



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF RESEARCH AND POLICY DEVELOPMENT**

INVITATION TO TENDER

FOR

**PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE  
BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

**TENDER NO. BEC RPD 010/18-19**

**Tender Collection Date: 12 November 2018**

**Tender Closing Date: 25 January 2019**

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872  Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a></b>

Botswana Examinations  
Council

**TENDER  
TENDERING  
PROCEDURES**

**TENDER NOTICE AND  
INVITATION TO TENDER  
VOLUME 1**

*Tender No. BEC RPD 010/18-19*

**INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

- Bidders are invited to submit bids for **THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

- This tender is an Open International tender i.e. both bidders in Botswana and outside Botswana are eligible to tender and preference will be given to institutions and or organisations dealing with large-scale assessments in learning.

- For Botswana companies, bidders must, in order to be considered for the award of the contract, be registered with PPADB under [Code 317 Sub-Code 02](#) or on relevant Codes and Sub-Codes; be registered with BURS and be in possession of a Tax Clearance Certificate, and have an appropriate license.

- For companies outside Botswana, bidders must in order to be considered for the award of the contract, be registered with Botswana Unified Revenue Services (BURS) and be in possession of a valid Tax Exemption Certificate for Tax Withholding purposes and be in possession of a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document). BURS may be contacted on the following:

**PLOT 53976; KUDUMATSE ROAD**

**PRIVATE BAG 0013; GABORONE , BOTSWANA**

**TEL: +267 363 8000 FAX: +267 363 9999; WEBSITE: [www.burs.org.bw](http://www.burs.org.bw)**

Tender documents will be available with effect from the 12<sup>th</sup> November 2018 and can be obtained from the Procurement Office of the Botswana Examinations Council at the following addresses:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Contact Name: Ms T. Chifani Telephone Number: 365 0700

Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Tender documents can also be accessed on BEC website: [www.bec.co.bw](http://www.bec.co.bw) for information purposes only.

NOTE:

1. All companies, whether within Botswana or outside, are required to make their own arrangements for payment and for collection of the bid documents as well as for submission of bid responses.
2. Delivery of both the bid responses and the project shall be made to BEC.

A non-refundable and non-transferable fee of **P500.00** shall be paid during tender collection. Bids must be submitted using the **two envelope system**; one original and four (4) copies **plus a soft copy in a re-writable DVD**, respectively for the **financial** and **technical** bids must be submitted in two separate envelopes, one containing the Technical Bids, and the other containing the Financial Bids and both envelopes accordingly labeled with the tender number and title. The two envelopes should be sealed and placed in a third outer and larger envelope. This envelope should be sealed and labeled as follows;

**TENDER NO. BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

Bidders not able to pay at BEC Cashier counter may deposit document fees in the BEC account and provide proof of payment for collection of the bid document. Documents will however be issued after confirmation with BEC Finance Division that funds have indeed been received in the BEC Account. BEC Account Details are as follows:

Account Name: BEC  
Account Number: 6222 132 9940  
Branch Name: Corporate  
Branch Code: 282267  
Swift Code: FIRNBWGX

Bids must arrive not later than **10:00am** (local time) on the 25<sup>th</sup> January 2019. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

**Sealed bids should be delivered to the following address**

The Secretary; Tender Committee; Botswana Examinations Council  
Plot 54864, KT Motsete Road; Gaborone.

**NB.** Non-compliance to the separation of the **technical** and **financial** bids and any appearance of the financial figures in the technical bid shall be subject to outright disqualification. The same treatment will be given to bidders' responses that do not have the required number of envelopes for the technical and financial bids.

The tender document may be viewed from BEC website: [www.bec.co.bw](http://www.bec.co.bw). Bidders are advised that this document is for viewing purposes only. Bid responses will only be accepted from bidders who bought and collected the document from BEC.

**Responses that do not have the required number of envelopes will be disqualified. Re-writable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in**

**the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.**

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**Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.**

Queries and questions relating to the issue of these documents will be accepted up to **5 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary Att: Ms T. Chifani      Tender Committee; Botswana Examinations Council  
Private Bag 0070; Gaborone; Botswana.  
Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

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Bids must arrive no later than **10:00 am** (local time) on the 25<sup>th</sup> January 2019. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BEC premises. . Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids will not be accepted.

**N.B.** The selected bidder shall begin work immediately and deliver the consultancy services according to agree terms and conditions. The initial contract period is from 1<sup>st</sup> May 2019 to 31<sup>st</sup> December 2020 with a possible extension subject to the approval by the Contracting Authority.

