered programme delivery, attainment of expected results and their sustainability?

### **7.3 Methodology**

The evaluation should follow a comprehensive and mixed methods approach using both quantitative and qualitative data to answer the key evaluation questions. The detailed evaluation methodology should be developed by the consultant and may include diverse data collection methods such as: desk research (project documentation, reports, etc.); interviews with the project staff and key stakeholders, including target groups and final beneficiaries; surveys, etc.

As mentioned in the "Scope" section of this document, the field work in all 25 regions will be done by local researchers/enumerators.

Both, data collection and analysis should be designed to provide evidence-based answers to key evaluation questions listed above.

### **7.4. Expected deliverables for the evaluation**

1. **Inception Report including detailed evaluation plan** – Inception report should provide brief understanding of the programme and elaborate in details on the evaluation plan which should include: (i) evaluation approach, design and methodology (including evaluation matrix); (ii) data collection methods, tools and instruments and data analysis; (iii) risks and limitations to the evaluation; (iv) evaluation timelines; and (v) evaluation report outline. Purpose of the inception report is to ensure mutual agreement on the approach and expectations from the evaluation process.

2. **Evaluation data collection tools/instruments and guidance** – Once Inception report and is agreed and approved, consultant should work on the operationalisation of the evaluation plan and develop data collection tools and instruments for each of the proposed data collection methods. Having in mind that field work will be done by local researchers/enumerators, it is expected that consultant will also develop guidance with instructions for practical use/application of each data collection tool/instrument.
3. **Online workshop for local researchers/enumerators** – In total, 25 local researchers/enumerators will be engaged for the field work and data collection in all 25 regions in Ukraine. To ensure quality of collected data, especially completeness, consistency, accuracy and validity, consultant will deliver instructional workshop for local researchers/enumerators. Purpose of the workshop is to familiarise local researchers/enumerators with overall data collection approach and methodology and to instruct them on how to collect data and use data collection tools/instruments. Workshop will be delivered online.
4. **Updated project Theory of Change and Results Framework** – ToC for the project was developed in its early phase. It is expected from the consultant to revisit the existing Theory of Change and (based on project and context data, attained results and overall programme experience) re-examine to what extent are programme theory, logic and assumptions valid, appropriate, relevant and accurate. As a result of this process, the Theory of Change and result framework should be updated
5. **Evaluation Report** – Evaluation report should include (minimum, but not limited to): executive summary, description of intervention, evaluation purpose and methodology applied, findings, conclusions, recommendations and lessons learnt, annexes.  
  
Report should provide objective and evidence-based findings and actionable recommendations that can strengthen the remaining period of programme implementation, support decision-making and organizational learning and accountability.
6. **Online presentation of the evaluation findings and Theory of Change updates** – Consultant should prepare presentation of the key evaluation findings and ToC updates. Presentation will be delivered online.

### 7.5 Proposed timeline for 40 days of consultancy:

December 2020 /January 2021	<b>10 days</b> to study the project documentation, develop evaluation plan and write an inception report
January 2021	<b>5 days</b> to develop data collection tools/instruments and guidance
January 2021	<b>2 days</b> to prepare and deliver the instructional workshop
February 2021	<b>2 days</b> to online support local researchers/enumerators during the field work

February / March 2021	<b>10 days</b> to analyse the collected data and write evaluation report
February / March 2021	<b>10 days</b> to review and update ToC and result framework
March 2021	<b>1 day</b> to prepare and present evaluation findings and ToC updates

## 7.6 Consultant profile

- A UK institution/individual with proven track record and expertise in carrying out evaluation in school education projects both face-to-face and online
- Understanding of the local education context and/or previous experience of working in post-soviet countries
- Ability to work as part of a remote team

## 7.7 Consultancy details

- Dates of the consultancy: specific deadlines on the timeframe from December 2020 to March 2021 would be discussed with the successful institution or consultant.
- Pricing Approach needs to be submitted together with all other mandatory documentation (see Annex 3). Due to budget cap being set, the pricing approach will not be included into evaluation criteria and will not be evaluated for the purposes of commensal evaluation.
- The Charges for the whole package of services include consultancy fees only and should not exceed GBP 20,000 in total. The pricing structure should include information about all-inclusive daily rates.

## 8 Mandatory Requirements / Constraints

8.1 As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

## 9 Qualification Requirements

9.1 A consultant is required to have minimum Master's degree in education. They should submit a CV/resume of a consultant with a focus on M&E experience and tools design including report writing experience. Relevant experience in teacher professional development and quality assurance should be highlighted.

## 10 Key background documents and further information

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional

information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

## 11 Timescales

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

Activity	Date / time
RFP Issued to bidding suppliers	26 November 2020
Deadline for clarification questions ( <b>Clarification Deadline</b> )	01 December 2020
British Council to respond to clarification questions	04 December 2020
Deadline for submission of RFP responses by potential suppliers ( <b>Response Deadline</b> )	<b>20 December 2020, by 5pm UK time</b>
Final Decision	22 December 2020
Contract concluded with winning supplier	24 December 2020
Contract start date	24 December 2020

## 12 Instructions for Responding

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

12.2 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.

### **13 Clarification Requests**

13.1 All clarification requests should be submitted to the attention of Zhanna Sevastianova to [zhanna.sevastianova@britishcouncil.org.ua](mailto:zhanna.sevastianova@britishcouncil.org.ua) by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

13.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

13.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

### **14 Evaluation Criteria**

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

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

**Stage 2:** If a bidder succeeds in passing Stages 1 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.

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

Criteria	Weighting
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>- Experience of carrying out evaluation in school education projects both face-to-face and online - 40%</li> <li>- Experience of developing evaluation methodology and data collection tools and instruments in the area of teaching and learning English as a foreign language - 30%</li> <li>- Understanding of education system in Ukraine and experience of working in any post-Soviet country - 10%</li> </ul>	<b>80%</b>
<b>Methodology and Flexibility of Approach</b>	<b>20 %</b>

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 2 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
<b>10</b>	<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.
<b>7</b>	<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 bidder’s failure to provide all information at the level of detail requested.

<b>5</b>	<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 services needs to be submitted together with all other mandatory documentation. 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. Overall Price for the whole package of services includes consultancy fees only. Due to budget cap being set Your “Overall Price” will not be evaluated by the evaluation panel for the purposes of commercial evaluation.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information) 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 Response**

**Annex 3 – Pricing Approach**



