

Request for Proposal (RFP)

For: Cultural Heritage for Inclusive Growth: Peer and Collaborative Learning Project

Date: 2 September 2021

1 Overview of the British Council

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

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

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

2 Introduction and Background to the Project / Programme

2.1 About Cultural Heritage for Inclusive Growth

In 2018, the British Council published a report sharing findings from a sector consultation and international research which explored how cultural heritage can contribute to inclusive growth,

By **cultural heritage** we mean any type of cultural object or activity that is connected to an individual's history and identity. This could be anything from the built environment to cultural traditions such as music and language.

By **inclusive growth** we mean developing tangible opportunities that create economic and social growth that benefits everyone.

The report advocates for an 'inclusive way of working' and suggests when people or communities are given the opportunity to engage with, learn from and promote their own cultural heritage, it can contribute to social and economic development.

This led to the British Council establishing a new action research programme, *Cultural Heritage for Inclusive Growth* in April 2018, which takes the theory from the report into practice through pilot projects in Vietnam, Colombia and Kenya. The programme aims to ensure cultural heritage in its widest sense is valued and is of social and economic benefit across society and explores this as a global concept with local solutions. Central to this is taking a people-centred ethos and providing an enabling environment for inclusive growth, based on understanding of local contexts and an appreciation of cultural diversity. This means engaging with individuals and local communities and supporting them to promote and develop opportunities from their own cultural heritage, whilst also working across society to support and effect positive change.

The three participating countries – Colombia, Kenya and Vietnam – couldn't be more different, so each programmatic approach is distinct, unique and relevant to its particular place and context. The projects are all community-led, devised and managed with local partners on the ground.

In Colombia, Sembrando Nuestros Saberes is working with five indigenous communities to recover and strengthen their cultural heritage, providing opportunities for cultural survival, sustainability and welfare. Community assemblies, field visits, cultural heritage mapping and documentation, tailored intergenerational workshops and research projects are being developed and delivered with elders for capacity building and protection. Additional programme themes include ethno-ecotourism, creative economy and working with stakeholders and allies across society. The communities have also taken part in the national Expoartesanas craft fair and an international symposium to share learning, exchange, and increase the visibility and understanding of cultural heritage.

In Vietnam, Heritage of Future Past seeks to protect and revitalise the country's music and film heritage that is under-represented or at risk of disappearing. Working with ethnic minority and rural groups, the Community Cultural Heritage strand focuses on education, conservation, community-based tourism, research, and documentation to safeguard and build local capacity in communities. The second strand, Film-Archive-Music Lab (FAMLAB), connects these communities with artists, creative practitioners and institutions through contemporary practices, experimentation and innovation. To raise awareness of the value of this cultural heritage, the project engages with policymakers and audiences through open consultation and high-level discussions.

In Kenya, #CultureGrows aims to increase visibility, ownership, accessibility, inclusivity and transmission of cultural heritage by promoting contemporary practice, youth participation and technology. With partners Book Bunk, the project revives an old colonial library and community spaces

as centres of culture, learning and engagement. In collaboration with African Digital Heritage, Mount Kenya University and University of West of Scotland, training programmes provide technical and transferable skills to individuals and organisations. With HEVA East Africa Fund, seed grants have supported and stimulated those at the forefront of promoting cultural heritage to share Kenya's stories. A symposium helped facilitate exchanges across society and East Africa grass-root-level and governmental initiatives.

In addition to the activity taking place a further key element of the programme is taking a cultural relations approach to continually develop understanding of the concept itself, assess the benefit it can bring, identify synergies with best practice, share useful learning and seek potential opportunities for the future.

UK and local partnerships include libraries, museums, communities, universities, training centres, festivals, ministries, local authorities, and funding bodies.

We are currently evaluating the effect these embedded initiatives are having and as part of this period of analysis, reflection and planning we are drawing upon key areas of current operation for further activity to build upon existing knowledge and share best practice.

For more information about the programme and the research report, please visit

<https://www.britishcouncil.org/arts/culture-development/cultural-heritage>

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (“**Proposal**”).

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process (“**Procurement Process**”).

