

## Expression of Interest (EOI)

**For: BC01/2022 – Examiners’ Recruitment for British Council, Egypt**

**Date: Jan 31, 2022**

### **1 Overview of the British Council**

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

### **2 Introduction and Background to the Project / Programme**

2.1 The British Council in Egypt offers examination services for its candidates on behalf of the boards whose exams it delivers. As such, it conducts examination for UK school boards and other professional international bodies. There are various types of delivery modes that are being used currently – Pen & Paper based (PB), Computer based (CB) and practicals/coursework assessments.

To conduct its examinations business with highest standards, British Council uses services of ‘Subject Specialists’ who have the knowledge of the course work they examine locally, to oversee delivery of examinations including science practicals. These subject specialists are chosen based on their qualification, experience, and availability to proctor the exams at various venues across Egypt.

The driver for this Expression of Interest (EOI) is to expand the current pool of Subject Specialists to meet the current and future demand & build an agile operational model which is scalable across different governorates in Egypt.

There are 7 categories of ‘Subject Specialists’ that British Council requires.

1. Examiners for Science Practical Exams.
  - a. Biology Practical
  - b. Physics Practical
  - c. Chemistry Practical
2. Language Examiners – French, German, Spanish, Italian, Dutch, Malay, Urdu & Arabic
3. Examiners for IT Practical

4. Art Examiners
5. IELTS Examiners
6. Examiners for Computer Science Practical
7. Examiners for ICT Practicals

Candidates are encouraged to apply for position/s relevant to their skill sets, knowledge and experience on the link below and clearly identify their areas of expertise against the positions they are applying for.

**EOI application link:** <https://forms.office.com/r/uXq2fBJKA6>

From this Expression of Interest (EOI), we hope to find capable Subject Specialists to establish a 'Roster of Examiners' that can provide examining services according to British Council specifications/standards across different governorates within Egypt. The successful 'Subject Specialists' will be contracted through British Council Standard Examiners Agreement within their selected positions after which the services will be contracted as per the provided exams schedule and their availability.

2.3 The purpose and scope of this EOI and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal.

### **3 EOI Conditions and Contractual Requirements**

#### **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 Contract awarded will be for a duration **two (2) years with an option for an extension of 24-months period under the same terms and conditions**

3.1.3 British Council will share the remuneration rates with the selected examiners. The selected examiners will need to agree with rates against each position/s they applied for. Once selected, they would need to submit relevant documentation including but not limited to references, ID documents, security checks, comply with mandatory organizational policies including but not limited to Safeguarding and Code of Conduct, as shared by British Council Exams team from time to time. Examiners may be requested to undergo a training or standardization processes, as prescribed by the British Council or examining boards, before the start of their work.

3.1.4 The selected examiners will sign the Standard Examiner Agreement and will be bounded by its terms and conditions. Once the agreement is signed, there will be no changes allowed for the initial term (2 years)

3.1.5 The selected examiners will be given an access to the online portal in which they can inform British Council about their availability as per the exam schedule across Egypt

#### **3.2 General EOI conditions ("EOI Conditions")**

3.2.1 Application of these EOI Conditions – In participating in this EOI Process and/or by submitting a response it will be implied that you accept and will be bound by all the provisions of this EOI and its Annexes. Accordingly, responses should be on the basis of and strictly in accordance with the requirements of this EOI.

3.2.2 Third party verifications – Your 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 response being undertaken by one or more third parties commissioned by the British Council for such purposes

3.2.3 Information provided to candidates – Information that is supplied to potential candidates as part of this EOI Process is supplied in good faith. The information contained in here 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.

3.2.4 Amendments to the EOI – At any time prior to the Response Deadline, the British Council may amend the EOI. Any such amendment shall be issued to all potential examiners, and if appropriate to ensure potential examiners have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.2.6 Format of EOI response submission – EOI responses must comprise of the following – a) A copy of current & updated CV b) and completed online form. Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the EOI carefully before completing and submitting your response.

3.2.7 Modifications to EOI response documents once submitted – You may modify your response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new response

3.2.8 Rejection of EOI responses or other documents – A 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 EOI 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 EOI.
- contains any caveats or any other statements or assumptions qualifying the 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 EOI.
- is received after the Response Deadline.

3.2.9 Disqualification – If you breach these EOI Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this EOI Process, if any other circumstances set out in this EOI, and/or in any supporting documents, entitling the British Council to reject a response apply and/or if you or your appointed adviser's attempt:

- to inappropriately influence this EOI Process.
- 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 EOI Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this EOI Process (other than as set out in this document) or from another potential candidates

the British Council shall be entitled to reject your response in full and to disqualify you from this Process. Subject to the "Liability" Condition below, by participating in this EOI Process you accept that the British Council shall have no liability to a disqualified potential candidate in these circumstances.

3.2.10 Liability – Nothing in these EOI 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 Selection Process**

4.1 The shortlisting will be done based on the submissions, followed by a panel interview. The successful examiners will be notified and will be called upon to sign a contract

## 5 EOI Validity

5.1 Your response must remain open for acceptance by the British Council for a period of Ninety days (90 days) from the Response Deadline. A 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.

## 7 Timescales

7.1 Subject to any changes notified to potential examiners by the British Council in accordance with the EOI Conditions, the following timescales shall apply to this EOI Process:

<b>Activity</b>	<b>Date / time</b>
Issue of EOI	Feb 01, 2022
Deadline for clarification questions ( <b>Clarification Deadline</b> )	Feb 17, 2022
British Council to respond to clarification questions	Feb 20, 2022
Deadline for submission of EOI responses by potential candidates ( <b>Response Deadline</b> )	Feb 24, 2022
Shortlisting and Interview letters issued	Feb 27, 2022
Agreement with selected examiners	Mar 08, 2022
Contract start date	Mar 15, 2022

7.2 Candidates can send their expression of interest by clicking on the link below :

EOI application link: <https://forms.office.com/r/uXq2fBJKA6>

## 8 British Council Policies

8.1 The work of all employees and stakeholders who work in collaboration with the British Council is governed by our global policies. These policies can be accessed through the link below:

<https://www.britishcouncil.org/about-us/how-we-work/policies>