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Planning

Venue Staff Outsourcing - MENA

British Council

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-011428

Procurement identifier (OCID): ocds-h6vhtk-02b416

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Section I: Contracting authority

I.1) Name and addresses

British Council

Sharjah

1636

Contact

Manjari Parashar

Email

Manjari.Parashar@ae.britishcouncil.org

Country

United Arab Emirates

NUTS code

AE - United Arab Emirates

Internet address(es)

Main address

<https://in-tendhost.co.uk/britishcouncil>

Buyer's address

<https://in-tendhost.co.uk/britishcouncil>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

Registered Charity

I.5) Main activity

Other activity

Registered Charity

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Venue Staff Outsourcing - MENA

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

* The British Council is currently seeking single or multiple providers to outsource the venue staffing across MENA (approx. 15 countries). The staffing will support the delivery of UK examinations to test takers in the countries listed below. The suitable provider may be able to deliver services in one (1) or multiple locations. The table indicates the approximate number of staff we currently have in each country the British Council operates in within the MENA (Middle east and North Africa) region
 Morocco-40Algeria-40Tunisia-30Libya-22Egypt-2,037Lebanon-67OPT-15Iraq-6Jordan-729Saudi Arabia-576Bahrain-49Kuwait-191UAE-381Qatar-27Oman-87

The English and Examinations Strategic Business Unit (E&E) is one of two main business units in the British Council (the other being Cultural Engagement) all of which have the remit to build trust for the people of the UK by building relationships through aspects of our language and culture. FOR MORE DETAILS PLEASE READ • ADDITIONAL INFORMATION • SECTION

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 75000000 - Administration, defence and social security services

II.2.3) Place of performance

NUTS codes

- AE - United Arab Emirates

II.2.4) Description of the procurement

If you are interested in expressing an interest and/or bidding for this project, please go to <https://in-tendhost.co.uk/britishcouncil> . You may then have to register your company before you can express an interest for this project and get access the documents.

II.3) Estimated date of publication of contract notice

19 May 2021

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

Section VI. Complementary information

VI.3) Additional information

In order to deliver these examinations, the British Council requires a large number of non-permanent staff to act as invigilators. Invigilators may be required to work in venues where the exams are delivered to test takers who travel to those venues to sit the exam, or virtually via computer sitting in a remote proctoring hub. Key Areas: Recruitment: The British Council requires a provider to recruit suitable non-permanent staff to invigilate examinations. We have five different categories of non-permanent staff that we use to invigilate exams: •Supervisors •Assistant Supervisors •Invigilators •Marshals •IT Technicians

On-boarding: Once recruited, non-permanent staff will need to be trained before they can be deployed to invigilate examinations and other temporary position . This training ranges from generic training that all such staff need to have such as Child Protection, to product-specific training

The British Council would require a provider to ensure that these courses were completed before the staff commence their duties. The provider would also be required to carry out pre-employment screening on any staff recruited, such as criminal record checks.

Contracting:- The British Council would require a provider to legally contract and pay non-permanent staff in each of the countries in our region. The provider would be responsible for ensuring that all staff contracted had the legal right to work in the countries of deployment and had all necessary documentation such as visas etc. The preferred method of payment would be on an hourly basis for actual number of hours worked if possible in the country of operation.

Labour Law and Visa Compliance :- The provider would be responsible for ensuring that any staff deployed were in possession of all the necessary permissions to work in the country of deployment and compliant with local labour law.*

MARKET ENGAGEMENT EXERCISE The purpose of this exercise is to inform the British Council of the market's capability and expertise in delivering suitable services. Completion of the exercise is not a prerequisite to completing any forthcoming tender. It will, however, assist the British Council in formulating the - requirements for tendering and developing its business case.

We would like to offer interested parties the opportunity to speak directly to the British Council Exams team through attendance at an information session, to be delivered virtually. This will enable the British Council to provide a more detailed briefing on the requirements. Further details will be provided to you but this session is expected to be undertaken in June 2021 Please express your interest for this session via <https://in-tendhost.co.uk/britishcouncil> by 12:00hrs [UK time] 6th of June 2021 to receive access any further information. Please provide the email addresses of the attendees to receive the invitations. The British Council currently plans to issue a tender by the July / August 2021