

TERMS OF REFERENCE

Provision of English Training Programme for Government Officials

1. Background

Ireland, through the Irish Aid programme managed by the Embassy of Ireland in Hanoi, has a long-standing partnership with Lao PDR to support sustainable economic development.

Ireland has supported Lao PDR through a number of established partnerships with the Ministry of Foreign Affairs (MOFA), Ministry of Planning and Investment (MPI) and Ministry of Industry and Commerce (MOIC). One specific area of support requested by the Lao PDR Government is English language training for Lao Government personnel.

The Embassy also administers the Ireland-Asia Fellows Programme (IFP), to nurture future Asian leaders and develop in-country capacity to achieve national SDG goals, as well as to build positive relationships between Ireland and South East Asia. This programme is open to Lao nationals.

The Embassy is now seeking a Vientiane-based Service Provider to provide English training programmes, including General English training, and Academic and IELTS preparation training, in Lao PDR in 2023 – 2024.

2. Purpose and objective

- To provide Lao Government officials with the English skills to perform more effectively in professional and international settings, with a lexical focus on bilateral relations and international co-operation issues.
- To improve academic language function and capability, and to enhance the ability of potential candidates for the Ireland-Asia Fellows Programme to study independently and understand the demands and expectations of international post graduate level study.

3. Scope of work

The service provider will:

- Design and deliver two training programmes, one on General English and one on Academic English and IELTS preparation, in line with learner's needs and the above objectives.
- Coordinate with the Embassy and the Embassy's partner organisations for placement arrangements.
- Report, monitor and evaluate, in compliance with the Embassy's requirements.
- Provide pastoral care and support to students.

4. Methodology and Output

- Learners will be released from work to attend classes (AM) on weekdays, in a physical classroom. Virtual classes are an alternative, which may be used if required after consultation with the Embassy.

5. Timeframe

- The training is expected to start no later than May 2023 and to end by March 2024.

INSTRUCTIONS FOR TENDERS

The Embassy of Ireland in Vietnam seeks Tenders for the provision of an English Training Programme for Government Officials in Lao PDR, as well as certain promotional activities related to the Ireland Fellows Programme, as set out in the Terms of Reference (ToRs) above.

Proposals are subject to the specifications set out in the ToRs and these instructions, and should be submitted in English.

Tender Submission

Proposals must be submitted to the Embassy of Ireland in Vietnam by email to irishembassyhanoi@dfanet.ie. The subject field of your response e-mail should include "Tender for Provision of English Training for Lao Government Officials". Responses must be received no later than 16:00 (Vietnam/Lao PDR time) on 15 March 2023.

Requests for clarification will be accepted up to 10 March 2023 and can be directed to irishembassyhanoi@dfanet.ie.

Tender Content

The proposal should provide the following information:

- An outline of the applicant organisation profile:
 - Brief overview of the history of the organisation
 - Staff size, qualifications and staff management capacity
 - Quality assurance
 - Financial management system
 - Learning facilities, system and resources
 - Student support
 - Relevant skills and experience, and evidence of similar projects undertaken
 - Capacity to administer IELTS tests

- An outline of the proposed approach to address the ToRs presented above, including methodology and an indicative timeline for each element of the work within the overall time parameters.

- A brief statement on how the service provider sees their skills matching the requirements.

- An overall cost plan with the total value not exceeding 24,000 Euro.

- A financial submission including:
 - Indicative cost per hour for the General English Training course
 - Indicative cost per hour for the IELTS training course (If you have different cost schemes, please elaborate in detail)

Selection Criteria

The professional service provider must have, and be able to demonstrate, the required technical and professional skills, as outlined below:

- Demonstrated sound organisational capacity, with sufficient human resources and technical capacity to deliver on the outlined scope of the service.

- Demonstrated experience with other donors and similar services.

- Ability to deliver the service within the required time frame.

- A satisfactory cost proposal.

The purpose of these criteria is to determine whether the Tenderer has the necessary technical and professional capacity to carry out the tasks. Tenderers who are not considered to have the required capacity will not proceed to the award phase. Tenderers must provide evidence in the submission of technical and professional capacity. Tenderers who do not provide the required details, or who are judged, on the basis of the submission presented, not to have fulfilled the criteria specified below, will be excluded.

Award criteria

The contract for the requested services will be awarded on the basis of Most Economically Advantageous Tender. Marks will be awarded according to the award criteria outlined in the table below. Tenderers must score the minimum marks in criterion 2, 3 and 4 in order to be considered for awarding of the contract. Failure to achieve the minimum mark in criterion 2, 3 or 4 will result in the tenderer being eliminated.

