

**Request for Proposal (RFP)**

**For** **Consultancy services to design and implement Training programme: STI management in the academia in Peru.**

**Date:** **20 September 2021**

**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 Programme**

Going Global Partnerships builds stronger, more inclusive, internationally connected higher education and TVET systems which support economic and social growth. This programme was created as a space to create and develop ideas and skills in universities and colleges to tackle climate change, poverty and other global challenges which contribute to social and economic growth.

Through this British Council’s programme, you can connect, collaborate, and innovate with universities, colleges, education policy makers and other partners in the UK and around the world.

At a system-level, the programme brings together policymakers and practitioners to support international co-operation in higher education and TVET – for example by developing mutual recognition of qualifications and quality assurance agreements.

By building stronger international connections, Going Global Partnerships strengthens higher education and TVET systems, enables research collaboration, internationalises institutions, enhances student outcomes and supports inclusion.

2.1 Our commitment to Equality, Diversity and Inclusion (EDI) and our role as a cultural relations agency means that we need to address and contribute to reduce gaps in all our lines of work; this is core to our approach. In Latin America, the Women and Girls in STEM regional programme is focused on expanding the impact and reach of the British Council EDI agenda through the design and improvement of sustainable mechanisms for social development and integration for women and vulnerable populations in Latin America. In 2018, British Council Brazil started the Women in Science programme, to strengthen links and capacities for wider inclusion and influence of Women and Girls in STEM. The programme has four main dimensions: Inspiration, Performance, Recognition & Influence and Institutional Development, with a life-cycle approach. After two years in Brazil, the British Council is looking at extending the programme to other countries in LATAM, mainly Mexico and Peru, and potentially in other years extending to other countries.

When seeking to address gender inequalities **we seek the following broad outcomes**: Increased awareness and agency of women and girls; fairer access to resources and opportunities; a supportive legal and policy environment; changes in attitudes, beliefs and practices and discriminatory social norms; dialogue, collaboration and collective action.

**2.2 Background and Context of the project:  Foster Inclusivity in STI ecosystems**

The British Council acknowledges the challenges Science and Research teams in Latin America face. Some of the factors that can hold back research are chronic underinvestment in universities and research institutions, lack of access to current research findings, low wages and poor career prospects for researchers (ESSENCE on Health Research,2014). These factors can become more acute for women or early career scientists and researchers. For this reason, in 2020, the British Council in Peru started the project Fostering inclusivity in STI ecosystem that aims to reduce gaps and strengthen capacities of women scientists and researchers, extending it also to scientists and researchers in regions (outside Lima capital city). In 2021, the aim is to strengthen the competencies of experienced academic staff members in the management of research and to enable processes within the institution.

It is important to note the STI ecosystem includes not only scientists, researchers and tech professionals, it groups actors from different departments, sectors and levels in the government, academia, business sector and civil society who, as members of this big research community, have a stake in the outcomes of the scientific enterprise, and therefore a responsibility to become active participants in finding and implementing solutions. (Debra S. Schaller-Demers, MSOM). In the academia, institutions employ administrative staff who directly or indirectly support on a daily basis the research enterprise and thus, are part of the research community as research administrators or STI managers. However, they may not be aware of the important role they play. STI managers once focused principally on helping academics to manage funding, now need knowledge and experience of open science, equality and diversity, ethics and public engagement — as well as of more conventional areas such as accounting, project management and research policy (Nature, 2021). STI managers are often asked to “police” the science by ensuring compliance with the numerous rules and regulations that are deeply embedded in the administration of research. Additionally, at some institutions, university leaders expect STI managers to monitor academics’ performance metrics — such as targets for publishing and research income. Consequently, tensions between STI managers and the researchers they work with are not uncommon. As a result, research projects work outside the lab encounters hindrances and have a slow transition into technological absorption by the business sector and the society.

