

**Request for Proposal (RFP)**

**For:** Study for the development of a common framework for the measurement, monitoring and evaluation of the impact of culture and development cooperation programmes and projects across the members of the Culture and Development Practitioners Network for European Development Cooperation.

**Date:** February 2023

**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 work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. 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 overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

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

2.1 The 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**”).

**2.2 Introduction**

We are seeking Supplier proposals for the development of a common framework for the measurement, monitoring and evaluation of the impact of development cooperation programmes and projects on Culture across the members of the Culture and Development Practitioners Network for European Development Cooperation. The request for proposals relates to Phase 1 of the project, pending approval of Phase 2 (see below).

The Practitioners Network for European Development (PN) is a network of European Development Cooperation experts, composed of 23 Members from 17 countries spanning across the continent. Their work focuses on building knowledge through exchanges, coordination and harmonisation and by providing feedback on policies from a practitioners’ perspective. As practitioners, the members have vast knowledge of implementing joint projects worldwide. They share information and discuss experiences and synergies, addressing operational issues and making recommendations. Members and Associates are pillar-assessed – or in the process of being pillar-assessed – by the European Commission.

Following the General Assembly in May 2019, Network Members agreed to set up a Culture and Development Work Stream (C&DWS) to share knowledge, expertise and best practices among Network Members on Culture and Development policies, programmes and activities, and examine how best to contribute to the UN Agenda 2030 through culture, including arts and heritage.

Main objectives of the Network are: -

* Reflect on a common concept of culture as a tool for sustainable development
* To share best practices and opportunities to work together on culture for development
* Encourage exchange between members and with relevant European and international institutions, such as UNESCO

The conceptual baseline of the Working Group is contained in the Declaration: "[Cooperation in Culture for Development Towards a Sustainable Transformation](https://www.dev-practitioners.eu/media/key_documents/Culture_and_Development_Declaration_signed.pdf)”.

This project focuses on the measurement, monitoring and evaluation of the impact of culture and development cooperation programmes and projects. Suppliers are requested to respond to Phase 1 in this Request for Proposals. The outcome of Phase 1 will inform Phase 2, and may lead to a contract extension once Phase 2 is approved.

Phase 1 (approved) aims to explore the state of the art of monitoring and evaluation (M&E) methods and tools used by PN member organisations and other key stakeholders (e.g. UNESCO and EUNIC). This phase should include data gathering from PN members and result in a **mapping of tools and indicators** at various levels (local, national, project) to measure scales of impact, with **identification of main themes and commonalities.** The information will be gathered remotely and explored further in an **in-person** **workshop with PN Members**, facilitated by the Supplier. The outcomes of Phase 1 will form **a State-of-the-Art report** and will inform Phase 2, to be developed and approved for a possible contract extension.

Phase 2 (to be approved) will **analyse the results and elaborate a guideline / framework** with case studies of best practice, systematizing existing resources by key themes, methodologies and tools. These findings will be discussed further in a **second workshop with PN members**, facilitated by the Supplier. The **final report** will include key challenges and recommendations for practitioners to measure and evaluate the impact of culture and development cooperation programmes and initiatives.

All resources developed as part of this project will be made accessible to the members of the Practitioners’ Network, the EU institutions, as well as external interested parties.

The focus of this project will be on practice rather than policy, looking at how the PN members monitor and evaluate the impact of their delivery for sustainable development internationally, with a focus on official development assistance. The project will feed into the ongoing debate on the impact of Culture in Sustainable Development and will analyse M&E tools used at project level. The project will refer to studies and measurement tools conceptualised and developed by the existing body of work (cfr. UNESCO, OECD, Eurostat and other) that define the impact of Culture on national and international scales.

The British Council, on behalf of the Network, is the lead commissioner for this project working closely with the Practitioners’ Network members. Phase 1 of this project has been approved by the Steering Committee of the PN, Phase 2 is due to be approved from June onwards, with the appointment of new Steering Committee members.

**Further Background Reading**

* Cooperation in Culture for Development Towards a Sustainable Transformation”. <https://www.dev-practitioners.eu/media/key_documents/Culture_and_Development_Declaration_signed.pdf>
* Practitioners Network website <https://www.dev-practitioners.eu/what-we-do/culture-and-development-task-force/>
* UNESCO Culture 2030 Indicators: <https://whc.unesco.org/en/culture2030indicators>
* Mondiacult Declaration 2022: <https://www.unesco.org/en/articles/mondiacult-2022-states-adopt-historic-declaration-culture>
* Strategic Framework for the EU’s Cultural Policy <https://culture.ec.europa.eu/policies/strategic-framework-for-the-eus-cultural-policy>
* British Council’s Missing Pillar Report on Culture and the UN SDGs <https://www.britishcouncil.org/arts/culture-development/our-stories/the-missing-pillar-sdgs>
* SDSN (REDS) The Sustainable Development Goals and its targets from the cultural perspective <https://culturasostenible.org/>
* Canadian Commission for UNESCO Culture for SDGs Toolkit <https://cultureforsdgs.ca/>
* EUNIC The Cultural Dimension of Sustainable Development <https://www.eunicglobal.eu/news/culture-sdgs-report>

**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 and in locations as required and in response to the co-design and delivery process, please see section 7 (Specification) for more information.

The main point of contact and reporting for the Supplier will be via the British Council office located at 1 Redman Pl, London E20 1JQ.

3.1.3 Duration: The contract awarded will be for delivery from April 2023 to September 2023 (phase 1)) with an option for a contract extension for phase 2, if approved by Steering Committee.

