



Invitation to Tender (ITT)

For: British Council Schools – Training management partner for Core Skills Professional Development Packages and International School Award Programme

Date: 03 April 2019

1 Overview of the British Council

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.

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.

Further information can be found at www.britishcouncil.org.

2 Introduction and background of the project/programme

Connecting Classrooms through Global Learning (CCGL) supports teachers and school leaders to improve teaching, giving students the knowledge, skills and attitudes they need to make a positive contribution now and in the future. Through connections with other schools, professional development for teachers and engaging with learning resources, Connecting Classrooms helps develop students equipped to live and work in a globalised world.

The programme is tailored to meet the needs of individual education systems, helping countries to develop school leadership, core and transferable skills and inclusive education. Through policy engagement, professional development for teachers and school leaders and international collaboration, the programme helps to develop an international network of schools which is able to share knowledge and experience, bringing learning to life.

3 Position

The British Council seeks to contract a training management partner to support in the delivery of its new Core and Transferable Skills Training Packages offer (to teachers and school leaders in Nepal) and the International School Award (to schools in Nepal) for a period of 12 months renewable for another 12 months based on the performance and quality of delivery of services .

The Connecting Classrooms Project will reach all seven provinces of the country by the end of June, 2021. The training delivery plan is as below:

2019-2020

- Core skills trainings will be delivered in: Province 1, Province 3, Gandaki Province and Province 7. The districts will be as below:

Province 1	Ilam, Sankhuwasabha, Sunsari
Province 3	Ramechhap, Dhading, Chitwan

Gandaki Province	Mustang, Kaski, Syangja
Province 7	Kailali, Achham, Doti

- The ISA programme will be offered nationwide with key centers in Kathmandu, Dang, Dhangadi, Surkhet, Chitwan, Nawalparasi, Palpa, Jhapa, Sunsari, Kaski

2020-2021

- Core skills trainings will be delivered in Province 2, Province 5 and Karnali Province. The districts will be shared in 2020.
- The ISA programme will be offered nationwide with key centers to be confirmed.

The procurement of these services will involve a two stage process:

Stage 1 – Prospective partners submit a completed tender response (Annex A) and are assessed against the criteria stipulated within this document. The bid or bids that are awarded the highest score against the criteria specified will be shortlisted for further selection process (“shortlisted company”).

Stage 2 – The shortlisted companies(s) will then go through an interview for selection

4 Context of Core Skills Training packages

The British Council has signed a 3 year MoU with the Center for Education and Human Resource Development (CEHRD) to deliver the core skills training in all the seven provinces.

The successful partner organization will support with the management of training interventions for teachers and/or school leaders based on the British Council Core Skills training packages. The introductory training and one advance training packages are designed to be delivered over the equivalent of 3 working days.

Up to 25 participants are expected to participate in each training intervention. Numerous cycles per year could run concurrently or in succession. A total of 52 trainings are expected to be delivered over the period 2019/20. This includes training courses for both teachers and leaders. In addition, we’ll also have 45-50 orientations for the ISA programme. The number of participants for ISA orientations could be a maximum of 50.

For clear understanding, all the course models have been briefly defined in the table below:

Introductory course	Advanced course	Evaluation workshop (post advanced course)	Training courses for School Leaders	ISA orientations/workshops
Half a day	Two and a half day	Two days	Two or three days	Two to three days

4.1 Context of International School Award

The International School Award (ISA) programme is also covered under British Council’s MoU with CEHRD. This programme is open to all schools nationwide and orientation centers will be selected as per the proximity of the schools in a certain area/cluster. The successful partner organization will support with the management of orientation programmes or other workshops for schools involved in the ISA programme. British Council Nepal will work with 200-250 schools in 2019-20.

5 Conditions and contractual requirements

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.

The services contract awarded under this tender will be for 12 months initially with the option to extend for a further 12 months.

The selected delivery partner will only process personal data accessed in performance of the services in accordance with the British Council's instructions and will not use such data for any other purpose. The contracted partner will undertake to process any personal data on the British Council's behalf in accordance with the relevant provisions of the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identity, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The appointed partner must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If the partner considers that any of the information included in their completed documentation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The partner should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received.

The partner should also note that the receipt of any material marked 'confidential' or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The partner will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the trainers will ensure that where they engage any other party to supply any of the services under this agreement then that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that the partner are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

Mandatory due diligence information will form part of your response to this ITT.

This document does not constitute an offer to provide goods and/or services to the British Council.

All costs incurred in the preparation of the proposal are the partner's responsibility.

The British Council reserves the right to request reference information.

The British Council is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

6 Confidentiality

All information contained within this document is confidential and is provided only to give tenderers should be disclosed to a third party without the British Council's consent.

The contents of this ITT are being made available by the British Council on condition that:

- Tenderers shall at all times treat the contents of the ITT and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
- Tenderers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time;
- Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and
- Tenderers shall not undertake any publicity activity within any section of the media.