**Important Dates:**

**Tender Collection:** 12<sup>th</sup> November 2018

**Tender Closing:** 25<sup>th</sup> January 2019

Botswana Examinations Council is **not** bound to accept the lowest or any bid, or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts

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Tender Committee Secretary  
For/Botswana Examinations Council

Botswana Examinations  
Council

**TENDER  
TENDERING PROCEDURE**

**TENDER DATA  
VOLUME 1**

**TENDER NO. BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

The conditions of tender are contained in this document.

- 1.1 The Procuring Organisation is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

**VOLUME 1:** TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

**VOLUME 2:** RETURNABLE DOCUMENTS

**VOLUME 3:** THE CONTRACT

Part 1 - Agreements & Contract Data

Forms of Securities

Part 2 - Pricing Data

Pricing Instructions

Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

**BOTSWANA COMPANIES**

- a) 1 original, **4** copies and DVDs of both the Technical and Financial proposals.
- b) Proof of payment of the tender fee of **P500.00**;
- c) PPADB Registration Certificate under **Code 317 Sub-Code 02** or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- d) A valid copy of tax clearance certificate (Provide Pin & Certificate Number for on-line verification);
- e) Completed Declaration Form for Tendering Purposes;
- f) Submission of certified copies of Share Certificates (Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders would be preferred);
  - publicly listed companies may submit certificates of their controlling shareholders only;

- NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- g) Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- h) Completed and signed Form of Offer and Acceptance

**INTERNATIONAL COMPANIES:**

- a) 1 Original, 4 copies and DVDs of both the Technical and Financial proposals;
- b) Proof of payment of the tender fee of **P500.00**;
- c) Valid copy of Tax Exemption Certificate;
- d) Valid copy of Appropriate Licence or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- e) Completed Declaration Form for Tendering Purposes;
- f) Submission of certified copies of Share Certificates and/or Form from Register of Companies from country of origin showing company Shareholders;
  - publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document);
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- g) Forms from Register of Companies from country of origin showing the company Directors (this document should be in English or be accompanied by a translation document).
- h) Completed and signed Form of Offer and Acceptance

**NB: The tender response must be made in English.**

- 1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula or currency of the country of their origin or any convertible currency.

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The validity period for the quoted prices must be at **least 120 days** from the closing date of the tender.

- 1.5 The Procuring Organisation's address for delivery of tender offers, tender and other identification details to be shown on each tender offer package are:

**TENDER NO. BEC RPD 010/18-19; for THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

Tender Secretary, Botswana Examinations Council  
Plot 54864, KT Motsete Road, Gaborone.

- 1.6 A two envelope procedure will be followed, failing which disqualification will be promptly executed.

Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:

- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
- All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
- For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.
- **The original, four (4) copies and re-writable DVDs of each of the technical and financial bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC RPD 010/18-19: THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT and shall bear the submission address.**
- **Re-writable DVDs should be separate for the technical and financial proposal. The DVD for the technical proposal should be included in the technical proposal envelope while the DVD for the financial proposal should be included in the financial proposal envelope.**
- Bids must arrive no later than **10:00 am** (local time) on the 25<sup>th</sup> January 2019. The outer envelope should have the original, four (4) copies and 2 DVDs of the technical and financial bids respectively. These shall be placed in a sealed larger envelope clearly marked;

**BEC RPD 010/18-19: THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

- Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.
  - Immediately after the deadline for the submission of bids, the technical bid of all the tenderers will be opened. The financial bids shall remain sealed and deposited with BEC Tender Committee until those bids meeting the technical requirements have been identified.
- 1.7 The closing time for submission of tender offers is: 10.00 am on the 25<sup>th</sup> January 2019
- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers will not be accepted.
- 1.9 The tender validity period is **120 days** from the closing date of the tender.
- 1.10 The time and location for opening of the tender offers is:
- 10:00 am on the 25<sup>th</sup> January 2019
- Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.
- 1.11. The procedure for evaluation of the responsive tender offers is the Quality and Cost Based Selection method.

### The Evaluation Process

Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The technical bids of the short listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process.
- 4 The project will be provisionally awarded to the bidder with highest combined score of Stage 2 and Stage 3 of the evaluation process subject to successful negotiation of the contract as in 1.15.
- 5 The maximum scores allocated to Stage 2: Technical and Stage 3: Financial are as follows:

Stage 2	-	80
Stage 3	-	20
Total		<u>100</u>
- 6 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.