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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact us through the InTend portal. 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 60 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 [BC.Invoices@britishcouncil.org](mailto:BC.Invoices@britishcouncil.org) or by post to:

The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

**7 Specification**

**Objectives**

The project focuses on the measurement, monitoring and evaluation of the impact of culture and development cooperation programmes and projects with the aim of exploring the state of the art of M&E methods and tools used by PN member organisations, and of elaborating a guideline / framework with examples of best practice internationally.

The project will feed into the ongoing debate on the impact of Culture in Sustainable Development and will analyse M&E tools used on project scale in relation to measurement tools conceptualised and developed by the existing body of work (cfr. UNESCO, OECD, Eurostat and other) that define the impact of Culture on national and international scales.

**Results and Outputs:**

* Exchange and dialogue among Practitioners Network Members are enhanced
* Practitioners have the opportunity of referring to a common framework for the measurement, monitoring and evaluation of Culture Projects and programmes in the field of international development cooperation
* The role and impact of Culture in Sustainable Development is better understood for advocacy and contribution to policy and reporting on SDGs

**Delivery**

The project is articulated in 2 phases to be carried out in PN budget year 2022-2023 (phase 1) and in PN budget year 2023-2024 (phase 2). Phase 1 has been approved and relates to this Request for Proposals. Phase 2 is to be approved by the new Steering Committee, and may result in a contract extension.

**Activities and Outputs Phase I (April to September 2023 - €10,000 approved)**:

* Kick-off workshop (in presence – in Brussels) with PN Culture & Development Workstream Members with the purpose of exchanging best practices, evaluation, monitoring and measurement tools and methodologies. Suggested dates: between 12-23 June – please indicate availability in the proposal. Travel, accommodation and catering costs for this workshop will be covered separately from this proposal.
* State of the art study to be conducted by the expert consultant and aimed at capitalizing the workshop results, at collecting the available evaluation, monitoring and measurement tools from the PN Members and at conducting a preliminary data analysis for the elaboration of common guidelines for M&E. Draft report by 31 July 2023, with review period until mid September and final report by 30 September 2023.
* Develop a Delivery plan for Phase 2 of the project: deadline 31 August 2023.

**Activities and Outputs Phase II (October to April 2024 – €10,000 budget subject to approval by PN Steering Committee)**:

* Carry out in-depth analysis of the tools and methods for the measurement and monitoring of culture programmes and projects. Develop a common framework/guide and identify best practice examples.
* Deliver a Workshop with the PN Culture & Development Workstream Members to share the findings of the state-of-the-art study and facilitate a structured discussion on a common framework / guideline with examples of best practice for the measuring and monitoring of culture programmes and projects. To take place in October 2023, costs for this workshop to be covered separately.
* Finalise the Guide / framework with examples of best practice for Practitioners for the measurement and monitoring of culture programmes and projects aligned with the SDGs.

**Supplier Response format**

Please submit your proposal for Phase 1 within Annex 2, the supplier response. Please include the following information:

* Experience of designing evaluation frameworks of a similar nature.
* Track record of undertaking culture and development evaluations and/or delivery of programmes.
* Proposed method for undertaking this work.
* Risk management and potential challenges.
* Value for money and costs with breakdowns showing costs staff day rates and number of days, and direct costs.
* An indicative budget which acknowledges all costs as outlined above and includes additional expenses, any additional access costs for delivery plus VAT.
* Copies of CVs of all team members.

**Budget**

The proposed budget to deliver the activity and associated outputs for Phase 1 is up to the value of €10,000 inclusive of all costs as outlined above, expenses and VAT. This amount has been approved by the PN Steering Committee.

Should Phase 2 of the budget be approved by the PN Steering Committee from June onwards, there would be a contract extension for a further €10,000 (including VAT) to be delivered following phase 1.

**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 None

**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 | 7 March 2023 |
| Deadline for clarification questions (**Clarification Deadline**) | 13 March 2023 |
| British Council to respond to clarification questions | 17 March 2023 |
| Deadline for submission of Proposals by potential suppliers (**Response Deadline**) | 5pm 27 March 2023 |
| Final Decision | 5 April 2023 |
| Contract concluded with winning supplier | 14 April 2023 |
| Face to Face Workshop with Network Members | between 12-23 June 2023 |
| First Report due | 31 July 2023 |
| Develop the plan for Phase 2 | August 2023 |
| Review of report and sign off | By mid September 2023 |
| Final report | 30 September 2023 |
| Possible extension for Phase 2 | October to April 2024 |

**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 [*https://in-tendhost.co.uk/britishcouncil*](https://in-tendhost.co.uk/britishcouncil)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 *British Council’s e-Tendering portal hosted at* [*https://in-tendhost.co.uk/britishcouncil*](https://in-tendhost.co.uk/britishcouncil)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 response 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 screened and evaluated in accordance with the evaluation methodology set out below. The highest scoring proposals, up to a maximum of three, will be shortlisted and may be invited to interview.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages 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” (as calculated in accordance with requirements of Annex [3] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. 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.

**Stage 3 – Selection Interview and Presentation**

13.6 Following Stage 2, the highest scoring proposals (up to three Suppliers) may be invited for a Selection Interview and Presentation. This would take place week commencing 11 April 2023. The interviews will be held on Microsoft Teams for up to four attendees from each Supplier and are expected to last no longer than 1 hour in duration.

The scope and purpose of the interviews are to provide the British Council with the opportunity to meet the Suppliers from the highest scoring tenders and will include a presentation (20 minutes maximum) from the Supplier of their Proposal. The interview will also provide time for the British Council and the Supplier to ask any further clarification questions. Suppliers will receive further information post initial scoring of the tenders received with regards to the interview.

The Award Criteria and Scoring Model for the interview will remain the same as listed in 13.2 and 13.3 as above.

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**

**Annex 3 – Pricing Approach**