



ANNEX 2

Response to Request for Proposal

For the supply of services to the British Council – Platforms for Dialogue (P4D) Project in Bangladesh

Consultant's name: _____

Contact email address: _____

Contact Telephone number: _____

Instructions

All answers in this response template should be inserted in the space below the British Council requirement / question. N.B. Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.

Completed responses together with all relevant support documents must be received electronically no later than 1700 Dhaka time on **9th November 2019**. Any submissions received after this date will not be considered. Submissions are to be sent to Shariff.Dewan@bd.britishcouncil.org and Maharun.Nahar@britishcouncil.org. Please include "**Support to Online GRS System**" in the subject line of the email. No application will be accepted without proper subject and required documents. No hard copies of the application will be accepted.

Deadline: 9 November 2019

Scoring Methodology

The following methodology for evaluating responses will be applied and weighted for all selection criteria below:

10 points (Excellent) - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.

7 points (Good) - There are slight concerns that the individual/organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

5 points (Adequate) - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.

3 points (Poor Response/Limited Evidence) - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to

successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

0 points (Unacceptable) - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

Section 1: Knowledge and relevant experience

Selection Criteria Weighting: 20%

Please provide two detailed and relevant examples of similar work that you have undertaken in the last 5 years.

Response:

Section 2: Methodology and approach

Selection Criteria Weighting: 20%

Give us an outline of how you intend to approach the task.

Provide us with the schedule for this assignment in reference to the attached ToR. The assignment is to be completed by no later than 31 December 2019.

Response:

Section 3: Knowledge and relevant experience of the team member/s

Selection Criteria Weighting: 30%

You should submit the CVs of additional key personnel (if any) that will be involved in the project.

Response: