



# EUROPEAN UNION SUPPORT TO HIGHER EDUCATION IN THE ASEAN REGION

SHARE Project Management Office  
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## Request for Proposal (RFP)

**For:** Research Study: “Gender, Equality, Diversity, and Inclusion (EDI) in Higher Education in ASEAN”

**Date:** 03 August 2021

### 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 Support to Higher Education in the ASEAN Region (SHARE) Programme is the European Union’s flagship higher education programme with ASEAN. The SHARE Programme resumed with effect from 27 February 2021 with the agreement for a



programme extension between the ASEAN Secretariat and the European Commission until the end of 2022.

The SHARE Consortium is comprised of the British Council, the DAAD, ENQA, and Nuffic. The SHARE Extension will see the programme continue its support of the ASEAN Secretariat and ASEAN stakeholders to enable greater harmonisation and internationalisation of ASEAN higher education.

The SHARE Programme is fully committed to the implementation of the third ASEAN Work Plan on Education 2021 – 2025 for the duration of its extension. Consequently, the SHARE Consortium will bring to bear its collective expertise and experience across the full scope and dimensions of international education in line with the further development of an ASEAN Higher Education Space and an ASEAN branded scholarship scheme, in collaboration with the ASEAN Secretariat and ASEAN stakeholders.

A central aim of the SHARE Programme Extension is to catalyse the transfer of ownership of programme outcomes to ASEAN entities and nominated organisations to be embedded within sustainable ASEAN-led structures and processes.

### **Objective**

The objective of this consultancy is to gain a deeper understanding of the gender equality and inclusion issues that impact on Higher Education in the ASEAN region. This will provide EU SHARE team with an evidence base for engaging with the wider Higher Education sector in the ASEAN region to prioritise and ensure that gender and other equality issues are built into future ASEAN development plans including the ongoing work on the ASEAN Work Plan on Education 2021 – 2025.

### **Background**

The overall objective of the SHARE Programme Extension is to strengthen regional cooperation, enhance the quality, regional competitiveness and internationalisation of ASEAN higher education institutions contributing to an ASEAN Community in 2025 and beyond.

The overall purpose of the SHARE Programme is:

- To enhance the harmonisation of ASEAN Higher Education area through the formulation of ASEAN Higher Education frameworks, taking into account the EU experience and promotion of equal access for girls and women to quality Higher Education free from discrimination; and

- To support mutual recognition, student mobility and equal opportunities for all, including female students and people with disabilities, among HEIs in ASEAN, and to strengthen people-to-people connectivity.

The expected results are:

- Enhanced opportunities for policy dialogue on strategic issues (including equal opportunities and gender equality) of harmonisation of ASEAN higher education involving variety of stakeholders including ASEAN and EU as required;
- ASEAN Qualifications Reference Framework and ASEAN Regional Quality Assurance including disaggregated data collection further developed and supported;
- ASEAN Credit Transfer System (ACTS) and ASEAN-EU Credit Transfer System (AECTS) further developed and tested through mobility with scholarships.

There is a clear focus, therefore, on ensuring the gender and other equality issues are addressed through the assistance provided by the EU in line with the Gender Action Plan III, which sets out an ambitious agenda to address gender equality issues in all interventions. This also aligns with ASEAN policy priorities including the ASEAN Declaration on the Gender-responsive Implementation of ASEAN Community Vision 2025 and the Sustainable Development Goals (2017) as well as the ASEAN Work Plan on Education 2021 - 2025, which references diversity and vulnerable groups.

### **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 provide services remotely.

3.1.3 The British Council's contracting and commercial approach in respect of the required 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 of 4 months.

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 comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the 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 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 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 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, 10 Spring Gardens,  
London SW1A 2BN

## 7 Specification

In order to ensure that the gender, equality and inclusion considerations are effectively integrated into strategies for higher education in the ASEAN region, the objectives of this TOR of this research study “Gender, Equality, Diversity, and Inclusion (EDI) in Higher Education in ASEAN” are:

- To carry out a rapid analysis of the gender-related issues and causes of discrimination in the Higher Education sector in the ASEAN region
- To build a shared understanding amongst SHARE Consortium Partners and ASEAN stakeholders on how gender equality and inclusion issues can be addressed in the wider ASEAN higher education context
- To identify and agree the areas for more in-depth study to inform future priorities for addressing discrimination and promoting gender equality in Higher Education in the ASEAN region
- To carry out the further study in line with priorities agreed.
  - To contribute to the establishment of an ASEAN Community of Practice as a regional repository of knowledge on equity, diversity, and inclusion

### Issues to be Addressed

While there is a clear ambition set out in the objectives of the programme to address gender, equality issues, and inclusion, there is a gap in the analysis of the gender and inclusion issues that are manifested and impact on higher education in the ASEAN region. This means, therefore, there is potential for assumptions and lack of knowledge and awareness of the discrimination that women and girls and people with disabilities and those in a vulnerable situation face in the region. Building a better understanding of these issues will provide an evidence base to identify the most appropriate entry points for addressing equal access to opportunities and discrimination.

Furthermore, the process of collection, analysis and presentation of data and studies generated through the project activities will involve and engage the SHARE stakeholders

and beneficiaries and therefore contribute to raising awareness and developing strategies that the sector can take forward.

In order to identify and evidence the gender and inclusion issues, the SHARE Programme will undertake a number of steps:

1. **Rapid desk-based gender and inclusion analysis.** This will be mainly desk based research which will pull together existing data to provide an overview of gender and inclusion issues and how they impact and are manifested in higher education settings in the ASEAN region. Limited key informant interviews will also be held.
2. **Review of rapid gender and inclusion analysis** – with key project stakeholders in order to build a shared understanding of the context and issues as well as to identify to address Gender, equality, and inclusion issues in HE in the ASEAN region and identify key gaps for further study.
3. **Design and completion of Gender and Inclusion study** – this will build on the Rapid Gender and Inclusion analysis – and will include more primary research – to add depth and new knowledge that can support the further work of the ASEAN EDI Community of Practice. This will include key recommendations for ASEAN partners to ensure that Higher Education is accessible, inclusive, and free from discrimination on the basis of sex and disability and other priority areas.
4. **Dissemination and communications** – while the study will be a valuable output – it will be important that the findings and recommendations are tested and co-created with ASEAN Stakeholders as well as wider audiences. In order to facilitate this – a series of workshops will be held in cooperation with the Asia-Europe Foundation to disseminate the initial findings and agree the key recommendations.

Some of the key areas to be investigated in the gender and inclusion analysis are as follows. The specific focus will be agreed during the inception phase of the research:

- Existing regional and national level policy commitments to gender and other equality issues in ASEAN countries and, in particular, in the Higher Education Sector
- Gaps that currently exist on gender and equality issues in the ASEAN Higher Education Sector
- Trends in participation/access to education including HE in ASEAN region by sex/disability and analysis of any barriers.
- Access to and participation in mobility/international opportunities by sex/disability and other factors and vulnerabilities and analysis of specific barriers.
- Qualification and Assessment Frameworks and the potential for reinforcing gender and other inequalities and discrimination.

- Gender related experiences of staff and students involved in higher education in ASEAN and international study/mobility. etc. including bias, sexual and gender-based violence
- The “hidden curriculum” in Higher Education – i. e. the ways in which stereotypes, biases, and discrimination are reinforced throughout the education processes and how this can be overcome through sharing best practice internationally.

### **Methodological Aspects**

The project will entail:

- Desk based research on gender and other equality issues and their impact, as outlined above.
- Key informant interviews to support data gathering and identify priorities and recommendations.
- Consultations with Consortium Partners, Steering Group, and wider ASEAN HE stakeholders Development.

The SHARE Programme will establish an ASEAN Equity, Diversity, and Inclusion Community of Practice that will guide and shape this work. This group will review the research and support the development of recommendations as well as advising on and contributing on wider stakeholder engagement.

### **Reporting and Feedback**

The selected expert/consultancy is expected to report to the Team Leader of the SHARE Programme.

### **Skills and Expertise Required**

We are seeking an experienced ASEAN/ASEAN-based expert/consultancy with a proven track-record in the following:

- Expertise in gender equality, disability, and other inclusion issues – particularly within the higher education context.
- Experience of conducting gender and inclusion analysis on at least three projects to inform and support the planning and delivery of interventions, preferably in the Higher Education sector in ASEAN.
- Familiarity with ASEAN Higher Education context and the internationalisation agenda.
- Excellent facilitation skills.
- Strong report writing skills.

## Outputs/deliverables

- Inception report – confirming the approach.
- Draft Gender and inclusion analysis report including recommendations for the wider Higher Education sector in ASEAN.
- Consultative workshops delivered with Key Stakeholders in the ASEAN higher education sector and EDI Community of Practice to facilitate dialogue, actions for the wider sector and focus of in-depth study.
- Completion of in-depth study including primary data collection and analysis of findings.
- Final report and presentation material.

## Timeline

September 2021	<ul style="list-style-type: none"> <li>• Scoping interviews with consortium partners</li> <li>• Desk Research</li> <li>• Inception report</li> </ul>
October-November 2021	<ul style="list-style-type: none"> <li>• Key informant interviews</li> <li>• Draft report and recommendations</li> <li>• Contribution to Workshop Series with ASEAN Stakeholders</li> </ul>
December 2021	<ul style="list-style-type: none"> <li>• Final report and recommendations</li> <li>• Conference/Workshop with ASEAN HE stakeholders and ASEAN EDI Community of Practice</li> </ul>

## 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

*"Not Used"*

## 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:

<b>Activity</b>	<b>Date / time</b>
RFP Issued to bidding suppliers	03/08/2021
Deadline for clarification questions ( <b>Clarification Deadline</b> )	10/08/2021 noon GMT
British Council to respond to clarification questions	12/08/2021
Deadline for submission of RFP responses by potential suppliers ( <b>Response Deadline</b> )	20/08/2021 noon GMT
Final Decision	25/08/2021
Contract concluded with winning supplier	31/08/2021
Contract start date	01/09/2021

## 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 [2] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to [IDJKTprocurement@britishcouncil.or.id](mailto:IDJKTprocurement@britishcouncil.or.id) by the Response Deadline (20/08/2021, noon GMT), 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 [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 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:** If a bidder succeeds in passing Stage 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.

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
Quality	30%
Methodology and Approach	30%
Commercial	40%

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
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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.
3	<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.
0	<b>Unacceptable</b> – 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 [3] (Pricing Approach) for the 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**