In Peru, this situation forces scientists and researchers to devote more time to other activities such as teaching, filling forms or presenting business cases to be granted exceptions to receive external funding or procuring lab equipment for their research projects. Moreover, early carrier researchers located in cities far from the capital city continuously struggle to access information, tools, and institutional support to improve their research performance. In the country there is not yet an academic pathway for STI managers, in HE institutions most of them are administrators who gradually have found themselves supporting the management of research. The lack of knowledge they have about science and research makes them either be reactive to any upcoming situation or involuntarily treat STI under the same administrative framework and process they use for any other institutional activity.

As key part of the effort to expand the impact and reach of the programme, the British Council is commissioning a consultancy service to design and implement Virtual Live Sessions on Science, Technology and Innovation (STI) management in HE institutions to strengthen the competencies of up to 120 experienced academic staff members in middle-level positions including heads of academic departments, administrative divisions and research institutes/centres, on the management of research and to enable processes within the institution. These sessions must include asynchronous components. The consultants will create and build capacity online in research management with open science, equality and diversity, ethics and public engagement approach. Pedagogy and methodology should be carefully thought and implemented in the design of the training so it can be replicated by the British Council. The specifics are referenced in Section 7.

**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 appointed supplier will be expected to deliver the goods and/or provide services virtually for the British Council in Peru.

3.1.3 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.

3.1.4 The Contract awarded will be for a duration of 6 months between **October 2021 and 20 March 2022** with the specific request to complete 70% of all deliverables by end of December 2021. A further extension could be negotiated between the British Council and the consultant according to the terms of reference and subject to the British Council’s needs and availability of funds.

3.1.5 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.

3.1.6 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 [4] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP and its Annexes 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 handwritten 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 BC.Invoices@britishcouncil.org cc. Victoria.Copete@britishcouncil.org or by post to: The British Council in Peru, Av. Pardo 434, Oficina 1703 | Miraflores, Lima.

**7 Specification**

The training will be designed by experts in Higher Education and Science Ecosystem and will focus on developing and / or strengthening the knowledge and capacities of the teams of the Logistics, Budget, Research and Planning departments of universities in the management of processes to enable research. It will also have a sensitizing effect on the importance of science, technology and innovation from various points of its management. At the end of this training, the participants will understand what the management of science, technology and research consists on, as well as the relationship and support with the legal, administrative and logistical aspects that it comprises.

This programme considers Equality, Diversity and Inclusion (EDI) values key to develop a better and innovative science. Therefore, there will be a transversal EDI approach in all the training elements of this course.

**Why this training in STI management matters?**

* Research management is increasingly being recognised as it is tied to many benefits research productivity e.g. faster transition into technological absorption by the business sector and the society.
* Successful STI programmes and projects involves not only scientists, researchers and tech professionals, all member of this big research community, including research administrators or STI managers have a stake in the outcomes of the scientific enterprise, and therefore a responsibility to become active participants in finding and implementing solutions.
* STI managers once focused principally on helping academics to manage funding, now need knowledge deeply embedded in the administration of research.

**Objectives**

**General Objective**

Impact the Higher Education and Scientific Ecosystem of Peru by strengthening capacities on STI management in HE institutions that enables and contributes to research and technological absorption for social wellbeing.

**Specific Objectives**

1. Design and implement Virtual Live Sessions on Science, Technology and Innovation (STI) management in HE institutions to strengthen the competencies of up to 120 experienced academic staff members in middle-level positions including heads of academic departments, administrative divisions and research institutes/centres, on the management of research with open science, equality and diversity, ethics and public engagement approach— as well as of more conventional themes such as accounting, project management and research policy, adressing tools, strategies, the basics, importance, objectives and limits on STI management.
2. Collect for proposals for institutional improvements in Research management presented by 120 certified managers.
3. Contribute to address the barriers and challenges for women in the academia to be an effective STI manager.