- 7 The successful bidder shall deliver the services to Botswana Examinations Council as per the agreed time schedule and quality controls.

### Notes

- Subject to authorization by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.

### 1.12 Disqualification at Stage 1

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage1.

**Bidders** must submit all of the following;

#### **BOTSWANA COMPANIES**

- a) PPADB Registration Certificate under [Code 317 Sub-Code 02](#) or on the Relevant Codes and Sub-Codes (verification will be done on-line);
- b) A valid copy of tax clearance certificate (Provide Pin & Certificate Number for on-line verification);
- c) Completed Declaration Form for Tendering Purposes;
- d) Submission of certified copies of Share Certificates (Form from Companies and Intellectual Properties Authority (CIPA) showing company Shareholders would be preferred);
  - publicly listed companies may submit certificates of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) Forms from Companies and Intellectual Property Authority (CIPA) showing the Company Directors.
- f) Completed and signed Form of Offer and Acceptance

#### **INTERNATIONAL COMPANIES**

- a) Valid copy of Tax Exemption Certificate;
- b) Valid copy of Appropriate License or a document indicating that they are authorised to trade in this area (this document should be in English or be accompanied by a translation document);
- c) Completed and Signed Form of Declaration for Tendering Purposes;
- d) Forms from country of origin showing the Company Directors (this document should be in English or be accompanied by a translation document);

- e) Forms from country of origin showing the Company Shareholders and certified copies of Share Certificates or any document showing ownership of the company / institution;
- Publicly listed companies may submit certificates of their controlling shareholders only (this document should be in English or be accompanied by a translation document);
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- f) Completed and Signed Form of Offer and Acceptance

**Should a bidder fail to submit items a) to e) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days or a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.**

**Failure to submit the Completed and Signed Form of Offer and Acceptance, (f) above, on the first instance, will lead to outright disqualification.**

### 1.13 Evaluation of Bids at Stage 2

The following table shows the criteria which will be used to evaluate the proposal. The criteria will be rated on a weighted scale as shown in the table below. **The bids will be evaluated based on the capability and experience of the institution/organisation.**

#### Evaluation Criteria

Marks for the evaluation shall be awarded according to the following criteria scale:

No	Criteria	Description	Marks
1	Capability of the institution or organisation	<ul style="list-style-type: none"> <li>• Relevant manpower profile : the primary functions of the institution or organisation should include the conduct of large scale assessments in education <b>(5)</b></li> <li>• Minimum of 15 years of experience in the provision National Assessments development consultancy and Minimum of 15 years of experience in providing training in tests development, sampling and analysis for large-scale assessment <b>(5)</b></li> </ul> <p>Capability to develop assessment frameworks, methodologies and large-scale assessment analysis softwares and databases. <b>(5)</b></p>	<b>15</b>

2	Capability of the proposed Project Team	<ul style="list-style-type: none"> <li>• Composition of the team should include at least psychometrician, statistician, databases expert, with experience in handling large-scale assessment data <b>(5)</b></li> <li>• Qualification and experience of team members in relation to assessment frameworks development, psychometric test development, sampling and large scale assessment data analysis (e.g., PhD in Education measurement and evaluation, PhD in Statistics with 5 years of experience in educational assessment <b>(10)</b></li> </ul>	<b>15</b>
3	Methodology and Solution	<ul style="list-style-type: none"> <li>• Proposed Methodology: the bidder should provide an elaborate methodology detailing how the work will be done and the resources required for every stage of work and the responsibilities of personnel involved. <b>(15)</b></li> <li>• Methodology to be applied by the project team to ensure capacity building of BEC staff in assessment frameworks development, test development, databases development and administration, including questionnaires development and administration. <b>(15)</b></li> </ul>	<b>30</b>
4	Understanding of the Scope of Work	<ul style="list-style-type: none"> <li>• A detailed time plan to be included in the proposal by the bidder showing how and when the activities will be achieved. <b>(5)</b></li> <li>• A detailed Integrated Training Plan to be included in the bidder proposal. Should include : <ul style="list-style-type: none"> <li>- Frameworks</li> <li>- Guidelines</li> <li>- Instruments</li> <li>- Piloting</li> <li>- Administration</li> <li>- Scoring</li> <li>- Data Capture</li> <li>- Produce report on Findings</li> <li>- National dissemination <b>(10)</b></li> </ul> </li> <li>• Responsiveness: The proposal should fulfil the aims and objectives of the project as set out in the scope of work and provide an appropriate and quality national assessment programme for the client to implement. <b>(5)</b></li> </ul>	<b>20</b>

<b>Maximum Marks for Stage 2</b>	<b>80</b>
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The cut off for progression to Stage 3 is a minimum score of 64 out of 80 (80%) and only bidders who score 64 and above will have their financial proposals opened and evaluated. Botswana Examinations Council reserves the right to terminate any further evaluation of this tender at this stage.

