

**Supplier Response – Part of RFP**

**For data collection for the “NEW CONTENT DEVELOPMENT FOR CEHRD LEARNING PORTAL” for**

**TA 9215: Supporting Policies and Implementation in the School Sector**

**Nepal's School Sector Development Plan - TA Facility**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorized representative.
4. Submit all mandatory documentation by the Response Deadline, as set out in the Timescales section of the RFP document.

**Part 1 – Supplier Response**

Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

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| Question – 1:  Please provide your experience and evidence of content development and delivery for remote education. |
| Supplier Response: |

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| Question – 2:   1. Please provide  * A provisional workplan/timeline map (highlighting task division and flow of work between individuals), showing number of days allocated to each action. * A description of the process of undertaking the assignment in chronological order, supporting the timeline above (maximum 500 words). |
| Supplier Response: |

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| Question – 3:  Please provide a risk register, or describe the risks and mitigations, for the top 5 risks to timely and high-quality completion of the assignment. |
| Supplier Response: |
| Note: Please enclose CV of personnel(s) proposed to deliver services (Maximum 3 pages) |

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| Question – 3 (Value Areas - I):  Please explain your expertise, commitment in following areas (Enclose any policies you have around these areas):  Child Protection  Environment Friendliness  Equality Diversity and Inclusion  Information governance (Data management) |
| Supplier Response: |

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| Question – 4 (References):  Please provide a list of 3 contracts and subcontracts your company has held over the past five years for the same or similar work. Please provide following information for each contract/subcontract:   1. Customer’s name, address, email and contact telephone; 2. Contract number and type; 3. Date and duration of the contract, place(s) of performance 4. Contract Value |
| Supplier Response: |

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| Question – 5:  Please complete the instructional planning template overleaf, for the 2 learning outcomes provided. You should write no more than around 300 words for each learning outcome.  An example completed form is also provided for guidance. |

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| **This form should be completed and submitted with your application** | | | | | | | | |  |
| **Learner** | Children G6-8 | | | | | | | | |
| **Learning outcome** | | **Format** | **Key points** | **Check for understanding** | **Time for learner to complete** | **Access and inclusivity** | **Supporting assets** | **Source for assets** | **Further resources** |
| At the end of this section, a learner will be able to: | | e.g. interactive web page, PDF, video, audio etc | i.e. significant information to be provided | i.e. self assessment mechanism | Time in minutes to complete activity for each learning outcome | Key issues to be addressed | e.g. photos, diagrams, cartoons, additional video/audio, templates, forms etc | e.g. reprinted under CC licence, own photo with rights allocated, diagram to be developed, template to be developed and provided in rtf etc | Additional resources to be signposted for later use and/or optional deeper learning |
| *Explain the importance of having a secure password* | |  |  |  | *5 mins* |  |  |  |  |
| *Describe the elements of a secure password* | |  |  |  | *5 mins* |  |  |  |  |

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| **EXAMPLE: This worked learning outcome is provided as an example only.** | | | | | | | | |  |
| **Learner** | Teachers | | | | | | | | |
| **Learning outcome** | | **Format** | **Key points** | **Check for understanding** | **Time for learner to complete** | **Access and inclusivity** | **Supporting assets** | **Source for assets** | **Further resources** |
| At the end of this section, a learner will be able to: | | e.g. interactive web page, PDF, video, audio etc | i.e. significant information to be provided | i.e. self assessment mechanism | Time in minutes to complete activity for each learning outcome | Key issues to be addressed | e.g. photos, diagrams, cartoons, additional video/audio, templates, forms etc | e.g. reprinted under CC licence, own photo with rights allocated, diagram to be developed, template to be developed and provided in rtf etc | Additional resources to be signposted for later use and/or optional deeper learning |
| *Direct students to key resources in the Learning Portal* | | *PDF with links to portal sections as signposted in content* | *Explains why students need to work through e-safety and e-security units*  *Suggests different language to use according to age of students*  *Provides sample emails for 3 age groups as appendix* | *Checklist: Tick boxes if you agree with the following statements.* | *5 mins* | *PDF means document can be used offline (other than links)*  *Alt text for cartoon*  *Importance of appropriate language for age* | *Cartoon to illustrate point of e-safety/security*  *Sample emails* | *Cartoon to be developed*  *Sample emails to be developed and provided in appendix* | *Suggest teachers use existing platforms for engagement with parents so that they know their children are expected to do this work and why*  *Signpost e-safety/security content in units for teachers* |

**Part 2 – Submission Checklist**

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| General Information of your company/A cover letter in case individual |  |
| Technical ability to perform the services (Relating to Question 1, 2 & 3 of this form)-CVs of key personnel |  |
| Company Registration Document (Renewal certificate)-Only for firms |  |
| Tax Clearance Certificate (Recent FY)-Only for firms |  |
| Completed response in this form |  |
| A report (e.g. completed for another consultancy) on any related topic, demonstrating writing style. |  |
| Completed pricing proposal (Pricing Approach) |  |
| Name and details of references (Relating to question 4 of this form) |  |
| This checklist signed by an authorised representative |  |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

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| **Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:** |  |