|  |
| --- |
| Impact the Higher Education and Scientific Ecosystem of Peru by creating a training on STI management in HE institutions that enables and contributes to research and technological absorption for social wellbeing.  |
| Outcomes | Outputs |
| **1.** Enable researchby strengthening capacities of actors in the academic ecosystem | **1.1** 120 experienced academic staff members in middle-level positions are trained in STI management**1.2** Proposals for institutional improvements in Research management presented by 120 certified managers  |
| **2.** Sustainable institutional partnershipsbetween Peru and UK are developed, fostering inclusivity in science,technology and higher educationinstitutions in Peru | **2.1** Partnerships for training, mentoring and support are established between UK and Peruvian HE, science and technology institutions.**2.2** Sustainable platforms and networks for sharing good practice and amplifying impact are developed and strengthened**2.3** UK institutions provide capacity-building and support EDI processes in Peruvian institutions. |

* 1. **Training Design**

The design of the sessions has to be done having in consideration that in the future the training might not have complementary synchronic sessions. Pedagogy and methodology should be carefully thought and implemented in the design of the training so that in the future the British Council can leverage the training structure and materials to develop a MOOC in which professionals can autonomously manage their learning experience through only asynchronous components, as the following:

* Lessons recordings
* Audiovisual materials – videos and/or podcasts
* Case studies
* Offline tasks
* Forums of discussion and submission of tasks
* Evaluation
	1. **Platform**

The training will be uploaded to a chosen online learning platform already set for online courses. In this sense, the course’s methodology structure must include a table of content for all modules and their sessions, complementary activities and offline tasks, training materials and links, tests per modules, duration of all academic activities.

In order to increase the impact of this training to many users as possible, it is desirable to create a MOOC of the training content. The British Council is looking for partnerships to make this possible. Thus, applications in which applicant institutions are able to fund a MOOC will be prioritised.

The cost of the platform should not be considered in the budget.

* 1. **Language**

Consultancy services must provide the deliverables (as described in Section 4) in Spanish. If some materials are delivered in English, subtitles/translations will be required.

* 1. **Design and format**

It is expected that the training includes tools such as forums of discussion, questionnaires, exchange and analysis; practice between peers, case analysis, development questions, pre reading and study of materials, self evaluations, among others.

Furthermore, the synchronic sessions will be complemented with asynchronous content. The percentage of time for each kind of session should be suggested by the consultant(s). Methodology should have a strong component on practicing and applying the skills and tools addressed.

Between sessions, the consultant(s) should consider time space for the practice and implementation of what is learnt. A suggested scheme could be the next one:

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Month 1 | Month 2 | Month 3 |
| Week | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Synchronic sessions  | X | X | X | X | X |  | X |  | X |  | X |  |

* 1. **Suggested content**

Suggested topics are listed below, however, by no means should consultants strictly adhere to the proposed content. We are open to select consultants who can contribute to the curriculum and include relevant materials that have not been considered in this call.

**Module 1: Introduction to science, technology and innovation**

• Basic and new concepts in science, technology and innovation.

• The role of research in science, technology and innovation for socioeconomic development, competitiveness and its scope in a globalised world.

• Public policies and science, technology and Innovation. STI indicators.

• Science, technology and innovation and their relationship with industrial policy. National competitiveness policy of Peru. Case of the United Kingdom.

• Actors of the ecosystem and local and global collaboration spaces. STI Systems Theories. STI agency and institutions.

• Open science, Public engagement.

* Reading material:[User guidance of STI in Peru – Basic aspects](https://vinculate.concytec.gob.pe/wp-content/files/NewtonPaulet_Guia_CTI_Usuario_ConceptosBasicos.pdf)

**Module 2: Research Projects: approaches, tools and challenges**

• Context of the Research in Peru.

* Governance of R + D + i
* Management of research groups, centers, laboratories and institutes of R + D + i

• Project cycle: Logical analysis. Matrix of stakeholders. Characterisation of the population and the target group. Ordering of the problem and the Objectives. Unsatisfied demand, costing and financing. Performance Indicator System. Logical Framework Matrix. Monitoring and evaluation system.

• Strategic project management: initiation, planning, execution, control and closure.

* Formulation, implementation and evaluation of R + D + i + e projects
* Continuous improvement of quality in R + D + i.
* Management of indicators and means of verification for the discharge.
* Development of positioning in national rankings and international

• Project evaluation: Cost-benefit analysis and cost-effectiveness analysis. Private and social evaluation.

**Module 3: Research Management in the University**

• Functions necessary to manage research resources: inventory, surveillance, evaluation, enrichment, optimisation and protection of industrial property.

• Organisation of research management at the university. Improvement of existing processes.

* Integrity and ethics in scientific research management
* Administrative and legal management of R + D + i
* Financing Management for R + D + i + e
* Training on Peruvian universities intellectual property best practices.
* Technology transfer program

• Research management ethics

**Module 4: Intellectual Property**

• Basic concepts of invention and innovation, research and development, technical change and learning, technology transfer, capacity and technological training.

• Definition of patent and methods of protection of inventions.

• National regulations.

• International deals.

• Andean standards.

• Guidelines for the management of inventions and new technologies.

• Patentable inventions. Patentability requirements. Rights granted by a patent. Drafting of a patent document.

• University-company relationship and innovation agencies

• Use of the information contained in patent documents.

• What's new in patent law.

* Reading material: [TANGUIS-Methodologic guide](https://vinculate.concytec.gob.pe/wp-content/files/Guia_metodologica_TANGUIS.pdf)

**Module 5: Soft skills, diversity and decision making**

Session for the promotion of inclusion, synergy and diversity among the academic staff.

• Research management ethics

• Social and ethical challenges.

• Management of research groups, centers, laboratories and institutes of R + D + i

* + Mentoring
	+ Reading material: [Handbook Introduction to Mentoring in HE](https://vinculate.concytec.gob.pe/wp-content/files/Manual_de_mentoria.pdf)
	1. **Materials**

The Consultant(s) is(are) expected to propose mandatory and complementary reading and audio-visual/multimedia material including case studies. All learning materials will be consolidated by the consultancy firm into a handbook.

* 1. **Evaluation**

The Consultant(s) is(are) required to develop an evaluation framework for the training, which should include:

* At participant level: attendance record, submission of tasks, final feedback to the course, pre and post test.
* At programme level: achievement of learning objectives and quality.

The final report will include the evaluation results and will be revised by a joint committee of representatives of the British Council in Peru, MINEDU, and CONCYTEC to identify potential follow up activities to complement this programme.

* 1. **Certificates**

The Consultant(s) should provide certification by a HE institution to all participants who have attended the training and successfully completed the programme.

* 1. **Deliverables**

Deliverables of the consultancy (70% completed by December 2021):

The consultants commissioned will design and implement a training on STI management in the Higher Education that is part of the Women and Girls in STEM programme in LATAM. This training is designed for experienced academic staff members in middle-level positions including heads of academic departments, administrative divisions and research institutes/centres. Hence it is expected design and implementation of the deliverables follow timeline as shown in the table below:

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1. Workplan with a Preliminary Design and Format of the training | 28 October 2021 |
| 2. Final training plan and structure approved by the British Council  | 4 November 2021 |
| 3. Beginning of training course | 22 November 2021 |
| 4. End of training course | 28 January 2022 |
| 5. Handbook | 10 February 2022 |
| 6. Final Report | 20 March 2022 |

We need to meet these deadlines in order to start implementing the training in November 2021, with a first generation of beneficiaries. Below is a brief description of what is expected to be received on each deliverable date.

**1. Workplan with a Preliminary Design and Format of the training**

At this stage, a draft work plan must be delivered which includes a cost sheet, timeline, detailed methodology, preliminary design and format of the training (overview, topics, requirements description, speakers), detailed distribution of the content (modules, sessions, and topics distribution), quality control process and preliminary key literature review.

