



Invitation to Quote to act as a local Supplier on the following project:

New Technologies in Education 2018

<p>Date:</p>	<p>8 February 2018</p>
<p>Overview of the British Council</p>	<p>The British Council is the United Kingdom'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.</p> <p>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.</p> <p>Our work in English aims to bring high-quality language materials to every learner and teacher who wants them. In developing and post-conflict countries, we teach English and train teachers through radio, web and TV broadcasts. We offer more than three million UK examinations worldwide, helping people gain access to trusted qualifications to support their career and study prospects.</p> <p>Our work in education and society helps transform national education systems, builds more inclusive and open societies and increases young people's opportunities. We encourage international students to come and study in the UK, and British students to experience life abroad. We bring schools around the world together, so young people and teachers from different countries can learn from each other.</p> <p>Our work in the arts involves the very best British and international artistic talent. We help increase audiences for international work in the UK and for UK work globally. We bring artists together and support the development of skills and policy in the arts and creative industries. Through this work, we ensure that culture in its broadest sense plays a vital role in connecting with and understanding each other.</p> <p>In these ways, the British Council builds links between UK people and institutions and those around the world, helping to create trust and lay foundations for prosperity and security around the world.</p> <p>Further information can be found at www.britishcouncil.org</p>
<p>Background /Outputs /Overview / Scope of work /Specification</p>	<p>Background</p> <p>In the Western Balkans, one of the British Council's main aims is to ensure that young people have the skills they need for a prosperous and successful future. Across the Western Balkans and all of Europe there is a skills gap between the skills people have when they leave education and the skills employers need for the workforce.</p> <p>Digital Skills and 21st Century Skills such as critical thinking, problem solving and digital literacy are increasingly valued by employers alongside technical knowledge. Our programme in the Western Balkans is focused on supporting national governments, teachers and schools to embed new technologies in education and core skills into the education system. We have two flagship programmes in our education portfolio:</p> <ul style="list-style-type: none"> • “21st Century Schools” which aims at embedding critical thinking, problem solving and digital literacy and coding into schools

- New Technologies in Education (NTE), an annual event focused on improving the quality of education with the use of information and communication technologies (ICT). The event includes: ministerial level policy discussions, policy roundtables, a large conference programme and an exhibition and fair which brings together teachers, employers and governments to address the challenges and share best practice. The event is aimed at improving the quality of education in the region, bridging the gap between the ICT industry and education sectors, raising awareness about why and how to use technologies in education and provides professional development opportunities to audiences.

2018 will be the 5th Annual NTE conference and Fair. In 2017, NTE was held at Belexpocentar and attracted 7,500 participants, 40 exhibitors (including 6 from the UK), 185 speakers and 150 presentations. The next event will take place on 7-9 June 2018.

The overall project has the following outputs and activities:

Overview

The British Council is seeking a consultant to work with us on the New Technologies in Education 2018 event focused on improving the quality of education with information communication technologies in the Western Balkans.

Summary of consultant's work activities:

Developing appropriate content for a large-scale event devoted to the use of ICT in education. Programme Consultant will be advising on improving the programme development process, provide support to the programme teams in order to enhance overall quality of the programme and event. Engagement may require travel in June 2018 to Belgrade for the purpose of attending the NTE 2018 and managing the conference part of the programme together with the NTE team.

Objectives

To specifically assist the British Council in delivering of the New Technologies in Education 2018 event for the purpose of supporting Western Balkans governments in the area of ICT in Education.

Scope of work:

Lot 1: Serbian programme consultant

The Mandatory Deliverables and Services are as follows:

- Provide information on current trends and topics in the area of ICT in education
- Identify / recommend potential conference speakers from Serbia and South East Europe
- Support the open call for the speakers from Serbia and South East Europe at the conference (drafting and sending out invitations for expressions of interest to potential speakers)
- Develop criteria for the selection of speakers
- Review and assess approximately 100 speaker proposals (mix of best practice examples in teaching sector and experts in ICT field) and make recommendations on their suitability for the conference programme
- Advise on two-day conference programme agenda in co-ordination with the Steering Committee
- Review, amend and finalise the conference programme agenda in co-ordination with the Steering Committee
- Advise on overall quality of the event (including structure of the event, content, partnerships opportunities and overall organisation).

Reports to:	Mairi Mitchell, British Council Serbia
Place of delivery:	Belgrade, Serbia

Expertise

The supplier must possess the relevant expertise through knowledge and experience gained to deliver the required services, including:

- Strong working knowledge of the importance and use of ICT in education along with the main challenges the Western Balkans region is facing.
- Experience in delivering similar services with similar audiences including undertaking needs analysis and contributing to delivering projects of similar kind to address these identified needs.
- Understanding of the purpose of the British Council, and our work in Education, Skills and Employability.
- Experience of working remotely to engage key stakeholders.
- Experience in working on projects in area of ICT with wide networks of partners in these areas.
- Working knowledge of the Western Balkans and / or direct experience of working in the region would be desirable.

Engagement

The consultant will be engaged for the maximum of 10 working days (approximately equals 75 hours), in the period between February and June 2018.

Supplier Response

Please complete Annex 1 (ITQ response) and submit it to Maja.Landratoske@britishcouncil.org no later than **18 February 2018 17:00 hours**

Evaluation Criteria

The award criterion for this Invitation to Quote is relevant experience and the most economically advantageous offer. The supplier's submissions will be taken into consideration only if they pass Section 1 - Mandatory and Discretionary Rejection.

Supplier responses to this ITQ will be assessed using the following criteria and weightings.

Criteria	Weighting
Section 2 - Background, knowledge and experience	50%
Section 3 - Understanding of BC aims/objectives	10%
Section 4 – Costing/Price	40%

Evaluation of all submissions will only consider information presented within the response. Previous/current relationships with suppliers cannot be taken into account when evaluating submissions unless the previous/current experience is clearly evidenced within the response. Evaluation will be fair and transparent.

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

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

The final evaluation score will then be calculated for each response by adding together the scores for each Section.