BRITISH COUNCIL

Request for Proposal (RFP)

For: RFP - DS51EES72026 - Monitoring and Evaluation - EDGE Punjab Project with UNICEF

Date: 7 July 2026

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people, creatives and educators, and our own creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world

We take a long-term approach to building trust and remain at arm's length from government. We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we reached 600 million people

2 Introduction and Background to the Project / Programme

2.1 The EDGE (English and Digital for Girls' Education) programme aims to empower girls and young women aged 13 to 19 by providing them with enhanced skills in practical English, digital literacy, and life skills. Life skills include awareness of rights, financial literacy, critical thinking, problem solving, employability skills, and knowledge of further education and vocational training opportunities.

The primary goal of the EDGE programme is to promote female empowerment by equipping participants with the knowledge and confidence they need to succeed. By improving their skills, the programme aims to persuade families and communities to support girls in continuing their education for longer periods, and to create safe and participatory learning environments for them to do so. The project will be implemented in partnership with UNICEF and the School Education Department,

leveraging the School Education Department's network of public schools to support the rollout of the intervention across Punjab.

British Council and School Education Department will ensure the participation of beneficiaries and other stakeholders in all phases of the project cycle. British Council will strengthen existing structures to facilitate the learning of girls and young women. The programme will use a peer-led, school-based model that leverages existing public schools' infrastructure and community support mechanisms, ensuring both scalability and sustainability.

The programme will adopt a peer-led, school-based learning model that builds on existing public-school infrastructure and community support mechanisms to ensure scalability, local ownership, and sustainability. Under this model, selected Peer Group Leaders (PGLs) will be trained to facilitate EDGE club sessions with their peers, promoting participatory learning, confidence building, leadership, and peer-to-peer support among girls.

This approach will be reinforced through targeted capacity building at the school level. Head Teachers will be oriented on leadership standards to strengthen ownership, oversight, and implementation support, while Specialist Teachers and Venue Coordinators will be trained to support the establishment and effective functioning of EDGE clubs, guide PGLs, and ensure safe, structured, and enabling delivery of club sessions.

Target Beneficiaries/audience

- 15,000 girls in Punjab will be engaged in 150 Government schools
- 750 EDGE clubs will be established, with each school hosting around five clubs. Each club will include 20 girls, including 2 trained Peer Group Leaders (PGLs) who will lead and facilitate structured sessions over 120 contact hours.
- In addition, one Head Teacher, two Specialist Teachers, and one Venue Coordinator from each school will be engaged to support effective implementation, coordination, safeguarding, and continuity of the programme at school level.

Project Districts

The programme prioritizes adolescent girls from marginalized and underserved communities in seven districts of Punjab - Lahore, Kasur, Nankana Sahib, and Sheikhupura, Multan, Lodharn and Rawalpindi where socio-economic and cultural barriers limit access to quality education. By leveraging existing public-school infrastructure, EDGE ensures inclusion of girls from lower-income families and rural areas.

District	Tentative Number of Schools
Lahore	55
Rawalpindi	52
Sheikhupura	19
Kasur	16
Multan	12
Nankana Sahib	9
Lodhran	4

Total	**167**

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 process for submitting a proposal in response to this RFP ("**Proposal**").

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and 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 project will be delivered in seven districts of Punjab - Lahore, Kasur, Nankana Sahib, and Sheikhupura, Multan, Lodharn and Rawalpindi. For further details please refer to heading 7 specifications of this document.

3.1.3 Duration: 21 months with an option for an extension for up to an additional 6 month based on performance.

3.1.4 Contractual terms: As set out at Annex 1 – Terms and Condition of Contract ("**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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact British Council's e-Tendering portal hosted at https://tap.tcsapps.com/tap2/#/bc-supplier-registration (first time log in) or https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil&langCd=en (existing supplier registered) / moiz.khalid@britishcouncil.org for a copy of the specific terms. 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.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will 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).

3.3 General Proposal conditions ("Proposal Conditions")

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

3.3.2 Third party verifications – Your Proposal 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 Proposal 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 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. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

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. The clarification process set out in paragraph 12 should be used for any queries in relation to 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 and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – 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 Proposal 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 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4). .

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal 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 Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or 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 Proposal;
- 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;
- 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 Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.14 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 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject to the “Liability” Tender Condition below, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council 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 in writing. Subject to the "Liability" Tender Condition below, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

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 Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal 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 Proposal) 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 Proposal. 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 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process 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.

4.4 The Freedom of Information Act 2000 ("FOIA"), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies apply to the British Council (together the "**Disclosure Obligations**").

4.5 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.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal 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 Zaki.Rehman@britishcouncil.org.pk

7 Specification

The British Council invites qualified organisations, or consulting firms to submit proposals for MEL support to the EDGE (English and Digital for Girls' Education) project implemented in selected districts of Punjab, Pakistan.