Marks for cost will be allocated using the following formula:

Cost Score	=	$\frac{\text{Lowest Tendered Rate}}{\text{Tendered Rate under evaluation}}$	x	Number of Marks Available
-------------------	----------	---	----------	----------------------------------

Criteria	Marks Available	Min. Marks Required
1. Cost	30	N/A
2. Proposed Methodology and Timetable	25	15
3. Understanding of Requirements and relevant experience	15	8
4. Technical capability and relevant experience of staff proposed, including team composition	30	18
Total Marks	100	N/A

Scoring Methodology (Award Criteria 2, 3 and 4)

Weighting	Meaning
91% - 100%	Excellent response with very few or no weaknesses exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the Tenderer will deliver to an excellent standard.
80% - 90%	A very good response that demonstrates real understanding and fully meets the requirements and assurance that the Tenderer will deliver to high standard.
60% - 79%	A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
30% - 59%	A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.
1% - 29%	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.
0%	No Response

The following provision will apply to any tie-break situation occurring in the evaluation process:

If the evaluation results in a tie between two or more Tenders, then the Tender with the highest overall 'Qualitative' score shall be deemed the Most Economically Advantageous Tender.

The Embassy reserves the right to request the preferred Tenderer to attend a presentation meeting to verify the contents of their proposal. If the Embassy is not satisfied that the Tenderer's proposal meets their specified requirements they will not be considered further for award of the Contract. The Embassy will then proceed to select the next highest ranked Tenderer as the preferred Tenderer.

This Request for Tender contains no contractual offer of any kind. Any Tender will be regarded as an offer by the Tenderer and not as an acceptance by the applicant of an offer made by the Department of Foreign Affairs. No contractual relationship will exist except pursuant to a written Service Level Agreement signed by a representative of the Embassy and any successful Tenderer for the specified services.

Tenderers are advised that the Department of Foreign Affairs is subject to the Freedom of Information (FOI) Act, 2014. If a Tenderer considers that any of the information supplied in their Tender response is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to a request under the FOI Act, be examined in the light of the exceptions provided for in the Act.

Fees and Costs

Fees should be set out clearly in the proposal, using the schedule at Appendix II, stating which services are included in proposed fees, and the basis of calculation of those fees. Details of charges relating to proposed staff must be shown separately in your tender response. Costs (travel, meals and lodging) must be detailed and must be fixed for the period of the engagement. Total cost must be stated exclusive of VAT.

Conflict of Interest

Tenderers must disclose in their submissions details of any circumstances, including personal, financial and business activities that will, or might, give rise to any conflict of interest associated with any current or previous engagement/programme undertaken, or any relationship that may reasonably be perceived to potentially conflict or impact on their ability to participate in the Tender Process or fulfil the requirements of the engagement. This also includes any sub-contractor.

Failure to disclose a material conflict of interest may disqualify a Tenderer or cause the termination of any subsequent contract and entitle Irish Aid to seek remedies, such as cost or compensation for loss.

Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. Irish Aid reserves the right to reject any submission which, in Irish Aid opinion, gives rise, or could potentially give rise to, a conflict of interest.

Tenderers or any of their affiliates shall not be assigned any engagement which, by its nature, may be in conflict with another engagement of the applicant. Irish Aid may accept the participation of a consultant that has been engaged in the preparation of a project if it can be demonstrated that no unfair advantage is given to the consultant and that the tendering process offers equal opportunities to all Applicants. A declaration form (Appendix 1) must be signed to this effect. A detailed quotation for the service, showing hours and costs by grade (see attached Appendix II) must be submitted together with the proposal.

Appendix I – DECLARATION

THIS DECLARATION MUST BE LODGED AS PART OF THE CALL FOR PROPOSALS SUBMISSION WITH THE TECHNICAL DOCUMENTS. WHERE THE APPLICANT IS A CORPORATION OR PARTNERSHIP THE DECLARATION MUST BE COMPLETED BY A DULY AUTHORISED REPRESENTATIVE.

Name of Organisation:

Address:

I, [*insert name*], solemnly declare that I have been duly authorised to make this declaration by the above named organisation and I hereby certify as follows:

1. The Applicant has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organisation as those terms are defined in Directive 2004/18/EC.
2. The Applicant is not bankrupt or subject to bankruptcy or analogous proceedings, or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
3. Neither the Applicant, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business.
4. The Applicant has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other State in which the Applicant is located.
5. The Applicant has not been guilty of serious misrepresentation or omission in providing information to a public authority, including the Contracting Authority and grant issuing authority.
6. The Applicant is not a subject of the administrative penalty for being guilty of

misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposal or failing to supply an information, or being declared to be in serious breach of his obligation under the grant agreement covered by the budget.

In addition, the applicant will declare:

7. you have no conflict of interest in connection with the grant agreement; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
8. you will inform Irish Aid, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
9. you have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
10. you have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
11. that the information provided to Irish Aid within the context of this call for proposal is accurate, sincere and complete.

I further declare that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to the Applicant being excluded from participation in this or future tenders.

This declaration is made for the benefit of The Department of Foreign Affairs (the “Contracting Authority”)

SIGNATURE: _____

DATE: _____

NAME (PRINT) _____

TEL: _____

POSITION _____