Tenderers may disclose, distribute or pass any of the Information to the Tenderer's advisers, sub-contractors or to another person provided that either:

- This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Tenderer; or
- The Tenderer obtains the prior written consent of the British Council in relation to such disclosure, distribution or passing of Information; or
- The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Framework Agreement arising from it; or
- The Tenderer is legally required to make such a disclosure.

In relation to the above the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.

The British Council may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and the British Council may make any of the contractual documents available for private inspection by its officers, employees, agents or advisers. The British Council also reserves the right to disseminate information that is materially relevant to the procurement to all Tenderers, even if the information has only been requested by one Tenderer, subject to the duty to protect each Tenderer's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).

7 Intellectual Property Rights

All IPR belonging to the appointed partner or the British Council before the commencement date of the contract or not created in the course of or in connection with the purpose of the contract (Background IPR), and all third party IPR is and shall remain the exclusive property of the party owning it.

The appointed partner is required to warrant that its Background IPR does not, so far as it is aware, infringe the rights of any third party and none of their Background IPR is the subject of any actual or, so far as it is aware, threatened challenge, opposition or revocation proceedings.

For any IPR developed or arising in the course or in connection with the contract, the appointed partner will assign to the British Council with full title guarantee all its right, title and interest in the respective IPR. The appointed partner shall procure the waiver in favour of the British Council of all moral rights arising under the Copyright, Designs and Patents Act 1988, as amended or revised, or any similar provisions of law in any jurisdiction, relating to the IPR developed under or in connection with the contract.

8 Tender/Proposal Validity

Your response should remain open for acceptance for a period of 90 days. A response valid for a shorter period may be rejected.

9 Payment and Invoicing

The British Council will pay correctly addressed and undisputed invoices within 30 days.

The essential information on an invoice for the British Council is:

- A description of the services supplied.
- The British Council reference number/Purchase Order number.
- Addressed to Accounts Payable.
- The costs including VAT (if applicable) and any other charges

10 Scope of work, specification and outputs

The British Council seeks to appoint a training management partner to support in the administration and logistic management of the training interventions for teachers and school leaders on the British Council Core Skills training packages and workshops and orientation programmes for ISA (as set out in Section 4 above) in Nepal from May 2019 to May 2020 (with the option to extend for 12 months).

The partner will be mobile and be able to reach the training venues all/specific geographical areas in Nepal.

The table below details roles and responsibilities of the parties concerned in the delivery of core skills training:

Training Management Partner	Local Municipalities/ government agency	British Council
Lead the Connecting Classrooms training programme management in the districts involving Core skills trainer, teacher		Provide the funds to the Training Management Partner for the delivery of the trainings

education network, local government, local strategic partnerships.		
<p>Manage the funds for the Connecting Classrooms training delivery and the ISA programme in the districts. This includes paying trainers' fees and allowances, participants allowances and meals</p> <p>Liaise with local municipalities to release teachers and head teachers to participate in the trainings.</p>	Identify and release teachers and head teachers to attend the programme.	<p>Liaise with local municipalities for the facilitation of the trainings.</p> <p>Identify and mobilize trainers to deliver trainings.</p>
<p>Arrange venue and logistics for all the trainings in coordination with local Resource Centers and Municipalities. Identify venues for ISA orientations and professional development workshops. This could include planning for and dealing with all possible contingencies. If Resource Centers aren't available, source suitable venues</p>	Provide the training venue. Training Management partner will manage the venue in case the local government unit is not able to provide.	<p>Provide Training Management Partner with the training schedule.</p> <p>Provide contact details of trainers and ISA schools to the training management partner.</p>
Be responsible for the distribution and collection of baseline and endline survey forms and distribution of resource/training materials, banners, standees, stationary for all Core Skills trainings and ISA workshops		Provide training materials and resources to training management partner for distribution at training venues.
Provide activity and financial reporting to British Council as agreed.		<p>Process payments based on quality and authenticity of activity and financial report.</p> <p>Finalise activity and financial reporting templates with training management partner before reporting.</p>

Ensure that all staff working on the Connecting Classrooms project complete the British Council's e-learning course on Child Protection and sign all relevant policy documents.		Provide access to the e learning course for Child Protection to the Management partner Share Child Protection Policy, Code of conduct and self declaration form
Support the Connecting Classrooms through Global Learning monitoring and evaluation process whenever required by liaising with British Council Nepal's monitoring and evaluation consultant and supporting in facilitating their work.		Provide contact details of the M&E team
Provide support, if required, to trainers with regards to accommodation at the district of training.		
Be responsible for the duty of care of staff and participants during the training		

11 How to apply

Interested organisations are invited to respond by completing the supplier response form (Annex A) with mentioned documents and sending it to connecting.classrooms@britishcouncil.org.np by 5 pm on 11 April 2019

12 Timescales

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
ITT published	4/5 April 2019
Deadline for clarification questions (Clarification Deadline)	12 April 2019 (5 p.m.)
British Council to respond to clarification questions	14 April 2019
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	21 April 2019 (5 p.m.)
Final Decision	24 April 2019
Interviews	Between 28 April - 3 May, 2019
Contract start date	15 May 2019