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: to be delivered remotely but via the British Council offices located at 1 Redman PI, London E20 1JQ

3.1.3 Duration: Delivery from October 2021 – 15 March 2022 with dates and timeline TBC.

3.1.4 Contractual terms: As set out at Annex 1 Terms and Conditions of Contract (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions (“Proposal Conditions”)

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

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

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any

public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to: **cultureanddevelopment@britishcouncil.org**

7 Specification

Since 2018 the British Council’s Cultural Heritage for Inclusive Growth programme has been exploring ways in which cultural heritage can bring social and economic benefit in an inclusive, sustainable and people-centred way.

Work within the programme to date by the people, partners and places involved in CH4IG globally has involved a diverse and unique range of contexts, perspectives and experiences. This has resulted in a broad variety of locally-led approaches, activities and learning - co-created, developed and delivered by, with and for the people who know what’s best - communities, practitioners, organisations and decision-makers.

Integral to our action research, people-centred and cultural relations ethos within the programme is understanding there is not one size that fits all. A key aim within this is to provide an enabling

environment which meets local needs, builds on local talent and is responsive to local context; supporting people to create opportunities for their own growth through their own cultural heritage, in an inclusive and sustainable way.

In addition to this, we have also been exploring Cultural Heritage for Inclusive Growth as a global concept with local solutions. This has involved identifying synergies across the programme as it's developed, seeking opportunities for building meaningful international connections and assessing potential ways of working to support exchange, learning and collaboration.

Based on our activity to date, we believe there is potential to strengthen our existing approach and develop locally engaged and globally connected peer and collaborative learning activities across the wide range of geographies, purposes, passions and expertise. Creating a mutually beneficial mechanism which is responsive to the needs of those we are working with and takes a cultural relations approach to support local practice, collaboratively explore solutions and share global learning in how cultural heritage can be a catalyst for change across different contexts.

To help us realise this potential and understand how to embed this approach, we commissioned research in 2020 to help us fully realise a structured approach to sharing knowledge, collective learning and supporting capacity through providing:

- An insight into existing definitions plus existing best practice models in peer and collaborative learning internationally
- A methodology to develop interconnected local and global approaches which outlines the steps required to participatively design a fit for purpose approach which creates a real sense of shared ownership, is inclusive, responsive and informed by the people we are working with and for.

This completed research by Sarah Boiling and Amanda Smethurst will now underpin a pilot Peer and Collaborative learning project for approximately 40 participants, which we envisage operating in two cohorts of 20 participants to be developed and delivered by a supplier as follows:

- **Development and design: October – late November/ December 2021**
- **Delivery window: December 2021 – mid March 2022**

Business objectives

The British Council is commissioning this peer and collaborative learning project to offer a creative and mutually beneficial approach for connection, exchange, support and learning which can be offered across different starting points, societies and geographies. With an aim to design, pilot and

deliver an engaging digital initiative that is responsive to a series of thematic objectives and the current contexts of those working with, and through, locally led cultural heritage approaches for inclusive and sustainable socio-economic benefit.

A further ambition of this project is to contribute towards and help inform the potential of the British Council's longer-term and on-going work in Cultural Heritage for Inclusive Growth, and cultural heritage more broadly. Through further expanding our action research, cultural relations and people-centred way of working help to increase awareness, understanding and strengthen the role of cultural heritage to address global and local challenges. This will influence and shape our understanding and flexibility within a shifting landscape and help to ensure the British Council can continue to play an active role as a convenor, connector and knowledgeable contributor in this space.

Introduction to the project

'Peer and Collaborative Learning... a process which enables people who are in similar or different circumstances, to share, learn and collaborate with and from each other. But in a way that's best suited to their needs, and that grows and develops over time'.

We are looking to commission a peer and collaborative learning pilot project as part of a new 'Globally Connected Strand' within CH4IG. It will bring together and act as a supportive shared space for community leaders, practitioners and organisations connected to Cultural Heritage for Inclusive Growth and also offer opportunities for wider involvement from participants in other British Council cultural heritage related programmes. The aim is to support a useful, inclusive and sustainable ecosystem through creating conversations, expanding networks, sharing knowledge and learning specifically in people-centred approaches, whilst also helping us to better understand globally connected, locally rooted activity in this area.

