

Request for Quotation (RFQ)

For: Research Training, Myanmar Youth Empowerment Network Project

Date: 13 August 2024

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.

2 Introduction and Specification

2.1 The British Council would like to request a quotation for The British Council would like to request a quotation for the following services:

Service Specification:

The British Council seeks a qualified supplier to design and deliver a comprehensive research training program. This program aims to enhance the research skills and capacity of young people aged 18-30 to conduct research in the areas of non-formal education in Myanmar. The training will cover essential aspects of research methodology, data collection, analysis, and reporting.

Detailed Requirements:

- **Research Methodology Training:**
 - Overview of research concepts and importance.

- Types of research (qualitative, quantitative, mixed methods).
- Ethical considerations in research.
- Formulating research questions and hypotheses.
- **Developing a Research Plan:**
 - Identifying and defining research problems.
 - Setting research objectives.
 - Designing a research proposal.
 - Selecting appropriate research methodologies.
 - Planning the timeline and resources.
- **Literature Review and Data Collection:**
 - Conducting a comprehensive literature review.
 - Identifying relevant sources and databases.
 - Data collection techniques (surveys, interviews, focus groups, observations).
 - Developing data collection instruments (questionnaires, interview guides).
 - Ensuring data reliability and validity.
- **Data Processing and Analysis:**
 - Data entry and management.
 - Qualitative and quantitative data analysis techniques.
 - Research Report Writing:
 - Structuring a research report.
 - Writing clear and concise research findings.
 - Integrating literature and findings.
 - Drafting conclusions and recommendations.
 - Editing and proofreading techniques.
 - Preparing research presentations.

Expected Deliverables:

- Training proposal.
- Training curriculum and materials.
- Detailed training schedule.
- Delivery of training sessions.

- Mentoring and support plan.
- Training evaluation report.

Proposal Requirements:

- Postgraduate qualification in a relevant social science discipline.
- Minimum of 5 years of experience in leading qualitative research projects.
- Experience in working with non-formal education and educators in Myanmar.
- Proficiency in Myanmar and English languages.
- Strong presentation and analytical skills.

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to this requirement.

4 Payment and Invoicing

4.1 The British Council will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council reference (i.e. Purchase Order number) is included.
- It is sent electronically via email in PDF format to BC.Invoices@britishcouncil.org or by post to:
The British Council, Corporate Services – UK Hub Team, 10 Spring Gardens, London SW1A 2BN

5 Instructions for Responding

5.1 Your quotation must be submitted to KhaingKhaing.Nwe@BritishCouncil.Org by 25 August 2024.

6 Clarification Requests

6.1 All clarification requests should be submitted to KhaingKhaing.Nwe@BritishCouncil.Org

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost.

8 Disclaimer

8.1 By issuing this RFQ, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.