The MEL Partner will i) refine the indicator matrix and provide a refined evaluation matrix ii) develop and implement a structured formative evaluation and adaptive learning plan for the entire project life iii) and undertake a thorough end of project evaluation.

Throughout implementation, the MEL Partner will closely monitor emerging outcomes, critical assumptions and contextual factors necessary for results to occur, and support adaptive management through periodic monitoring reviews and learning/reflection sessions. In addition, the MEL Partner will establish a longitudinal panel of selected participants and to incrementally track changes in attitudes, behaviours, practices, confidence, agency and leadership over the course of programme implementation.

For the final evaluation, the MEL Partner will undertake a theory-based contribution focused evaluation approach using mixed methods to assess the extent to which the programme contributed to its intended outcomes and the pathways, defining clear limitations. The evaluation will incorporate two complementary lenses i.e., i) gender transformative change, examining shifts in gender norms, barriers and support for girls' participation and leadership, and ii) behavioural change, assessing changes in knowledge, attitudes, behaviours and practices among girls, Peer Group Leaders, teachers, schools and other stakeholders.

The MEL Partner will identify and analyse areas demonstrating the most significant change, including intended and unintended outcomes, enabling and constraining factors, and key lessons for future programming. The analysis should highlight where the programme contributed most strongly to change, for whom, and under what conditions.

The MEL Partner will work closely with the technical assessment partner to triangulate findings and synthesise evidence across the programme. However, the MEL Partner will not duplicate the technical assessments of English, digital and life skills competencies conducted by the Technical Assessment Partner and will instead complement these findings with the evaluation evidence. A Technical Assessment Partner will be engaged to design and administer assessments covering English language, digital, and social skills for 15,000 students across the target schools. The assessments will be conducted at baseline and endline to measure progress in students' English and digital skills, and to generate quantitative evidence of learning gains. The Technical Assessment Partner will analyse the baseline and endline data and produce a quantitative assessment report, which will serve as an important evidence source for wider programme learning, triangulation, and evaluation.

Formative Evaluation Questions

1. To what extent are the key assumptions and conditions required for programme success holding during implementation?
2. What factors are enabling or constraining girls' participation, learning and leadership development, and how should the programme adapt in response?
3. How effectively are gender-responsive and safeguarding approaches being implemented, and what improvements are needed to hold for success?

Evaluation Questions

1. To what extent and in what ways did the programme contribute to changes in girls' knowledge, skills, confidence, behaviours and leadership capabilities?
2. How and why did these changes occur, and what factors enabled or constrained programme results?
3. To what extent did the programme contribute to shifts in gender norms, barriers and support for girls' participation and leadership?
4. To what extent did the programme strengthen the capacity and commitment of schools and education stakeholders to support girls' learning, leadership and life-skills development?

Based on the above questions, the agency is required to produce a thorough evaluation matrix complimented by a well thought sampling design, that ensures representation across districts, participant groups and key stakeholder categories, while balancing methodological rigour with available resources.

To understand the underlying context of the above provided Key Evaluation Questions (KEQs) the agency is expected to consult the detailed indicator metrices of the project provided below: The agency can flexibly re-map these indicators where deems necessary

Result Type	Result Statement	Indicators
Goal / Impact	Adolescent girls are equipped to make informed life choices and participate confidently in matters of education, community, and future economic opportunities	girls reporting use of programme-acquired skills to make informed decisions or participate in educational, community, or future livelihood-related opportunities. (instances/examples)
		parents/caregivers reporting observable improvements in girls' confidence and agency at school and home
Outcome1	Girls participating in EDGE clubs demonstrate improved English, digital, life skills, and leadership capabilities	participants self-reporting improved self-efficacy *"% of participants' who self-report that their ability to use the skills learned in the programme to achieve a goal or complete a task has improved due to their participation in the programme.*
		participants who self-report that their ability to communicate in English has improved as a result of participation in the programme
		participants demonstrate an increase in their English skills through assessment test
		participants self-report that their ability to use digital tools has improved as a result of participation in the programme
		participants demonstrate an increase in their digital skills through assessment test
		participants reporting improved communication, collaboration, critical thinking and interpersonal skills
		PGL/trainers/coordinators/headteachers report participants' improvement in communication/collaboration or thinking skills
Outcome2	Parents/Peers at community recognise and support girls'	% of parents, teachers, headteachers, and community members expressing positive attitudes towards girls' participation, leadership and learning.