Project objectives

Under this overarching objective, we are seeking a supplier to bring approximately 40 key participants together in the form of a workshop/s, meetings online and/ or other digital means. with the aim of dialogue and exchange of skills and ideas to support and facilitate a shared understanding of practice. Participants will be involved in the delivery of an activity or series of activities related to their own cultural heritage or with others closest to their cultural heritage

Developed through the lens of the guiding principles which underpin CH4IG, we are seeking to offer a creative, engaging, useful and responsive digital space for community leaders, practitioners, professionals and organisations working through locally-led and people-centred

approaches in cultural heritage, to address local challenges and support inclusive and sustainable socio-economic benefit.

This will provide meaningful and mutually beneficial opportunities to share knowledge, exchange ideas, consider practice, discuss challenges, generate learning and build connections in the following thematic peer and collaborative learning objectives

- Innovative and co-created responses from community leaders, practitioners and organisations in cultural heritage which understand and enhance socio-economic value whilst building and diversifying engagement.
- Understanding, devising and delivering co-created activity in cultural heritage which supports individuals and communities to create and participate in opportunities from their own cultural heritage to make sense of their lives, address their challenges and positively impact their futures, in collaboration with the wider sector.
- The skills and capacities required in people-centred practice, working through the ethos of being inclusive, participatory, sustainable, building capacity, far-reaching, locally-led, mutual and influencing policy.
- The value and role of cultural heritage as a catalyst for change to address local and global issues, alongside sharing challenges and opportunities.

Additional individual and group objectives will be decided by the collective.

The approach

The full report will be made available to the successful supplier to utilise in design and delivery but for the purpose of this RFP, we wish to highlight the following excerpt and ways of working.

‘Core to peer and collaborative learning programmes achieving their potential impacts are principles that sit at the heart of the process. Ideally there should be alignment of peer and collaborative learning principles with the values and culture of the wider host organisation for this process to work well. Principles were described as:

- Mutuality and exchange

- Everyone is an expert
- Respectful of different cultures
- Shared vision
- Personal responsibility for learning
- Honesty and trust
- Confidentiality (in some contexts)
- Listening
- Supportive challenge
- Accessible for all
- Inclusive
- Participatory
- Building capacity

As with any programme, there are challenges to consider around time, capacity, geography, cultural differences, openness to engaging; as well as power dynamics within a funder/ programme relationship or the peers themselves. These can be mitigated through careful planning, and an open approach to the development of the programme’.

Activity Outcomes:

- To design and deliver a creative and engaging peer and collaborative learning project that sits within a new globally connected strand. This will include all design, delivery and financial processing, be responsive to need, mutually beneficial and meets people where they are
- To write a report that captures the process in full including monitoring and evaluation of the project whilst addressing the objectives referenced and recommendations for future ways of working.
- To provide commission and/ or creative content in response to the thematic peer and collaborative learning objectives for both marketing, sharing outcomes with wider, interested audiences and the evaluation purposes. To be decided in consultation with the British Council and agreed by participants. (e.g. a video, blog posts, resources, animation, illustration, webinars)

Intellectual Property

The activity and any content associated with the research will be the intellectual property of the British Council.

Proposed methodology

In the Supplier Response suppliers are asked to outline their overall approach to designing events or activities of this nature including any principles that would underpin their work. We would be interested in approaches which adhered to those which meet the following:

- Suppliers are expected to outline how they will provide a range of ways in which they will engage and work with British Council colleagues, stakeholders, partners and participants which is responsive to need, flexible and remotely via digital mechanisms such as online platforms or video conferencing.
- Suppliers are expected to outline a clear, appropriate and realistic timetable for the activity with this being finalised in inception.
- Suppliers are asked to demonstrate their understanding around event design which supports a non-hierarchical, inclusive approach. This includes flexibility, planning, translation, language and the acknowledgement of different learning styles, time differences and contexts.

Deliverables

By 15 March 2022, the appointed supplier will be required to deliver:

A peer and collaborative learning activity in full which will include (but is not limited to) the following:

- Initial consultation with British Council staff and external advisory support in development, design and delivery.
- Lead a callout process for participants with clear direction, aims and outcomes.
- In consultation with the British Council, design and manage a process of individual consultation with up to 40 participants to discuss needs, outcomes, topics of interest, practice to share with others, learning styles and ensure these are met and where necessary, procured accordingly (translation, access etc).
- Liaise with British Council staff on an internal working document which logs the ideas, process, changes and application of the principles in practice.
- Creation of an informal working agreement with the participants, outlining the working principles and shared collective commitment.
- Identify and provide a suitable digital platform/ activities and ensure all security measures are adhered to and communicated to participants.
- In consultation with the British Council, design and facilitate the activity/ activities embedding the results of consultation carried out (this includes multi language translation, any access requirements and outcomes)
- Develop and commission content to amplify the activity and wider programme (e.g a video, blog posts, resources, animation, illustration, webinars)
- Procure additional support and resources where necessary including translation, access, content etc) and carry out any associated financial processing, excluding the participants honorarium which will be managed by British Council
- Documentation of the process.

