

المركز العربي للبحوث التربوية لدول الخليج - الكويت



Gulf Arab States Educational Research Center - Kuwait

Project Terms and Conditions Booklet

Purpose of the Booklet:

The purpose of this booklet is to provide a description of the project scope for the executing entities. It also clarifies the requirements, terms, and conditions of implementation and serves as the legal and contractual basis for proposals submission, evaluation, implementation, and financial obligations. It provides a comprehensive clarification to help the executing entities submit their technical and financial proposals according to a clear and defined framework and procedures.

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Part 1: About the Gulf Arab States Educational Research Center (GASERC)

The Gulf Arab States Educational Research Centre (GASERC) was established based on a decision made during the second general education conference held in Riyadh in May 1977, as one of the main institutions affiliated to the Arab Bureau of Education for Gulf Countries (ABEGS MEMBER STATES), that serves as a centre of expertise in education. GASERC is dedicated to improving education in Gulf Member States and promoting cooperation and joint educational activities. Member States at GASERC include United Arab Emirates, Kingdom of Bahrain, Republic of Yemen, State of Kuwait, Kingdom of Saudi Arabia, Sultanate Oman and State of Qatar.

GASERC carries out research and educational development endeavours that aim at investigating the present situation of Gulf countries educational systems, and sustaining efforts aiming at improving the functioning of these systems. The centre also attempts to keep abreast of the latest trends in education worldwide to draw implications that can favourably bear on Member States educational policy and practice, providing pertinent assistance and consultation as needed. It also supports collective efforts among Member States to achieve regional educational goals.

GASERC Goal:

GASERC aims to contribute to the development of educational studies, assessment, and educational evaluation methods in ABEGS MEMBER STATES.

GASERC Tasks:

GASERC is concerned with conducting educational studies and research related to the educational field in ABEGS MEMBER STATES, disseminating and publishing its results, and enriching the field with the latest and most effective trends adhered to by regional and international research centres in the field of education. GASERC achieves its objectives by performing the following tasks:

1. Contributing in drafting educational policies by providing information based on educational research.
2. Conducting educational research on issues and variables related to education in ABEGS MEMBER STATES.
3. Monitoring the worldwide progress of the educational research and identifying the most relevant outcomes that will benefit the ministries of education in the member states.
4. Experimenting with educational practices and innovations to assess their effectiveness.
5. Promoting research endeavors in the educational community in member states.

6. Contributing to strengthening the practices of assessment and evaluation in member states.
7. Providing technical consultancy services in the field of educational research, and assessment and evaluation to the member states according to their requirements and needs.
8. Establishing and updating databases of educational research centers and researchers regionally and globally.
9. Collaborating with educational institutions in ABEGS MEMBER STATES to achieve the objectives of the center and carry out its tasks.
10. Forming partnerships with regional and global research centers and educational institutions with the aim of enriching the educational field in ABEGS MEMBER STATES with the latest distinguished educational trends and practices.
11. Marketing the center programs outputs, publications, and activities and disseminating them to ministries of education and non-governmental educational institutions in member states to enhance resources in line with ABEGS MEMBER STATES strategy.

GASERC programs:

During each fiscal cycle, spanning two years, GASERC undertakes a set of research projects approved by ABEGS MEMBER STATES General Conference regarding current issues in education and approaches for improvements in responding to ongoing change and major challenges.

The centre programs and activities can be accessed through its website via the following link:
www.gaserc.org

Part 2: Project Description

Project Title	Strategies for Teaching and learning English in the Elementary Stage
Project Description	<p>Elementary education, compared to more advanced stages of education, is considered one of the most important stages on which the foundations of learning English are built. This is due to many reasons related to preparedness for learning, ease of adapting to pronunciation, and the ability to absorb new information, which may diminish as the child grows older. Therefore, when a child begins studying a foreign language at this early stage, he is more able to master its rules and skills in the subsequent stages. Hence, it is important to develop teaching strategies to naturally teach children the language. In this context, the focus is on learning through play and fun, and employing the latest educational technologies, which suit the nature of children's mental and psychological growth at this stage. Therefore, this project focuses on introducing the best methods for teaching and learning English and evaluating its skills in elementary classes.</p>
Project Objectives	<ul style="list-style-type: none">• Developing EFL teaching strategies in ABEGS' states• Enhancing the skills of English language teachers in elementary education