**1.14 Evaluation of Financial Bids – Stage 3**

The qualifying bids will be evaluated based on the following factors:

The following formula will be used to rate the quoted prices:

$$FS = 20 \times \frac{LP}{P}$$

Where:

*FS* = financial score of a given bidder

*LP* = lowest price

*P* = the price quoted by the bidder

The lowest financial bid (*LP*) will be given a financial score (*FS*) of 20 points. The financial scores (*FS*) of the other financial bids will be computed using the formula above.

**1.15 Basis of Award**

The bidder with the highest combined score (Technical and Financial) from stages 2 and 3 would be recommended for the award to BEC Tender Committees subject to an agreed contract. If the contract negotiations fail, then the supplier with the next highest score will be engaged for contract negotiations and recommended for the award.

**1.16 BEC is not bound to award the tender to the lowest or any other bidder.**

Botswana Examinations  
Council

**TENDER  
RETURNABLE DOCUMENTS**

**LIST OF RETURNABLE  
DOCUMENTS  
Volume 2**

**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

The bidder must complete the following returnable documents:

**1. Returnable Documents required for tender evaluation purposes**

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan
- All copies of documents and conditions specified in (1.3)
- Form of Declaration For Tendering Purposes

**2. Other Documents required for tender evaluation purposes**

- Copy of a Tax Exemption Certificate from BURS;
- ;
- Copies of forms from Registrar of Companies from Country of Origin showing Shareholders;
- Copies of Share Certificates;
- Certified copies of forms from Registrar of Companies from Country of Origin showing list of Directors.

**3. Returnable Documents that will be incorporated into the contract**

- Response form;
- Quality plan;
- Detailed Response to all other Requirements specified in the contract part 3;
- Form of Offer & Acceptance;
- Curriculum vitae of key personnel;
- Management plan;
- Form of Declaration by Directors & Shareholders.

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 2 re-writable DVDs; one containing the technical proposal and the other one containing the financial proposal. Each copy must contain the following RESPONSE FORM

Bidder's Name	
Company Registration Number	
Vat Number ( if applicable)	
Country of Registration	
Year of Establishment	
Physical Address	
Postal Address (if different)	
Telephone Number	
Mobile Number	
Fax Number	
Email and URL	
Contact Address in Botswana (If applicable)	
Project Title	
Tender No.	
Designated Authorised Representative for this Project	Name: Position: Qualifications: Tel: Fax: Email:
Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)	1 2 3
Signed: Bidder's Authorised Representative	

Botswana Examinations Council

<p><b>TENDER RETURNABLE DOCUMENTS</b></p>	<p><b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b></p>
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

**A. Certificate for company**

I, \_\_\_\_\_, chairperson of the board of directors of \_\_\_\_\_ hereby confirm that by resolution of the board taken on \_\_\_\_\_ 20\_\_\_\_\_, Mr/Ms \_\_\_\_\_, acting in the capacity of \_\_\_\_\_ was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

- |          |          |
|----------|----------|
| 1. _____ | _____    |
|          | Chairman |
| 2. _____ | _____    |
|          | Date     |

**B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_  
\_\_\_\_\_ hereby authorise Mr/ Ms \_\_\_\_\_ acting in  
the capacity of \_\_\_\_\_ to sign all documents in  
connection with the tender offer for Contract \_\_\_\_\_  
and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

**C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby  
authorise Mr/Ms \_\_\_\_\_ an authorised  
signatory of the company \_\_\_\_\_, acting in the  
capacity of lead partner, to sign all documents in connection with the tender offer for  
Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally  
authorised signatories of all the partners to the Joint Venture. Furthermore we attach  
to this Schedule a copy of the joint venture agreement which incorporates a statement  
that all partners are liable jointly and severally for the execution of the contract and that  
the lead partner is authorised to incur liabilities, receive instructions and payments and  
be responsible for the entire execution of the contract for and on behalf of any and all  
the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
<i>Lead partner</i>		

**D. Certificate for sole proprietor.**

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

As witnesses:-

1. \_\_\_\_\_

\_\_\_\_\_  
Signature: Sole owner

2. \_\_\_\_\_

\_\_\_\_\_  
Date

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b>
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Botswana Examinations  
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

**Note to bidders:**

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organization chart showing on-site and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the project.