**2. Final Plan of the training**

The final version of the training must be delivered at this stage, and with previous authorisation of the British Council. It is expected that the training methodology and delivery will be carried out with high-quality standards, to result in a successful online product that can be used by British Council in the future.

Present proposed working plan and approach for the delivery of the training contemplating asynchronous content. Plan should include at least:

* Pedagogic and methodology (including the particularities associated to the online methodology and the language)
* Team and governance
* Content of the course: sessions, objectives and learning outcomes, resources, proposed time.
* Evaluation system

**3. Beginning of training course**

The training open to selected participants will start when 50% training content is ready. Therefore, it is key to higlight the importance of the deadline of this first deliverable (November 22, 2021)

**4. End of training course:** January 2022

**5. Handbook on STI management in the academy**

All learning materials will be consolidated by the consultancy firm into a handbook.

**6. Final Report**

This should include at least:

1. A finished training that includes:
* Structure of the training and MOOC (if possible)[[1]](#footnote-2)
* Detailed Curriculum
* Guide for the participant: the guide should include the estructure and methodology of the course, including rules, evaluation system and if necessary tutorials
* Handbook with all the guides and materials that the training requires.
* Evaluation system in each module/session

Editable and final audiovisuals in a specified format

An evaluation of the completed training of the first generation of selected participants for the FY 2021-22, including:

* Analysis of the achievement of expected objectives (i.e., mid-term and final surveys of student experience)
* Statistics of participation and level of involvement (i.e., completion rate, )
* Results of participants evaluation (i.e., final project).
* Recommendations and better practices and needed adjustments
	1. **How to submit a proposal**

Proposals should be submitted with a maximum of 5 PDF files and 1 mp4 video: (1) Supplier response form, (2) full proposal, (3) detailed budget, (4) project schedule, (5) CV of the consultancy team and (6) 1 mp4 video, that should be recorded in landscape format and must be 3 minutes as maximum duration.

The full proposal should have a maximum of 10 pages (not including annexes and bilbliography).

Full proposals should outline clearly:

* The proposal is in response to section 7 of the RFP
* Abstract (1 page length)
* Objectives of the training
* Methodology to be used: considering pedagogical approach, proposed curriculum (learning path content and structure of each module/sessions, with specific objectives/purpose and the skills to be developed in each one).
* Duration of the online training and additional expected study/experience hours for better understanding of content. plus weekly hours.
* Materials, mandatory and complementary.
* Certification plan: proposed UK universities, type of certification. Partnering with Peruvian Universities desirable.
* Deliverables.
* Monitoring & Evaluation (M&E) per module
* Team of specialists – central team and in-country partners, if applies. Clearly outlining their experience designing and implementing online trainings (and MOOCs, is desirable). Please specify the responsibility of each team member (i.e. specify if if the contribution to the project is in the design, delivery, etc.). Provide supporting documents as evidence of experience.
* Proposed timeline of delivery, stating the phases for delivery of the work and clearly outlining the outputs for each phase – we would expect milestones of the training to be delivered across the project, with the aim of completing 70% of the work by 31 December 2021, and completion of the work, ideally by early March 2022.
* Proposed budget for the training activities / outputs. If the team does not include a country expert, please consider part of the budget for a complementary consultant that will be appointed by the British Council.
* Bilbiography (not included in the 10 page limit)

Total budget allocated for this research: Up to GBP 15,000 including taxes.

Please make sure that any additional documentation does not exceed 2 MB size in total.

* 1. **Governance**

The Consultant(s) will report to a team led by the Cultural Engagement Manager and a consultive group to discuss content, progress and achievement of the objectives on the course. A timeline of meetings and draft reports (submitted in the agreed format) will be agreed in the initial Briefing Meeting before the training delivery commences.

Clear lines of communication with regular monitoring and progress reporting will be established to ensure the training is completed within the agreed timelines, with expected quality, and to ensure any risks or issues are raised promptly as the work progresses.