Target Groups	<ul style="list-style-type: none"> • English language curriculum developers • English language instructional supervisors • English language teachers
Activities	<ol style="list-style-type: none"> 1. Conduct an evaluation study to investigate the strategies followed by ABEGS member states to teach English as a foreign language in elementary schools, in light of international models and practices. 2. Hold a workshop to train curriculum developers, instructional supervisors, and teachers from member states to develop and implement efficient English teaching strategies for elementary schools.
Outputs	<ul style="list-style-type: none"> • An evaluation study of English language teaching strategies in the elementary stage in ABEGS member countries. • Final report on the results of the educational workshop.
Duration of the project	(12) months, starting from the date of signing the contract.

Part 3: Terms and Conditions for Contract Implementation

Mandatory Requirements:

- All bid conditions are subject to the Arab Bureau of Education for the Gulf States (ABEGS MEMBER STATES) and its competition system.
- The technical and financial offers must be submitted separately, with no financial information included in the technical offer.
- The offer must be submitted by an official letter specifying the cost of the project and total expenses, including any addition or deduction to the financial cost. The letter should be signed by the highest authority in the entity submitting the bid or its official representative.
- The financial offer must be estimated in Kuwaiti Dinar.
- The offer must be submitted in English, with an attached summary translated into Arabic.
- The bidder must sign and stamp each page of the bid document.
- No equivalent or alternative bid can be submitted unless it is specified by the competition terms.
- The bidder must personally investigate the nature of the project before submitting their bid and make sure to obtain all the data that may affect their obligations to the center, and this must be done before the bid submission deadline.
- The bidder is not allowed to strike out any clause of the specifications or make any modifications to the proposed bid, regardless of its type, otherwise, it will result in the cancellation of the project proposal.
- GASERC does not consider project bids that do not meet all the conditions of the project request specifications.

Legal Liability:

- The Gulf Arab States Educational Research Center (GASERC) reserves the right to accept or reject any project proposal.
- The bidder is responsible for all services specified and included in the bid proposal, and the center will consider the bidder responsible for the selected project as the sole contact point regarding contractual matters between the two parties.
- After submitting the bid, competitors or any of their employees are not allowed to contact the center employees regarding the bids or the evaluation process itself. Any violation of this condition will result in the center rejecting the submitted bid.

Confidentiality:

- Competitors must obtain a written approval from GASERC before disclosing or providing to anyone any information related to the bid.
- Competitors are not allowed to use any confidential information directly or indirectly except for the purpose of performing and executing the work or getting information from its holder about the implementation and performance of the contract, and this must be done through official correspondence.

Documents, Data, and Ownership Information:

- The ownership of all materials and documents prepared or provided by the bidder or its team related to the work, including the main work guide, data, plans, reports, accounts, summaries, models, samples, and technical resources, etc., exclusively belong to GASERC, once prepared and submitted.
- The bidder is prohibited from using these materials and documents for any purpose other than performing the work, without obtaining prior written approval from GASERC. Furthermore, these materials and documents must be delivered to GASERC along with any other materials and documents, upon completion of the work and before the final payment is received by the bidder.
- The Gulf Arab States Educational Research Center (GASERC) is the sole owner of all the contents of these materials, data, and information related to the project. The bidder or its team is not allowed to publish, use, or host the contents and data outside the scope of the bid without written consent from GASERC. The chosen competitor is bound to maintain the confidentiality of the content, information, and relevant documents.

Contractual Relationship laws:

This contract and its interpretation are subject to the regulations of GASERC. In case of dispute, the court shall be referred to according to the procedures, laws, and regulations followed in the headquarters country (The state of Kuwait).

Presentations after Signing the Contract:

During the implementation of the project, the chosen competitor must participate in any presentations, seminars, and workshops related to the project whenever the centre requests.