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CURRICULUM VITAE OF KEY PERSONNEL</b>
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

<b>Name:</b>	<b>Date of Birth:</b>
<b>Profession:</b>	<b>Nationality:</b>
<b>Current Position:</b>	<b>Years with the firm:</b>
<b>Qualification and Experience:</b>	
<b>Education:</b>	
<i>Professional Membership</i>	
<b>Experience Record</b>	
<b>Languages:</b>	
<b>Certification:</b>	
<p>I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.</p>	
_____ <b>Date:</b> _____	
[Signature of authorized representative of the Tenderer]	

Botswana Examinations  
Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

The following is a statement of similar works successfully executed by myself/ ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed
Signed		Date	
Name		Position	
Bidder			

Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

**Note to tenderers:** Please describe the management arrangements for the work in this contract. You are requested to include:

4. An organisation chart showing on-site and off-site management personnel
5. Details of the location (and functions) of offices from which the work will be managed.
6. An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.

**Summary of items attached to this schedule:**

Attach additional pages as required.

Signed

Date

Name

Position

Tenderer

Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

**PART A**

I, \_\_\_\_\_ (full name), in my capacity as..... (state position in Entity)

hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify) .....

of:

..... (name of Entity )

of:

.....  
..... (Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) ..... and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify).....

	<b>DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify).....</b>	<b>CAPACITY IN ENTITY</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1				
2				
3				
4				

5				
6				
7				

	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			
6			
7			

**If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.**

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators */(others please specify)* be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)* and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/ Statutory Body/*(others please specify)*, through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/ *Society*/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)*, through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall

be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: ..... NAME: .....

DATED:.....

.....

Entity

Stamp

**PART B**

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre-condition for the award of any reserved tender.

**Definition**

4. The following definitions shall apply to this declaration:

**100% Citizen Owned Contractor / Company:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

**Control:** the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

**Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

**Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest

or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

i. ....  
.....  
(Bank Name and Name of signatory) (Oman No.  
/Passport)

ii. ....  
.....  
(Bank Name and Name of signatory) (Oman No.  
/Passport)

ii. ....  
.....  
(Bank Name and Name of signatory) (Oman No.  
/Passport)

iv. ....  
.....  
(Bank Name and Name of signatory) (Oman No.  
/Passport)

*6. Undertakings*

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

*7. Sanctions relating to reserved treatment*

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of .....(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposited to is essential for the tender validity of ..... (Name of company)'s

**NB:** The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, AT \_\_\_\_AM / PM, THE DEONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

\_\_\_\_\_  
COMMISSIONER OF OATHS

CAPACITY:

Botswana Examinations Council

**CONTRACT  
VOLUME 3**

**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance  
Contract Data

**PART 2: PRICING DATA**

Pricing Instructions

**PART 3: SCOPE OF WORK**

Scope of work

Botswana Examinations  
Council

**CONTRACT PART 1  
AGREEMENTS &  
CONTRACT DATA**

FORM OF OFFER AND  
ACCEPTANCE

**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

**OFFER**

The Botswana Examinations Council, P/Bag 0070, Gaborone, has solicited offers to enter into a contract for the procurement of:

**THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

The bidder, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this offer has accepted the conditions of tender.

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the bidder offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

This Offer, of which the bidder has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the bidder before the end of the period of validity stated in the Tender Data, whereupon the bidder becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

*For the tenderer:*

Signature(s)

Name(s)

Capacity

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## **ACCEPTANCE**

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidder's Offer shall form an Agreement between the Procuring Organization and the bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the bidder and the Procuring Organization during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorized representative(s) for both parties.

The bidder shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organization's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the bidder receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidder (now Contractor, Consultant or Supplier) within five days of the date of such receipt notifies the Procuring Organization in writing of

any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s) .....

Capacity .....

.....  
*(Insert name and address of organisation)*

Name & signature of witness .....

Date .....