Key outputs may also be independently quality assured through the British Council’s quality assurance framework agreement.

* 1. **Intellectual Property**

The training methodology, generated materials and reports for this project as well as all raw data associated with this training will be the intellectual property of the British Council.

**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 N/A

**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.

10.2 The following additional information is provided as part of this RFP:

* DIPODA (2021). Diagnóstico de la Gestión de I+D+i en 11 Universidades Públicas
* British Council, CONCYTEC (2020) Guía para el Usuario sobre la CTI en el Peru: Aspectos Básicos. Fondo Newton Paulet. <https://vinculate.concytec.gob.pe/publicaciones/>
* British Council, CONCYTEC (2020) Guía para el Usuario sobre la CTI en el Peru: Gestión de la Innovación. <https://vinculate.concytec.gob.pe/publicaciones/>
* British Council, CONCYTEC (2020) Guía para el Usuario sobre la CTI en el Peru: Ecosistemas productivos. <https://vinculate.concytec.gob.pe/publicaciones/>
* Science Careers Individual Development Plan. <http://myIDP.sciencecareers.org>
* Burroughs Wellcome Fund. Howard Hughes Medical Institute.2006. Making the Right Moves. <https://www.hhmi.org/science-education/programs/making-right-moves>
* Peruvian National Competitiveness and Productivity Plan. Prioritised objective No. 3: Innovation. Transversal objectives: Reduce gender inequalities

<https://www.mef.gob.pe/es/index.php?Itemid=100674&id=5883&lang=es&option=com_content&view=article>

University of Miami. Collaborative Institutional Training Initiative. <https://research.miami.edu/about/admin-areas/raa/coi/citi/index.html>

* HUNT, V. *et al*. [Diversity Matters](http://www.insurance.ca.gov/diversity/41-ISDGBD/GBDExternal/upload/McKinseyDivmatters-201501.pdf). **McKinsey&Company**. 1-24, fev. 2015.
* Schiebinger, L., Klinge, I., Paik, H. Y., Sánchez de Madariaga, I., Schraudner, M., and Stefanick, M. (Eds.) (2011-2018). Gendered Innovations in Science, Health & Medicine, Engineering, and Environment (genderedinnovations.stanford.edu).
* Study on black and indigenous women in Innovation and tech in Brazil <https://www.pretalab.com/>

**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 | 20 September 2021 |
| Deadline for clarification questions (**Clarification Deadline**)  | 27 September 2021 |
| British Council to respond to clarification questions | 15 September 2021 |
| Deadline for submission of RFP responses by potential suppliers (**Response Deadline**)  | 11 October 2021 |
| Final Decision | 15 October 2021 |
| Contract concluded with winning supplier | 25 October 2021 |
| Contracts start date | 26 October 2021 |

**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 by email to Victoria.Copete@britishcouncil.orgby the Response Deadline, as set out in the Timescales section of this RFP.

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

* Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may 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 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 *by email to* *Victoria.Copete@britishcouncil.org* *ccing* *Adriana.Delgado@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 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 advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

|  |  |
| --- | --- |
| **Criteria** | **Weighting**  |
| Social Value, Reach to Peruvian regional HE networks, expected social impact | [10]% |
| Professional experience, qualifications and competencies of the team | [30]% |
| Methodology and Approach that demonstrates that the consultant understands the request and the type of organisation the British Council is | [40]% |
| Value for Money (Pricing per activities plus maximizing the available budget including senior staffing available)  | [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** | **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.  |

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 4 (Pricing Approach section) 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: Draft Contract
	+ Annex 2: Supplier Response
	+ Annex 3: Pricing Approach
1. In order to increase the impact of this training to many users as possible, it is desirable to create a MOOC of the training content. The British Council is looking for partnerships to make this possible. Thus, applications in which applicant institutions are able to fund a MOOC will be prioritised. [↑](#footnote-ref-2)