Supplier Profile

We are seeking an experienced external supplier who:

- Has experience of co-designing events with the purpose of creating mutually beneficial dialogue and exchange and/ or convening online spaces to facilitate peer and collaborative learning in an international capacity, preferably within the cultural sector.

- Skilled in facilitation in convening online spaces to facilitate peer and collaborative learning.
- Is creative, engaging, responsive, bespoke and flexible in approach, design, delivery and management.
- Has the capacity to procure additional support as an when needed.
- Is available to undertake the contract in the agreed time-frame.
- Has a working knowledge of EDI principles in content design and delivery.
- Has excellent cultural diplomacy skills and is sensitive to working in complex contexts.
- Can demonstrate a commitment to working in the same manner and ethos in which the programme is delivered.

Challenges

We identify the following challenges:

- Accommodating multi-way translation with up to five (yet unknown) languages
- Designing and delivering a peer and collaborative learning project that accommodate many different cultural contexts, learning styles, starting points, time zones and backgrounds
- Accommodating a large number of participants (up to 40) in a timely way, ensuring consultation, that needs are met and that this is reflected in the design of the project
- Securing a platform that's accessible, inclusive and secure, being aware of connectivity differences and the digital divide.

Please include any additional identified challenges and possible solutions/ approaches in your response

Risk Management

The supplier should include a summary on what they believe will be the key risks to delivering the project and what contingencies they will put in place to deal with them. A risk is any factor that may delay, disrupt or prevent the full achievement of a project objective. All risks should be identified and agencies are expected to provide a clear explanation how they will manage these risks as well as how they will address ethics, and data protection issues.

Supplier Response format

Please submit your proposal within Annex 2, the supplier response. Please include the following information:

- Experience in designing and delivering peer and/ or collaborative learning programmes or events.
- Detailed methodology and approach clearly addressing the objectives, activity outcomes and deliverables.
- Staffing (please include a paragraph about each staff member and their role of in the project, full CVs are not required).
- Relevant experience (track record of producing similar work)
- Project management (e.g. arrangement of administration and management of the project)
- Timetable
- Risk management and challenges
- Value for money and costs with breakdowns showing costs staff day rates and number of days, and direct costs. **Budgets should also account for all costs apart from participant honorarium (this will be confirmed at a later date) including translation (written and verbal), platform, facilitation, project management and administration, commissioning of content and writing of the final report.**

While there are key principles and ways of working we would want a supplier to follow (as outlined in 'The approach'), we are open to suggestions around event design and process. The project/events/ activities should accommodate two cohorts of 20 and could encompass:

- Peer group closed meetings
- Peer group meetings with external content
- Online platforms
- External sharing of learning
- Collaborative activities
- Reviews by peers or experts

The above are suggestions only and we welcome additional creative responses to the brief.

Budget

The total budget available to deliver the activity and associated outputs is up to the value of £20,000 inclusive of all costs as outlines above, expenses and VAT.

40% upon signing (October 2021)

35% upon following detailed workplan/ consultation with participants and/ or first event (in or around 15 December 2021)

25% upon completion (TBC but no later than March 15 2022)

The cost does not include participant honorarium fee's which will be confirmed during the planning stage and facilitated by British Council.

8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	2 September 2021
Deadline for clarification questions (Clarification Deadline)	13 September 2021 by 11.59pm BST
British Council to respond to clarification questions	15 September 2021
Deadline for submission of Proposals by potential suppliers (Response Deadline)	22 September 2021 by 11.59pm BST
Final Decision	29 September 2021
Contract concluded with winning supplier	5 October 2021
Contract start date	October 2021, date TBC
Delivered by	15 March 2022

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to cultureanddevelopment@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to cultureanddevelopment@britishcouncil.org by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.



Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality	30%
Methodology and Approach	40%
Commercial	20%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a

percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Proposal