**Botswana Examinations Council**

<b>CONTRACT PART 2 PRICING DATA</b>	<b>PRICING INSTRUCTIONS</b>
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**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

Bidders should provide costing for each event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

**SUMMARY PRICING SCHEDULE**

**The quoted prices should be inclusive of Value Added Tax (VAT), Withholding Tax and any other applicable taxes.**

**NB: THE PRICES SHOULD BE INCLUDED IN THE FINANCIAL PROPOSAL ONLY AND NOT APPEAR ANYWHERE IN THE TECHNICAL PROPOSAL**

Bidders should provide costing for each activity or event they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

**Example of Summary Pricing Schedule**

Item No	Item Name	Estimated Cost	Sub Total	VAT/Withholding Tax	Total
1	Consultancy fee per activity or work				
2.					
3.					
				<b>Grand Total</b>	

**NB: This should be included in the Financial Proposal envelope and NOT the Technical Proposal**

1. All costs must include Value Added Tax (VAT), Withholding Tax and/or all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules

Botswana Examinations  
Council

**CONTRACT PART 3  
SCOPE OF WORK**

**SCOPE OF  
WORK:  
SUPPLIES  
CONTRACT**

**BEC RPD 010/18-19: INVITATION TO TENDER FOR THE PROVISION OF CONSULTANCY SERVICES FOR IMPLEMENTATION PHASE OF THE BOTSWANA EDUCATIONAL ACHIEVEMENT MONITOR (BEAM) PROJECT**

**1. Purchaser's objectives**

The purpose of this Tender is to invite potential bidders to provide consultancy services for the implementation of the Botswana Educational Achievement Monitor (BEAM) for a period from 1<sup>st</sup> May 2019 to 31<sup>st</sup> December 2020.

The Implementation Phase for BEAM will entail consultation of key stakeholders, developing frameworks and conducting the study leading towards the official launch of the programme.

**2. SCOPE**

**Introduction**

Monitoring and Evaluation provide critical information in enabling policy makers and practitioners to steer the education system towards desired goals and objectives. Examination results cannot wholly provide exhaustive information for the evaluation of the education system. Noting a downward trend in learning achievement versus tremendous increases in school enrolment, the Revised National Policy on Education of 1994 recommended periodic surveys to be undertaken to evaluate the extent to which the objectives of the curriculum were met. Efforts to implement intended surveys notably by the Ministry of Education and Skills Development and the Botswana Examination from 2008 were hampered by lack of funding. In 2015 BEC initiated the implementation of the BEAM project after funding was made available through the National Development Plan 10.

**Background**

Botswana Examinations Council (BEC) is mandated to run three national examinations, the Primary School Leaving Examination (PSLE), Junior Certificate in Education (JCE) and the Botswana General Certificate of Secondary Education (BGCSE). It also produces question papers and mark schemes to Primary Schools for the Standard Four Attainment Test. In addition BEC conducts examinations and tests throughout the year on behalf of a number of external institutions such as the Educational Testing Services (ETS) in the United States of America, Association of Business Executives (ABE) in the United Kingdom, University of London in the UK, and Cambridge International Examinations also in the UK.

The Botswana Examinations Council has also conducted sample based large scale assessments in the past three decades. In 2007 the Standard 4 Assessment Report was completed with findings linking background data to learning achievement. BEC has also participated in the international comparative large scale assessments conducted by the International Association for the Evaluation of Educational Achievement (IEA). These include cycles of the Trends in Mathematics and Science Study (TIMSS) from the 2003 through to the 2015 cycle. Only the 2011 Progress in International Reading and Literacy Study was embarked upon. Therefore, the 2007 Standard 4 Attainment test has been so far the only

localised initiative to be used to evaluate the extent to which the objectives of the curriculum were met as recommended by the Revised National Policy on Education (RNPE).

Initiatives to implement Botswana Educational Achievement Monitor (BEAM) commences at an opportune time when the education sector is experiencing system wide transformation. The recently established National Human Resources Development Strategy, National Credit & Qualifications Framework (NCQF) and the Education and Training Sector Strategic Plan (ETSSP 2015-2020) inform planning and implementation of all educational initiatives and have proposed the development of several innovative teaching and learning programmes. Programmes that include Early Childhood Care and Education (ECCE), Out of School Education for Children (OSEC) and the Adult Basic Education Programme (ABEP) have plans afoot for implementation. Curriculum orientation towards outcomes based education and alternative forms of learner assessments are espoused in the National Curriculum and Assessment Framework (NCAF). This creates the most critical opportunity to develop BEAM as a tool for monitoring and evaluating the attainment of goals and aims of the new transformative programmes. Part of the significant role of BEAM would be to set baseline data that could be compared to trends data in future.