Technical and Administrative Team members/Personal:

- The team members working on the project must be highly competent and experienced in the project field and must hold professional degrees accredited in the same field. It is obligatory to provide curriculum vitae of the candidates that will be working in the project, and a statement including their names, qualifications, nationalities, and experiences. Whenever needed, the center has the right to request the replacement of

anyone (despite being included in the list of candidates working in the project) who is not suitable to continue being a member of the project team without providing any justifications, and the project executor must find a replacement within a period not exceeding two weeks from the written notice.

- Payment is tied to the commitment of the executor to providing qualified experts and specialists and completing the project activities agreed upon with the required quality. If they fail to comply, deductions will be made from their financial entitlements, and the center has the right to determine the value of the deduction without interfering with other deductions the executor may face for other reasons.
- The curriculum vitae included in the bid documents must be for specific individuals who will actually work in the project, and the center has the right to accept or reject substitutes. Delay in the project implementation due to the search for substitutes will not be accepted as an excuse, and violating this requirement is sufficient cause for the center to withdraw the project and award it to another party.

Special Instructions for Bidders:

- The technical specifications document is the basis relied upon to resolve any technical disputes and is an integral part of the contractual terms, without undermining any non-technical conditions mentioned in other documents relating to the bid that has been accepted and agreed upon.
- The center has the right to review the cost table provided.
- Technical and financial bids must be submitted by the bidder in two separate electronic copies (via email to gaserc@gaserc.org and research@gaserc.org), one in PDF format and the other in WORD format.
- Bids must be submitted according to the instructions listed in the mandatory requirements for bidders, and failure to comply may lead to rejection of the bid.
- Bidders must not change any of the submitted documents (general and specific instructions for bidders and the preliminary contract).
- Bidders must agree to accept electronic documents that the center keeps as reference documents, to be referred to in case of any disputes that may arise before or after awarding the contract.
- The center may request clarification from bidders as part of the bid evaluation process, and the request for clarification should not be interpreted as an invitation to conduct a contract with the center. It should also not be seen as an invitation for other bidders to start discussing their bids.
- Awarding the bids is subject to the center's estimates.

Application Requirements:

In addition to the general requirements and instructions for bidders, bidders are requested to submit technical and financial bids according to the following instructions:

1. Copies should be submitted in both WORD and PDF formats.
2. Writing should be on A4 size paper.
3. The beginning of each chapter should be on one side only (the right-hand page).
4. English writing should be in Calibri font size 12.
5. APA system should be used to document references.
6. Except for the outer cover page, all pages must be numbered consecutively.
7. Margins should be one inch at the top and on both sides.
8. The technical bid must not exceed twenty (20) pages, not counting the following pages:
 - Cover page
 - Information about the bidder
 - Table of contents
 - Curriculum vitae
 - Appendices

Termination and Contract Voiding:

GASERC is entitled to withdraw work from the executor, void the contract, and demand compensation, in accordance with the provisions of the contract in the following cases:

1. If any deficiency occurs from the executor, and the necessary measures are not taken to overcome this deficiency within fifteen (15) days of receiving a written notice from GASERC.
2. In case the executor violates any of the contractual terms or is significantly delayed in executing the work, the center has the right to void the contract and the work will be executed at his expense.
3. If any of the tasks to be carried out in the work specified under the contract are violated, GASERC must identify the violation or the breach of the contract conditions that has taken place and officially notify the executing entity of this to remedy the situation within fifteen days.
4. If the executing entity refuses or fails to perform the work or part of it correctly, or in a manner that does not comply with the terms of the contract, or does not provide

convincing evidence to correct this shortfall, the center may, without prior notice - after the period specified in the previous clause has ended - block any payment due under the contract, or terminate the task of the executing entity, and the center has the right to complete the work in the manner it deems appropriate.

Modifications and Additional Work:

The term "change", as used in contracts concluded by the Gulf Arab States Educational Research Center (GASERC), refers to alternatives, modifications, deletions, or additions to the work within the scope of the contract.

