**Invitation to Tender (ITT)
ITT posted:** 29 March 2017
**Apply by:** 09 April 2017
**Start date:** 14 April 2017 **End date:** 15 May 2017
**Location:** Pakistan

**For:** An evaluation titled;

**‘Project Evaluation of Take a Child to School’**

# Overview of the British Council

The British Council is the United Kingdom’s international organisation for educational opportunities and cultural relations. Its purpose is to build engagement and trust for the United Kingdom through the exchange of knowledge and ideas between people worldwide. British Council Pakistan manages a range of activities that sit within four strategic business units (SBUs): English, Arts, Education, and Society.

Take a Child to School (TACS) is a 40 month national programme funded by Educate a Child (EAC), which started on 1 January 2014. The programme aims to enrol over 185,000 Out-of-School Children (OOSC) and have 80% stay in school to complete a full course of primary education. The programme’s purpose is to make a major contribution towards EAC’s mission of providing opportunities to OOSC children in order to achieve a full course of primary education throughout Pakistan’s four provinces.

Out-of-School Children (OOSC) are those who are not attending school or those who attended school but have dropped-out without completing it. The target age group for OOSC in ILMPOSSIBLE: Take a Child to School programme is 5-11 years.

ILMPOSSIBLE: Take a Child to School (TACS) employs a participatory approach to engage stakeholders to make primary education accessible to all children in target communities.

The core activity of increasing enrolment and retention is supplemented by advocating for quality education and enabling communities to hold school authorities and government departments responsible.

ILMPOSSIBLE: TACS has three strategic partners and 25 implementation partners that provide technical and on-the-ground support for the programme.

The programme has three core components:

* ILMBASSADORS (trained volunteers)
* MOHALLA COMMITTEES (neighbourhood committees)
* DOSTI (life-skills and sports education curriculum)

ILMBASSADORS are young volunteers (aged 18-34) who work along with Mohalla Committees and schools to identify, enrol and retain OOSC in schools. Another key component of the programme is “DOSTI” through which children receive physical education and learn life skills. DOSTI is designed to make school a more enriching and appealing experience for children and thus helps to increase retention rates in schools. (DOSTI has only been rolled out in limited number of schools).

The objectives of TACS are as follows:

1. Increased number of better informed parents committing to enrol their children.
2. Strong coordinated ownership amongst the community influencers and partners who will facilitate access to schools and enrolment.
3. A positive learning environment created through life skills and sports encouraging retention

# Scope of work, specification and outputs

The supplier is expected to develop an evaluation report based on (a) analysis of existing evidence and data of the project (b) collecting primary data from sample project areas (through focus group discussions and/or individual interviews) with particular focus on DOSTI, and reasons behind the project’s overall success and the lack thereof.

# Evaluation questions

# The evaluation will aim to assess the effectiveness of TACS model, and whether each programme component (volunteers, mohalla committees and DOSTI) was effective in achieving the set objectives and will answer the following questions:

**Project implementation**

Evaluation questions regarding the management side of the programme will include but not be limited to the following:

* Do the potential beneficiaries of the project have access to it and are they aware of the programme?
* Is there clear and relevant selection criteria?
* Is there a document data management system?
* Are the results of the programme effectively communicated?

**Relevance**

* To what extent are the objectives of the programme still valid?
* Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?

**Effectiveness**

* To what extent were the outputs achieved/are likely to be achieved?
* What were the major factors influencing the achievement or non-achievement of outputs?

**Efficiency**

* Were activities cost-efficient?
* Were objectives achieved on time?
* Was the programme implemented in the most efficient way compared to alternatives?

**Impact**

* To what extent has the programme contributed to its purpose?
* What other factors are and can potentially contribute to the programme purpose?
* Impact of each project component, especially DOSTI.

**Sustainability**

* Are the achievements of the programme sustainable in the longer term?

**Alternatives**

* Are there better ways of achieving the results?

**Lessons Learned**

* What are the general lessons which can be drawn and which should be borne in mind when embarking on future programmes?
1. **Expected outputs**
2. An inception report.
3. Draft evaluation report.
4. Final evaluation report. It should be 50 page (maximum) report which includes;
	1. Contents
	2. Foreword
	3. Executive summary
	4. Main body
	5. Case studies
	6. Recommendations
	7. Acknowledgements
	8. References
5. A presentation that focuses on (a) the evaluation design, methods, and findings (b) findings on each component, especially DOSTI, with regards to impact and sustainability, and (c) recommendations
6. **Expertise required**

The members of the evaluation team should have the following experience:

* Team Lead/Lead Evaluator:
	+ At least ten years’ full-time experience of conducting project/programme evaluations of education projects and learning outcomes for primary school children.
* Data Collection and analysis lead:
	+ At least seven years of experience in evaluating life-skills, sports education programmes for primary school children
* All members:
	+ At least five years’ full-time experience of quantitative and qualitative research on education.
	+ At least five years’ full time experience in implementation evaluations.
* Understanding of British Council objectives.
* Experience of evaluating British Council projects (desired).
* Experience of evaluating education projects in South Asia, preferably Pakistan (desired).

As part of the bid, we require a brief summary of the probable team that will conduct the evaluation. This summary will highlight any relevant experience or expertise in these fields and their particular monitoring and evaluation skills. (See ANNEX 3)

The appointed supplier will be required to travel to British Council offices in Pakistan (Karachi, Lahore, or Islamabad) in the delivery of the services. The bidders should include the full cost of this field visit in their financial proposal.

**NOTE:** Additionally, for the bid you may also provide an alternative methodology e.g. control-treatment to study impact and sustainability and share subsequent costs.

The intellectual property generated during the course of this project is to be transferred to the British Council. The terms and conditions for this arrangement will be stipulated in the eventual contract with the supplier.

The appointed supplier will be obliged to abide by the British Council’s brand guidelines for the editorial style of the report and its visual identity. For information about this is available here: [www.brand.britishcouncil.org](http://www.brand.britishcouncil.org).

# Timescale

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| --- | --- |
| **Activity** | **Date** |
| Invitation to Tender (ITT) Released | 29 March 2017 |
| Clarification / Questions from suppliers  | 01 April 2017 |
| Clarification Responses from the British Council  | 03 April 2017 |
| ITT Return Date  | 09 April 2017 |
| Start date  | 14 April 2017 |
| Inception report | 21 April 2017 |
| Draft evaluation report | 05 May 2017 |
| Final evaluation report & presentation | 15 May 2017 |

Note: Timescales are estimated and may be subject to change.

# Instructions for Responding

1. Provide up to date contact details using the template provided in ANNEX 2
2. Complete ‘Supplier Response’ using the template given in ANNEX 3, ensuring all answers are inserted below each section of the British Council requirements.
3. Submit all mandatory documentation by email to: furwa.baig@britishcouncil.org.pk and hassan.jamil@britishcouncil.org.pk latest by 2300 hours on **09 April 2017**, with the subject title ‘Project Evaluation of Take a Child to School Proposal’.

In addition, the following key points must be considered when responding to this ITT:

* Please keep in mind the evaluation methodology and weighting given in ANNEX 4
* In case you are submitting two types of methodology for the evaluation please provide costs/budget of each methodology separately.
* Supporting evidence can be provided to substantiate your response – please ensure that all attachments/supporting evidence are clearly labelled and in PDF, JPG, PPT, Word or Excel formats only.
* Any supporting marketing materials should be provided separately to the main ITT response. All the references to such marketing content should be explicitly annotated in the ITT response.
* Completion and submission of your response does not guarantee award of any contract from the British Council.
* Please ensure that your responses are concise, unambiguous, and directly address the requirement stated or question posed.

# Clarification Questions

Any questions on the ITT, project outline or contracting details, should be submitted via email to furwa.baig@britishcouncil.org.pk and hassan.jamil@britishcouncil.org.pk by 03 April 2017.

# ANNEX 1 –

# 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. The contract awarded will be for the duration of the project, subject to the submission of the final report. The British Council reserves the right to demand that the chosen supplier works in partnership with one or more other parties for the delivery of this project. Any such decision will be undertaken in consultation with the chosen bidder.

The appointed supplier 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 supplier 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 identify, region and belief, political opinion, race, work pattern, age, disability, 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 supplier 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 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 suppliers 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 suppliers 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 suppliers 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 supplier 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 supplier will ensure that where it engages any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the British Council website – [www.britishcouncil.org/about/policies](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
* Records Management
* Privacy

By submitting a tender, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.

