SDG Baseline Study Clarification Questions 24 August 2016

1. Is this invitation to bid open to all or just to consultants who are formally registered with the British Council?

This invitation to bid is open to all applicants.

2. Is the correct correspondence and submission process via email rather than via British Council In-Tend procurement site?

Yes, all applications should be made via email to [anna.oflynn@britishcouncil.org](mailto:anna.oflynn@britishcouncil.org) (further information on the process can be found in the ITB).

3. Can a non-UK organisation submit a proposal?

Yes.

4. Is there an indicative budget or budget range for this work?

The maximum budget for this project is £15,000. Please note that proposals will be scored on their value for money.

5. Is the main focus of this research qualitative assessments or are quantitative ones also sought?

We expect the research to encompass both qualitative and quantitative elements, with more detailed methodology to be agreed in consultation with the British Council.

6. What is the purpose of the case studies? It would be good to understand how you see the case studies being used, shared, with whom and so on.

Given the timescale and scope of this study, we suggest using illustrative case studies to familiarise our internal stakeholders with some of the ways in which the British Council portfolio is contributing to the SDGs. These will build on those identified in our Exhibition (see Annex 1 in the ITB) enabling internal audiences to learn a bit more about how a range of British Council programmes contribute to the SDGs.

7. Do you consider the research to be more of an internal learning resource or will it also to be shared with external audiences?

The main audience is internal (to provide a better understanding of our portfolio in relation to the SDGs). We may share, in confidence, with key external stakeholders, such as British Council Advisory Boards. We would not intend to publish the final report but we may in future draw on it for thought leadership purposes.

8. Would we have access to the Business Unit heads, Regional Directors and Regional Leads, particularly at the start of the work period?

We will endeavour to arrange interviews with all relevant colleagues (especially programme managers) but cannot guarantee this due to capacity. Documentation related to impact evaluations etc. will be made available and we will support you in accessing the information you require.

9. The ITB mentions a global study, but then goes on to note the importance of the outcomes to ODA. Will the study need to differentiate between non ODA and ODA recipient countries? Or should it only look at British Council activities in ODA recipient countries?

In the first instance we would like to focus on ODA countries and the UK.

10. Will documentation a) About the programmes, b) About individual programme M&E approaches c) Current impact data be available before submission to organisations preparing a bid? We assume this will be available after the successful contractor is appointed.

We will not be sharing any documentation with bidders before the deadline but will make information available upon appointment (see question 8).

11. Is the assumption that the ‘data collection’ will essentially be through telephone/Skype discussion with internal BC programme staff? Is engagement with a) wider programme stakeholders or b) programme participants assumed at this stage (We assume not but would appreciate confirmation).

Most work will take place in the UK using telephone or Skype for international work. At this scale we would not expect significant engagement with participants or stakeholders.

12. In the context of this project are we correct to interpret a ‘baseline study’ to mean a) a coherent synthesis of how BC programmes currently map to/contribute to SDGs b) More detailed examples of where and how drawn from the focal programmes [As opposed to a baseline study which collects/analyses original data of need or impact]?

Broadly, the interpretation of “a coherent synthesis of how BC programmes currently map to/contribute to SDGs” is correct – we are not looking for full case studies drawn from our work. References to focal programmes would be useful to illustrate key points. We would also expect the successful bidder to draw some lessons/pointers from the future from the synthesis so colleagues can learn to be more SDG-sensitive in their programming.

13. What are your expectations in terms of the balance of primary and secondary research needed to conduct the study?  Do you expect this to predominantly be a desktop study, a primary research undertaking, or a mix of the two?

We anticipate this will mainly be a desktop study, reviewing programmes and assessing outcomes against the Sustainable Development Goals (or the SDGs identified as most relevant). The primary aspect would be if the successful bidder were to conduct interviews etc. with programme managers or collect new data in any other fashion. We would expect to review the overall methodology with the successful bidder at the inception meeting.

14. There may be opportunities to increase the impact of the outputs through a focus strategic communication, messaging and interactive digital development. Could you give us an indication if this would be an area that the British Council, within this specific proposal, would be interested in pursuing?

As this is not the primary purpose of this study we would not be interested in a proposal that placed too much of a focus upon these areas.