Delay and Extension of the Specified Time:

GASERC may agree to a suitable extension of the period specified for the implementation of project activities to fulfil the contract obligations. If the selected bidder is exposed to any obstacle or impediment or a force majeure - and the centre has assessed his circumstances - he must take all necessary measures to mitigate the impact of this delay and continue to perform his tasks quickly and diligently to fulfil his obligations specified by the contract.

Relationship with GASERC:

- The Gulf Arab States Educational Research Center (GASERC) is the entity responsible for making important decisions regarding the progress of the project, monitoring performance in general, and resolving any disputes that may arise during project implementation.
- The executing bidder selects a contact officer to communicate with the center regarding the implementation of project activities, coordinate meeting schedules, deliver interim project reports, and receive center reports on them.
- The executor submits interim reports to the center on the progress of work in implementing the project, according to the agreed-upon dates in the contract.

Implementation Obligations:

The executing bidder must provide a detailed description within the scope of three pages on the following items:

- **Scope Management Plan:** The bidder must provide a clarification of how the work scope will be managed, including the processes and procedures followed in scope management.
- **Quality Management, Monitoring, and Evaluation Plan:** The bidder must explain how quality will be managed, including the procedures followed in quality management and the standards used in terms of reviewing and examining the outputs. Also, he must prepare performance indicators for the key activities of the project that will contribute to performance monitoring.

- **Schedule Management:** The bidder must provide GASERC with a detailed schedule management plan that includes the outputs, and major milestones that clarify the reliability of the outputs.
- **Communication Management:** The bidder must explain how communication will be managed during the project, including matrices and procedures that clarify roles, responsibilities, reports, and communications.

Seminars and Training Workshops:

If the project requires holding seminars or training activities, the executing bidder is committed to providing detailed information about the following:

- Details of the seminar or proposed training plan, methods of implementation, expected outputs, and various activities included.
- The training should be conducted at the center headquarters or any other suitable location in member countries, or online, without the center incurring any costs related to trainers or project team members.

Part 4: Elements of the Technical Proposal

To understand the vision of the executing bidder for the project implementation plan and the scientific methodology he will follow, and to regulate the mechanism for evaluating the submitted proposals, the technical proposal must include the following elements (the following description is for clarification purposes only, and the bidder can add additional elements as he sees necessary to improve the quality of the proposal):

Cover page, including:

- Project title
- Project number
- Name of the presenting entity, research center, or researcher.

Bidder's Profile:

Providing complete and detailed information about the bidder, including:

- Full legal name of the research center/institution/entity/researcher
- Official address
- Telephone number
- Email address
- Website address of the research center/institution/entity/researcher

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Detailed Plan for Study Implementation:

The technical proposal must include a detailed plan for study implementation, indicating its objectives, significance, and the scientific methodology that the project team will follow in its implementation. This plan must include the following elements:

- **Introduction:**

Writing an introduction that sheds light in detail on the theoretical and intellectual aspects of the study. The introduction should reveal the bidder's understanding of the study subject, his theoretical background in depth, and his most prominent research efforts and literature related to the project theme. The introduction should reflect the perspective of bidder of the project goals and activities, and the justifications for its implementation.

- **Problem of the study:**

Clearly identifying the study problem and highlighting the research gap that the study will contribute to addressing.

- **Questions of the study:**

Identifying the questions that the study seeks to answer and drafting it with accuracy.

- **Objectives of the study:**

Identifying the study objectives clearly, ensuring that they align with the approved project description.

- **Significance of the study:**

Highlighting the significance of the study for the target groups and its contribution to developing the educational practices in the field.

- **Target groups:**

Identifying the groups who will benefit from the study, in line with the approved project description.

- **Methodology:**

Identifying the scientific methodology that the project team will follow in conducting the study, in line with the approved project description, the nature of the study, and its objectives. Providing sufficient information about the procedures and methodological steps that the team will follow in collecting, analysing, and interpreting data.

- **Study Tools:**

Identifying the tools that will be used to collect information, according to the nature of the study and the type of information required to answer the study questions. Identifying the study sample to which the tools will be administered.