	participation, leadership and learning.	% of parents, teachers, headteachers, and community members reporting positive changes in girls' confidence, participation and leadership
		Number or documented examples of actions taken by parents, schools or community members to support or sustain girls' participation and club activities
Outcome3	Schools and education stakeholders demonstrate increased capacity to support quality, gender-responsive English, digital, and life skills education for girls	% of stakeholders (Specialist Teachers, Venue Coordinators, Head-teachers, and PGLs) reporting increased understanding of (EDGE standards), girls' empowerment and life-skills education
		# government stakeholders engaged through review and learning processes of project learning material
		% of headteachers reporting positive feedback from the parents and school community for the project
		# of government official, teachers, headteacher, VCs and PGLs trained on safeguarding/PSEAH
Output 1	Specialist Teachers, Peer Group Leaders and Venue Coordinators are trained and equipped to deliver high-quality EDGE clubs.	# of Coordinators, Specialist Teachers, Headteachers, government officials trained on EDGE methodology, safeguarding, and facilitation skills
		# of PGLs trained on EDGE methodology, safeguarding, and facilitation skills
		% of PGLS/Coordinators with improved understanding of EDGE methodology and facilitation
		# of girls/Coordinators reporting improved understanding of safeguarding, digital safety and EDI principles
		# of head-teachers trained in leadership standards
Output 2	Safe and inclusive EDGE clubs are established, equipped with contextualized learning resources, and	# of clubs established and o**pera**tional
		# of girls enrolled in clu**bs**
		% of participants satisfied with club culture and learning environment

	functioning effectively in participating schools.	% of participants aware of safeguarding and reporting mechanisms
		% of clubs meeting minimum safeguarding and inclusion standards
Output 3	Girls participate regularly in structured English, digital and life-skills learning opportunities through EDGE clubs.	# of planned club sessions delivered
		%/# of girls attending at least 70% of club sessions
		% of participants reporting they are learning new knowledge and skills
		% of PGLs effectively facilitating club activities according to quality standards
		% of club members reporting that PGLs have been supportive to their learning in the clubs.

Work order

The selected supplier/firm will:

- A detailed briefing on the project with British Council team.
- Desk review and framing of the approach - review the British Council existing evaluation of the previous phase and project outcome frame
- Develop and submit Inception report outlining the work plan, revised approach, and proposed methods.
- Conduct blended working, including face to face/virtual meetings, focus group discussions, interviews, and online surveys with a sampled set of key stakeholders, that include:
    - Upon completion of data collection, conduct a validation session to present preliminary findings to the British Council, incorporate feedback, and ensure the evidence is exhibiting is rightly interpreting the key nuances, any key considerations to adhere before drafting the Impact report.
- Agree on the final report format with the British Council team.
- Submit a draft report for review, incorporating up to three rounds of feedback.
- Finalise the report incorporating all agreed revisions (you may expect atleast 2-3 iterations of review)
- Deliver a final presentation of key findings to a broad group of stakeholders.

Deliverables

The supplier is expected to deliver the following:

1. Inception report (including the refined evaluation matrix, refined result framework, and methodology)
2. A one pager infographic – high-level story of impact (fit for sharing with external audience)
3. Impact evaluation report (external facing, in British Council agreed structure.
4. A presentation on key findings to British Council and key stakeholders

At the end of the evaluation, the agency is supposed to fill out the British Council's summary template / pro-forma to be (the template and guidance will be provided by our team)

8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, 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. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	**Date / time**
RFP Issued to bidding suppliers	7 July 2026
Deadline for clarification questions (**Clarification Deadline**)	13 July 2026
British Council to respond to clarification questions	15 July 2026
Deadline for submission of Proposals by potential suppliers (**Response Deadline**)	20 July 2026
Final Decision	TBC
Contract concluded with winning supplier	TBC
Contract start date	TBC

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to the British Council's e-Tendering portal hosted at https://tap.tcsapps.com/tap2/#/bc-supplier-registration (first time log in) or https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil&langCd=en (existing supplier registered) / moiz.khalid@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 You agree to register a valid supplier account on the UK government Central Digital Platform (CDP). Such registration will be completed upon request by the British Council and prior to contract award.

You acknowledge and accept that failure to complete registration prior to contract award may result in withdrawal of any award decision.

11.3 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. 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 Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals 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 Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal 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 Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to British Council's e-Tendering portal hosted at https://tap.tcsapps.com/tap2/#/bc-supplier-registration (first time log in) or https://tap.tcsapps.com/tap2/#/login-supplier?tenant=BritishCouncil&langCd=en (existing supplier registered) / moiz.khalid@britishcouncil.org 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 and will response if the question is appropriate and received before 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 Proposal 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 Proposal may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

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Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal 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 proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Company profile and relevant Clients Details	30%
Methodology and Approach	30%
Commercial	40%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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
10	**Excellent** – 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	**Good** – 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	**Adequate** – 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	**Poor** – 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	**Unacceptable** – 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 goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. 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 Proposal at this point. The British Council may also reject any Proposal 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 procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest "Overall Price". Other Proposals 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 Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a

percentage of the overall Proposal 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 Proposal(s) - The winning Proposal shall be the Proposal 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 Condition of Contract

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach