

## **Request for Proposal (RFP)**

**For:** Partner Researcher from Turkey for conducting 'Strengthening UK-Turkey partnerships in Higher Education: baseline research'

**Date:** 20.10.2020

### **1 Overview of the British Council**

1.1 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.

1.2 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

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

### **2 Introduction and Background to the Project / Programme**

2.1 There are 207 higher education institutions (HEIs) in Turkey, 129 state universities, 79 non-profit foundation universities, and four post-secondary vocational schools that specialize in key areas. Around 100 have been established since 2006, many of which are foundation universities and for-profit providers that have a reputation for providing industry-relevant, high-demand qualifications. The Council of Higher Education (CoHE), which is the centralised regulatory body for higher education (HE) in Turkey, encourages universities to internationalise and increase the number of dual degree programmes, joint research partnerships and student and staff mobility. Turkish universities are now more open to internationalisation and looking for ways to increase outward and inward mobility.

Increasing international partnerships is therefore a priority for Turkish HE institutions. This interest is matched in the UK: 'The level of interest from UK universities increased for international partnerships on student-staff mobility, providing dual degree programmes at undergraduate and post-graduate levels, joint research and industry-university partnerships with the effects of Covid-19' ([Universities UKi June 2020](#)).

Despite this desire, the roadmap on how to establish institutional partnerships remains unclear. Based on COHE's numbers only 43 protocols have been signed between Turkey and UK HEIs, five of them in 2019. One of the reasons given is that links are created based on the personal experiences of the rectors and academics most of whom are more familiar with the US system and funding schemes. This creates a barrier to more links with the UK. Other factors are that there is no established system to track UK-TR institutional level partnerships at HE level, or a clear strategy to support institution-to-institution partnerships between two countries.

Baseline research will enable us to explore the real potential of UK-Turkey HE partnerships, by identifying priority areas of TNE, good examples of partnerships, barriers, and ways to overcome them.

Up to two Partner Researchers from Turkey will be commissioned to conduct this research between November 2020 and February 2021 together with one Lead Researcher from the UK. There is another call ongoing to recruit the Lead Researcher from the UK.

Researchers from Turkey must submit:

1. **Research recommendations document** which should include:
  - a. how the partner researcher would approach the baseline research under a lead researcher from the UK
  - b. a list recommendations and details on how to conduct the research in Turkey, including identifying good practice examples and relevant regulations.
  - c. a list of possible research activities that partner researcher will lead in Turkey in coordination with the lead researcher from the UK (including explanations on why they are relevant)
  - d. a draft timeline of research activities.
2. Supplier Response (Annex 2).
3. Pricing approach (total fee for Partner Researcher)

**by 1 November 2020, 23:59 UK time.**

- a. The British Council will not cover any other costs outside of the requested budget.

The research will identify the following:

- priority areas for UK-TR HE institutional partnerships
- priority types for international higher education partnerships between the UK and Turkey.
- current barriers: for example, regulatory, financial, attitudinal and operational for establishing UK-Turkey institutional partnerships.

- Opportunities for increased scale and scope of institutional partnership
- suggestions for improving improve conditions fundamental to establishing institutional partnerships.
- Case studies of current successful UK-Turkey partnership models/cases and analysis of how they were established
- Best practice and ways of promoting UK-Turkey higher education partnerships.
- Turkey higher education institutions' attitudes towards TNE with the UK

Planned outcomes:

- Series of exploratory workshops organised with the research team (1 UK, up to 2 Turkish academics) and sector representatives between October 2020 and March 2021.
- One research publication on the baseline research in strengthening UK-Turkey partnerships in HE to be ready by March 2021
- Online/F2F dissemination event organised by the British Council to share research findings in March 2021 with policy makers from UK and Turkey.
- A set of recommendations for strengthening UK-Turkey partnerships as part of the in-country and regional 3-year Higher Education for Employability programme strategy.

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 procurement process for submitting a tender proposal.

### 3 Tender Conditions and Contractual Requirements

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

#### 3.1 Contracting requirements

3.1.1 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 (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex [1] (Terms and Conditions of contract) ("**Contract**"). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

3.1.3 The Contract awarded will be for **a maximum of 4 months**.

3.1.4 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.5 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

## **3.2 General Policy Requirements**

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

## **3.3 General tender conditions (“Tender Conditions”)**

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

3.3.2 Third party verifications – Your tender response 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 tender response 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 to potential suppliers 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 but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

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. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of 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. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – 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 Tender 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 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in **Annex [2] (Supplier Response)**. Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with **Annex [2] (Supplier Response)** and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains hand written amendments which have not been initialled by the authorised signatory;
- does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
- is not submitted in a manner consistent with the provisions set out in this RFP;
- is received after the Response Deadline.

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

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

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

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way 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 to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

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 Tender Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Tender 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 tender response) 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 tender response. 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 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement 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.

4.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.6 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.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at

Part [2] (Submission Checklist) of Annex [2] (Supplier Response), you must provide clear and specific detail as to:

- the precise elements which are considered confidential and/or commercially sensitive;
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council’s instructions and will not use such personal 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 any relevant data protection laws and to ensure all consents required under such laws are obtained.

## **5 Tender Validity**

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response 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 [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr)

## **7 Specification**

### **7.1 What we have done so far?**

In 2019, we organised a high-level face-to-face event in London, including the 13 best research universities in Turkey and 31 UK HEI' representatives. The main aim of the forum was to bring UK-TR Universities together to discuss possible partnership areas, success models and barriers. A memorandum of understanding between the British Council and CoHE was signed to further develop relations in higher education including institution-to-institution and system-to-system partnerships.

This event positioned us as the preferred partner in supporting international partnerships between UK and Turkey. As a result of this event, 5 universities from Turkey (Hacettepe University, İstanbul University, İstanbul University Cerrahpaşa, Middle East Technical University, İzmir Institute of Technology, Ankara University) started partnership engagement with UK HEIs to deepen and expand collaboration.

### **7.2 High level interest from universities in Turkey**

Since the event; we have been receiving requests from other TR universities' Chancellors/Vice Chancellors asking for help about partnering with UK HEIs on several areas: student-staff mobility, dual degree programmes at graduate and post graduate level, joint research partnerships and industry-university partnerships.

Programme activities focusing on strengthening UK-Turkey partnerships in HE have attracted a high level of interest both from Turkey and UK HE sectors. In 2019 alone, we have been approached by 5 Turkish HEIs for strategic advice and support to set up partnerships with UK universities.

### **7.3 UK sector opportunity**

Due to the uncertainty of Brexit and the impact of Covid-19, UK HEIs are looking for the next set of international partners, diversifying away from just recruitment with new internationalisation strategies.

Supporting and strengthening UK-Turkey partnerships in HE is aligned with Universities Minister Michelle Donelan's vision which is "to develop strong international partnerships in new and established markets".

### **7.4 The problem to solve**

There is no established system to identify and track UK-TR institutional level partnerships and although the interest from Turkish universities is high, a lack of research and guidance in this area discourages engagement with UK HEIs.

Research is needed to explore:

- available and viable types of partnerships
- barriers to partnerships
- priority areas of institutional partnerships in HE
- current successful partnership models and an analysis of how they were established to identify the best approach in establishing links
- institutional priorities and National/Ministry level priorities and how these are aligned.

## **7.5 Description of the work**

The British Council in Turkey is recruiting up to two consultant from Turkey to work as the Partner Researcher between 09 November 2020 – 31 March 2021, for conducting ‘Strengthening UK-Turkey partnerships in Higher Education – A baseline research’ in close coordination with the Lead Researcher from the UK.

Partner Researcher from Turkey will be responsible but are not limited to:

- Helping the Lead researcher designing research proposal, methodology, research activities.
- Conducting the research in Turkey and the UK with the research team.
- Being responsible for providing Turkey’s higher education sector data, updates, regulations, barriers, successful examples of institutional partnerships between the UK and Turkey higher education institutions, and other responsibilities given by the lead researcher which are related the baseline research’s focus areas.
- Being focal point for the Lead Researcher and responsible for stakeholder management for the baseline research in Turkey.
- Analysing findings and limitations of the study for Turkey.
- Writing the research paper in close coordination with the Lead Researcher and team members.
- Editing, proofreading of the final research paper.

## **7.6 Deliverables**

Deliverables will include but are not limited to:

- 1- Coming up with research proposal to deliver the specified research outcomes with the Lead Researcher.
- 2- Induction: attendance at briefing meetings with the British Council's education team in Turkey
- 3- Re-designing the research proposal submitted with application according to feedback which will be provided by the British Council.
- 4- Working closely with the British Council, the lead researcher and other research team members.
- 5- Conducting the baseline research in close coordination with Lead Researcher in line with the specified timeline and responsibilities given by the Lead Researcher.
- 6- Leading stakeholder management in Turkey: setting up and conducting meetings/interviews with relevant stakeholders.
- 7- Leading data collection: preparing surveys, interview questions, all data collection, and data analysis processes for Turkey.
  - a. Conducting surveys, interviews, desk research for the baseline research.
  - b. Conducting research with Turkish universities and other relevant stakeholders.
- 8- Writing the research paper in close collaboration with Lead Researcher and submitting the first draft on 14 February 2021.
- 9- Revising and finalising the final recommendations paper in line with feedback received from British Council Turkey, to be submitted by 14 March 2021.
- 10- Monitoring and evaluation:
  - liaising with the British Council Turkey team, Lead Researcher and Turkish research partners to ensure the quality of the research is relevant and meets the needs of the British Council in Turkey.
  - Monthly monitoring and reporting of research activities to the British Council Turkey team.

#### 11- Timeline

By submitting application, Partner Researcher from Turkey agrees on following research timeline.

2020-2021	Oct	Nov	Dec	Jan	Feb	March	Apr	May	Jun
Deadline of applications: Bidders must submit research proposals		1st							

Final Decision: announcing winner applicant		5th							
Contracting with research team		10th							
75% advance payment to the team within 30 days		14th							
Research delivered		X	X	X	X				
Series of workshops with stakeholders			X	X					
Deadline for baseline research first draft paper					14th				
Feedback from regional the British Council's MnE lead, global and regional HE leads					X	X			
Finalising the report – design and editing						14th			
Final payments 25%						Before 31st			
Publishing the report – British Council						X			
Online Conference – British Council						X			

## 8 Mandatory Requirements / Constraints

8.1 As part of your tender response, 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. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

## 9 Qualification Requirements

9.1 The standard Qualification Questionnaire has not been used.

## 10 Key background documents and further information

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

## 11 Timescales

11.1 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
RFP Issued to bidding suppliers	21 October 2020
Deadline for clarification questions ( <b>Clarification Deadline</b> )	26 October 2020
British Council to respond to clarification questions	27 October 2020
Deadline for submission of RFP responses by potential suppliers ( <b>Response Deadline</b> ) – potential suppliers are required to submit their research proposal which should include research methods and methodology.	1 November 2020
Final Decision	6 November 2020
Contract concluded with winning supplier	9-13 November 2020
Contract start date	16 November 2020

## 12 Instructions for Responding

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex 2 (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr) by the Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when submitting your response to this RFP:

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

### **13 Clarification Requests**

13.1 All clarification requests should be submitted to Ali Murat Güçlü [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr) 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 received after the Clarification Deadline.

13.2 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.

13.3 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.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response 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 tender response may be rejected in full and you may be disqualified from this Procurement Process.

### **14 Evaluation Criteria**

14.1 You will have your tender response evaluated as set out below:

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



**Stage 2:** The completed Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.



**Stage 3:** If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
<p><b><u>Quality:</u></b>  <b><u>Essential:</u></b>            1- PhD in a relevant subject area: internationalisation in higher education or similar            2- Evidence of research track record            3- Strong understanding and knowledge of potential opportunities and current barriers in establishing institutional higher education partnerships between the UK and Turkey and other relevant countries.            4- Track record of working successfully with other researchers and other teams remotely.</p> <p><b><u>Desirable</u></b>            5- Experience in successfully working with other researchers in Turkey and the UK.            6- Connections with academics in the UK and in Turkey.            CVs must be included with your submission, but please note that these will not be scored due to the subjective nature of this information.</p>	40%
<p><b><u>Methodology and Approach</u></b>            7- Clear research proposal outlining how the research will be conducted to identify:</p> <ul style="list-style-type: none"> <li>• priority areas for UK-TR HE institutional partnerships</li> <li>• priority types for partnerships</li> <li>• current barriers</li> <li>• gatekeepers and ways to improve conditions fundamental to establishing TNE partnerships.</li> <li>• successful partnership models/cases between UK-TR HEIs.</li> </ul>	40%

<ul style="list-style-type: none"> <li>• best ways of promoting partnerships with the UK HEIs</li> </ul> <p>8- Clear research implementation plan outlining:</p> <ul style="list-style-type: none"> <li>• timeline of activities (interviews, surveys, and others).</li> <li>• an analysis of findings.</li> </ul> <p>9- Clear monitoring and evaluation plan including:</p> <ul style="list-style-type: none"> <li>• clear plan outlining the research activities will be monitored to ensure timely completion of the research and quality analysis of findings</li> <li>• monitoring and evaluation tools</li> </ul>	
<p><b>Commercial</b> Please submit your Pricing Approach with the cost items including detailed breakdown for:</p> <p>10- Total fee for work described under Section 7 11- Additional costs (if any)</p>	20%

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses 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	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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	<b>Poor</b> – 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.

<b>0</b>	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.
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14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of your Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. 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 tender response at this point. The British Council may also reject any tender response 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 EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses 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.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender 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.

14.6 The winning tender response – The winning tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

**List of Annexes forming part of this RFP (issued as separate documents):**

**Annex 1 - Terms and Conditions of Contract**

**Annex 2 – Supplier Response**