The BEAM project activities began on 1<sup>st</sup> September 2015 and it is expected that it will be completed on 30<sup>th</sup> June 2020. The project is structured in two phases and it is transitioning from the Pre Establishment Phase to the Programme Development Phase. The Pre Establishment phase comprised mainly Change Management and a Needs Assessment Survey (NAS). Change Management involved stakeholder sensitization and development of the Change management Plan for the entire project. On the other hand the aim of the Needs Assessment survey was to gather and analyse information that would establish the extent key stakeholders readiness with regards to the implementation of BEAM. In addition the results of the NAS were meant to inform critical policy decisions on skills to be assessed and levels at which to strategically locate BEAM within the education system. The Development Phase of the project will entail mainly drawing up frameworks, designing instruments, conducting the pilot and launching the BEAM.

### **Description of the Assignment**

The attainment of objectives of the project can only be achieved in an environment of continuous interaction between the key stakeholders and the implementers of the project. Consensus can only be achieved through communication, consultation and collaboration with stakeholders through the entire Development Phase of the project. Designing a programme such as BEAM entails the application of a variety of sophisticated technical skills. BEC has limited technical skills to conduct BEAM and hence there is need to procure the services of a Consultant to guide staff to execute the BEAM project activities.

### **Institutional Consultancy**

Since no individual consultant can provide the technical skill set all the required by the project, BEC intends to engage the services of an Institutional Consultancy. The Institutional Consultancy will provide capacity building and guide the staff to successfully complete the project. After the project completion BEC staff should have been empowered enough to conduct subsequent cycles of BEAM on their own.

**Project Scope:**

The project scope includes the following main activities.

- I. Development of BEAM assessment frameworks and standards
  - a. Develop assessment framework
  - b. Develop procedures and guidelines for conducting BEAM
  - c. Develop sampling procedures
  - d. Develop test item writing standards
  - e. Develop instruments
  - f. Develop test administration procedures
  - g. Conduct the scoring of the instruments
  - h. Conduct data analysis
  - i. Produce a final report
  
- II. Build capacity on the job among BEC staff on :
  - a. Developing assessment frameworks
  - b. Developing procedures and guidelines for conducting BEAM
  - c. Developing sampling procedures
  - d. Developing test item writing standards
  - e. Developing instruments
  - f. Developing test administration procedures
  - g. Conducting the scoring of the instruments
  - h. Conducting data analysis
  - i. Report writing

**Goal and Objectives:**

The aim of the consultancy is to implement and launch the Botswana Educational Achievement Monitor (BEAM) in close collaboration with the Botswana Examinations Council through Research and Policy Development Directorate. The consultancy will ensure the attainment of the following objectives:

1. To Capacitate BEC staff and contracted personnel on large scale assessments
2. To develop BEAM Frameworks and standards
3. To develop Guidelines and manuals for conducting BEAM
4. To develop BEAM Frameworks and standards
5. To develop BEAM Pilot instruments
6. Set up BEAM data bases
7. Produce the BEAM pilot report

**Specific deliverables are:**

- ✓ An Inception Report
- ✓ Plan of Project execution with, methodology, timelines, Integrated Capacity Building Plan and detailed work plan.
- ✓ Assessment framework
- ✓ Test instruments and survey questionnaires
- ✓ Test and questionnaire administration manuals
- ✓ Data bases Instruments
- ✓ Item banks
- ✓ BEAM report

## Methodology

The Institutional Consultancy should adhere strictly to the project schedule and ensure that the sub project is completed within time. The contracted institution will work closely with the BEC staff that will also facilitate for the logistical needs of the project. Throughout the Development Phase there are essential elements of stakeholder engagement and capacity building of the BEC staff. With the assistance of the BEC staff the Institutional Consultant will engage BEC key stakeholders for consensus in determining important policy matters including among others the Guidelines for conducting BEAM and learning achievement standards.

An important output of the project is that relevant staff at BEC should be well capacitated to conduct BEAM future cycles without any outsourced assistance in the future. An Integrated Training Plan should guide the Consultancy on the training procedures at each stage of the subproject.

The Institutional Consultancy will present the completed milestones to the BEC Project Steering Committee.