If the terms of the Contract render the proposals in your tender unworkable, you should submit a clarification in accordance with this ITT and the British Council will consider whether any amendment to the Contract is required. Any amendments shall be published via email and shall apply to all tenderers. Any amendments which are proposed but not approved by the British Council through this process will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the tender.

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 supplier’s responsibility. 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. The British Council reserves the right to request reference information.

# Confidentiality

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of the British Council’s requirements and under no circumstances 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).

# Payment and Invoicing

The Council will pay correctly addressed and undisputed invoices within 30 days. The essential information on an invoice for the Council is:

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

**ANNEX 2 –**

 **Response to Invitation to Tender**

**For the supply of ‘Project Evaluation of Take a Child to School’ to the British Council**

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

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

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

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

## ANNEX 3 -

## Supplier Response

**Scoring -** the scoring methodology for evaluating responses is included in ANNEX 4. This will be applied and weighted for all selection criteria below:

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| **Section 1: Methodology and Approach** Selection Criteria Weighting: 20%Please describe your proposed research methodology and project plan for this work, including an estimated timeline. Please note that you are welcome to propose more than one methodology for this project. Each methodology must include a full costing, as per Criterion 5 below. |
| **Section 2: Track record of similar projects** Selection Criteria Weighting: 30%Please provide a summary of similar evaluations undertaken over the last ten years. Please highlight any evaluations conducted in Pakistan and South Asia in general, your previous work with the British Council, and/or your research into experience of undertaking quantitative and qualitative research, especially with reference to education, learning outcomes for primary school children. |
| **Section 3: Capability and experience of the individual/s proposed to undertake this project**Selection Criteria Weighting: 15%Please provide a summary of the qualifications and experience of the individual/s that you are proposing for this project. |
| **Section 4: Unique Selling Proposition – these include links to other programme activities that may benefit this project**Selection Criteria Weighting: 5% Give details of any similar programmes or activities undertaken by your organisation that may benefit this project as per its terms of reference.  |
| **Section 5: Cost**Selection Criteria Weighting: 30%Please provide a detailed cost breakdown of your proposal/s. |

**ANNEX 4 -**

# Evaluation Criteria

Each bidder will have their tender response evaluated as set out below:

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| **Stage 1:** Tenders will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders correctly completed with all relevant information being provided will proceed to Stage 2. Any tender not correctly completed and/or containing omissions may be rejected at this point. Where a tender is rejected at this point it will automatically be disqualified and will not be further evaluated.**↓****Stage 2:** Eligibility statements will then be reviewed to confirm that the bidder is deemed eligible to tender for the contract described in this ITT. The tenders of bidders deemed eligible will proceed to Stage 3. Bidders may be excluded from the process at this point on the basis of the mandatory and/or discretionary grounds for rejection in accordance with the Public Contracts Regulations 2006 (as amended). Where a bidder is excluded at this point its tender will automatically be disqualified and will not be further evaluated.**↓****Stage 3:** If a bidder succeeds in passing both Stages 1 and 2 of the evaluation, then it will have its detailed Supplier Response evaluated in accordance with the evaluation methodology set out below. Please provide details for all five criteria. |

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| 1. Methodology and Approach
 | 20% |
| 1. Track record of similar projects (for example conducting research projects in Pakistan, working with the British Council, and/or research into life-skills and sports curriculum and/or learning outcomes etc).
 | 30% |
| 1. Capability and experience of the individual/s proposed to undertake this project
 | 15% |
| 1. Unique Selling Proposition – these include links to other programme activities that may benefit this project
 | 5% |
| 1. Cost
 | 30% |

The responses under each sub category will be scored based on the following matrix:

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| 10 | **Excellent** -A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided. |
| 7 | **Good** -There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided. |
| 5 | **Adequate** - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided. |
| 3 | **Poor Response/Limited Evidence** - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail. |
| 0 | **Unacceptable** - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant. |

The panel appointed to evaluate the bids will individually score all responses received. Each score will then have the relevant weighting applied. The mean average of the weighted scores awarded by each member of the evaluation panel will then be calculated.

The mean average scores after the weighting has been applied, will be added together to produce an overall total score.

The pricing evaluation will be based on the response with the lowest overall cost being assigned a score of 10 and all other responses will be calculated pro-rata.

Please note that all your responses to the tender requirements and the pricing schedule will be incorporated into a contractual document.

**The successful tender will be the tender with the highest score awarded at the end of the evaluation process outlined in this ITT.**