

**Annex 2 Supplier Response**

**Title: RFP - BY54EDU82025 - Implementing partner for the Adolescent Girls Empowerment project in Khyber Pakhtunkhwa**

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(To be used on the Contract)**

**Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**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. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
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 authorised representative.
4. Review Annex A and add any parts of the information submitted which is classed as Confidential or sensitive information.
5. Submit all mandatory documentation to <https://tap.tcsapps.com/tap2/#/bc-supplier-registration /> [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) by the Response Deadline, as set out in the Timescales section of the RFP document. All communication to be conducted via the correspondence tab within the project

**Part 1 – Supplier Response**

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

1.2 If a requirement can only be partially met, please ensure a clarification with additional detail is sent via <https://tap.tcsapps.com/tap2/#/bc-supplier-registration /> [moiz.khalid@britishcouncil.org.pk](mailto:moiz.khalid@britishcouncil.org.pk) which can be answered and therefore on submission a fully met requirements can be submitted.

1.3 Please indicate all costs are included in the response to Annex 3 (Pricing Approach).

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| **Relevant Organisational Experience – 10%** | | |
| **ID** | % | **Requirement** |
| **ROE01** | **5%** | Provide up to two examples of projects your organisation has implemented in the last five years that are relevant to adolescent girls’ education, empowerment. Describe the scope, scale (number of beneficiaries, geographic reach), and outcomes achieved.  (Max 700 words)  **Supplier Response:** |
| **ROE02** | **5%** | Highlight your organisation’s experience of working with public schools, teachers, or community stakeholders in Khyber Pakhtunkhwa covering scale, reach and impact.  (Max 500 words)  **Supplier Response:** |

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| **Proven Engagement With E&SE Department, KP – 10%** | | |
| **ID** | % | **Requirement** |
| **PED01** | **5%** | Share evidence-based example of any previous project delivered in partnership with the E&SE Department, KP highlighting the nature of engagement (e.g., MoUs, formal partnerships, joint activities) and the level of collaboration with district or provincial E&SE officials.  (Max 700 words)  **Supplier Response:** |
| **PED02** | **5%** | Describe your organisation’s experience in securing government approvals, managing relationships with education officials at provincial and district levels, and ensuring programme integration within school calendars.  (Max 300 words)  **Supplier Response:** |

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| **Technical Quality of the Proposal - 20%** | | |
| **ID** | % | **Requirement** |
| **TQ01** | **10%** | Please describe your organisation’s approach and previous experience in designing and delivering structured learning programmes for adolescent girls in marginalised communities. How will you ensure that the 120-hour learning plan (English, life skills, and leadership) is effectively implemented across multiple districts, and what systems will you put in place to train, mentor, and sustain facilitator/educator capacity throughout the project?  **Supplier Response:** |
| **TQ02** | **10%** | What systems and tools does your organisation have in place to ensure robust monitoring, evaluation, and learning (MEL), as well as safeguarding and risk management, in education programmes? Please provide specific examples of how you have previously managed baseline/endline assessments, safeguarding of adolescent participants, financial accountability, and compliance with donor requirements in similar projects.  **Supplier Response:** |

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| **Educator Training and Peer Support Mechanisms - 10%** | | |
| **ID** | % | **Requirement** |
| **ETPSM01** | **5%** | Outline your approach to designing and delivering educator/facilitator training. Provide an indicative timeline for training delivery and follow-up support.  Please describe your approach to designing and delivering training for educators and facilitators. How will you ensure that the training is gender-responsive, inclusive, and equips educators with practical tools to support adolescent girls’ language learning, life skills, and leadership development in a school-based setting?  (Max 700 words)  **Supplier Response:** |
| **ETPSM 02** | **5%** | What strategies will you use to establish and sustain peer group learning and professional support networks among trained educators, adolescent girls and facilitators? Please share examples of how your organisation has previously facilitated peer support mechanisms that led to girls empowerment, improved teaching practices and sustained engagement.  **Supplier Response:** |

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| **MEL, safeguarding and compliance systems - 10%** | | |
| **ID** | | % | **Requirement** |
| **MEL01** | | **5%** | How will your organisation ensure ongoing quality assurance, alignment with MEL process, and ethical field data collection? Describe any tools, processes, or past experience with MEL integration.  (Max 500 words)  **Supplier Response:** |
| **MEL02** | | **5%** | Provide a high-level implementation timeline and risk management strategy for the 24-month duration. How will you handle changes in scale, travel, or partner coordination? What systems will you put in place to ensure consistent quality assurance and reporting?  **(Max 500 words; you may attach a Gantt chart or table if required)**  \*You may share additional information/docs (if any) through a Google Drive link.  **Supplier Response:** |

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| **Commercial – 40%** | | |
| **ID** | % | **Requirement** |
| **CO01** | **40%** | Please complete Annex 3 (Pricing Approach) |

**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.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Confirm acceptance of the Annex 1 (Terms and Conditions), including any changes made via clarifications during the tender process. |  |
| 2. Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP |  |
| 3. Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| 4. This checklist signed by an authorised representative |  |
| 5. Appendix A to this checklist in relation to information considered by you to be confidential / commercially sensitive |  |

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:** |  |

**Appendix A to Submission Checklist**

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| **Table of Information Designated by the supplier as Confidential and / or Commercially Sensitive** | | | |
| ***This table only needs to be completed if any information inserted as part of your tender response and in any accompanying documents is deemed by you to be confidential and/or commercially sensitive. Please note that the Confidentiality and Information Governance provisions of the RFP apply to any information designated as confidential and/or commercially sensitive.*** | | | |
| No | Section of tender response which the supplier wishes to designate as confidential and / or commercially sensitive | Reasons as to why supplier considers this information confidential and/or commercially sensitive and why it should be exempt from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 or other relevant laws | Length of time during which supplier thinks that such exemption should apply |
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