The approaches may include the following key principles and techniques:

- ✓ Ownership and participation by the BEC Staff
- ✓ Open communication
- ✓ Stakeholder engagement
- ✓ Knowledge and skills transfer
- ✓ Capacity development
- ✓ Partnership, dialogue and co-ordination
- ✓ Change and risk management
- ✓ Quality documentation of proceedings
- ✓ Clear lines of reporting and accountability

### III. PROFILE REQUIRED

The individuals working for the Institutional Consultancy will have the following profile:

#### Minimum Qualifications/Experience:

- ✓ A senior Degree in educational measurement and evaluation, assessment, or in a relevant or related field of study;
- ✓ Proven relevant general professional experience of at least 5 years working with assessment systems;
- ✓ Proven record of working with organisations conducting national or international large-scale assessments, including 5 years in a senior management position;
- ✓ Demonstrated 15 years of experience in assisting countries to implement large scale assessments;
- ✓ Proven good understanding of the main concepts and research related to large scale assessments
- ✓ Varied knowledge and 15 years of experience in conducting large scale assessment in other countries
- ✓ Fluent in English and ability to review and draft documents to an international standard;
- ✓ Excellent inter-personal, communications skills, public presentation and advocacy skills;
- ✓ Computer literate.

**Assets:**

- ✓ Ability to deal with policy makers and senior officials,
- ✓ Ability to work effectively with academic and non-academic people within the organisation, and to develop a working culture that allows people of different skills and background to work together in a coherent and collaborative manner,
- ✓ Ability to advocate and influence via persuasive techniques, presentations or negotiation,
- ✓ Ability to communicate effectively (oral or written) with varied stakeholders,
- ✓ 10 years of experience in Botswana and other SADC countries preferably.

#### **IV. LOCATION AND DURATION**

##### **Location**

The Institutional Consultancy will provide personnel as and when the activities of the Development Phase are scheduled for execution.

##### **Commencement date and period of implementation**

The contract should start soon as possible. The initial contract period is from 1<sup>st</sup> May 2019 to 31<sup>st</sup> December 2020 with a possible extension subject to the approval by the Contracting Authority.

#### **V. REPORTING**

The Institutional Consultancy will make regular progress reports to the BEAM Project Manager. The BEAM Project Manager reports to the Project Sponsor who in turn reports to the BEC Board. The Project Sponsor is the Director, Research and Policy Development at BEC. The Institutional Consultancy will within three weeks submit an Inception Report to include a Work Plan outlining any changes agreed to the Terms of Reference (ToR) and the methodology to be adopted.

One week before the final completion of the contract, the Institutional Consultancy will submit a draft overall progress report for review and comment. The report will detail progress against the TOR, outputs achieved, outstanding issues and concerns and recommendations. The report will be no more than a maximum 20 pages excluding annexes detailing the content of output developed or produced and other relevant documentation. All reports will be submitted in soft copy and 5 hard copies.

##### **Language**

The language of reporting is English.

##### **Details with regard to the management of the reports and the contract**

Any conditions on reporting requirements and details with regard to reports, as well as other issues regarding the governance of this contract, if not specified under this Terms of Reference (TOR), will be found in the Service Contract, "Institutional Consultancy for the Development Phase of the Botswana Educational Achievement Monitor Project".

VI. **Quality Control:** The awarded bidder will be reporting to various BEC Committees through the Project Manager. Reports should be prepared for presentation to Committees. The research process will be monitored by the Research and Policy Development Directorate at BEC.

3. **Project Cost:**

- Bidders must submit the cost of each activity as outlined in their workflow according to the scope of work.
- BEC will be responsible for all the logistics involved in conducting the Needs Assessment that will include materials, transport, accommodation and meals. However, the bidders are expected to make an estimate of the expenditure in their proposed budget.
- The successful bidder will work closely with the BEC Research and Policy Development Directorate in executing the study.
- All the quoted prices must include Withholding Tax and any other relevant taxes that may be applicable.
- Prices should remain fixed for the entire duration of the contract.
- Payment will be made no later than 30 days after the delivery of the reports and invoice.

The consultancy will be paid consultancy fees according to agreed payment schedule, however, BEC shall retain 10% payment at each stage. The total retention amount shall be released once the final report has been approved by BEC or six (6) months from contract completion – whichever comes first.

**NB:** Payment will be made no later than 30 days after completion of rendering of service and issuance of the invoice.

#### 4. **Format and Content of Responses**

Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in this document when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation.

##### 3.1 **Bid**

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- All returnable documents
- Any relevant information

##### 3.1.1 **Company Profile**

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders

should note that companies that have successfully implemented similar projects in the past will have an added advantage.

### 3.1.2 Appendices

Documents which cannot be incorporated in the body of the bid should be assembled and indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so.

## 5. Quality plans and control

Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

- How the work is going to be completed to the required standard, within the project cost and on time.
- How quality management is to be ensured during the project.

-----**END OF DOCUMENT**-----