- **Limits of the study:**

Defining the objective, geographical, and time limits of the study, as well as the reference comparison countries that will be investigated, according to the nature and objectives of the study.

- **Study outline:**

Determining the general outline for the sections and chapters of the study report and highlighting the elements that each chapter addresses.

- **Study Terminology:**

Providing a comprehensive explanation of the basic study terminology, based on the literature, and identifying the procedural definitions that the project team will adopt in the study.

- **Previous Research and Studies:**

Providing a list of the titles of the most prominent research and studies relevant to the project theme.

- **References:**

Identifying the references that the project team relied on in preparing the study implementation plan, sticking to APA style in documentation.

Project Outputs:

Clearly defining the project outputs in a manner consistent with the approved project description and objectives. Clarifying any additional outputs that may be added with a detailed description, using the table provided in Appendix (1).

Project Implementation Stages:

Identifying the stages that the project team will follow in implementing the project main activities. Specifying the duration that the team will take in implementing each stage, represented by a Gantt chart.

Project Team:

Providing detailed information about the members of the project team, their current positions, academic specialties, practical experience, and the roles they will be assigned in implementing the project activities. A comprehensive-curriculum vitae of each team member should be attached in the appendices. Any relationship with any employee working in GASERC, that could be seen as a conflict of interest, should be disclosed.

Previous Experience in the Project Field:

Providing a brief description of research projects that the bidder has previously carried out in the project field or related fields. Project name, scope, duration should be included, and the name of the affiliated entity to be used as a reference when needed, using the table provided in Appendix (5).

Appendices:

Appendices contain the curriculum vitae of the team members participating in the project could be included, in addition to any other appendices the bidder deems necessary to include.

Part 5: Project Documents and Final Acceptance

Project Documents:

- The bidder must submit the project documents and outputs to the center, where the center will review and approve them at the end of each phase or upon completion of outputs.
- Final acceptance of the project documents is subject to the following conditions:
 - A written and signed commitment document from the project executer to conduct a complete linguistic review of the documents by specialists to ensure that the documents are free of linguistic and typographical errors.
 - A written and signed commitment document from the project executer to respect the intellectual property rights of others, assuming full responsibility in case direct quotations exceed the accepted proportion as per regulations.
 - The project executer should adhere to academic and professional integrity in implementing the project.
 - Preparation of a comprehensive executive summary of the project, translated into the Arabic language.
 - The project executer must abide by the center requirements in the preparation, design, and printing of the project final documents.
 - Final project acceptance takes place after the center final approval of the project, which is subject to the completion of technical and administrative project requirements.

Part Six: Appendices

Appendix (1): Project Outputs Template

Bidders are requested to provide a list of all project outputs that will be delivered during the project life cycle. Please use the following table to determine the project outputs template.

N.	Name of output	Expected delivery time
1		
2		
3		
4		

Appendix (2): Project Budget Template

Bidders are requested to provide a list of the project budget, and kindly use the following reference table to document the project budget:

N.	Item	Number	Amount	Total

Appendix (3): Training and Knowledge Transfer Information Template

This appendix provides the training courses template to be filled out and submitted in the technical proposal by bidders in case of training.

N.	Training Course	Description	Duration	Location	Cost

Appendix (4): Bidder Qualifications and Information

This appendix provides an overview of the bidder qualifications and basic information. The following information is required in this appendix to assist in evaluating the bidder qualifications and credentials:

Bidder experience and qualifications:

- Successful relevant projects that the bidder has undertaken during the last three (3) years, including their objectives, methodological approaches, tools used, and outputs achieved.
- Memberships in different international and local organizations, as well as an overview of certificates and awards obtained.
- Qualifications and experiences of the proposed team members (within the scope of the project work).
- Local and international partnerships.

N.	Researchers	Tasks	Qualification					
			Degree	Issuing Entity	Country	Last (3) Projects	Memberships	Other
1								
2								
3								
4								

Appendix (5): Reference Template

Bidders are required to provide references (organizations that have executed projects on their behalf).

Project Owner	Project Name	Duration of Execution	Person in Charge	Contact Information