



Request for Quotation (RFQ)

For: *Reading for Pleasure Project Delivery Consultant*

Date: August 2, 2024

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

2 Introduction and Specification

2.1 The British Council would like to request a quotation for the role of a consultant to provide robust technical expert support to the delivery of the British Council's Reading for Pleasure project in Jamaica through the activities and requirements outlined by the local project team along with British Council Project Manager and Country Director.

The Project Consultant will support the establishment of direct and meaningful relationships between schools in Jamaica, the UK by the following means:

- Support the dissemination of the open all and selection of participating schools.
- Support participating schools in accessing the virtual workshops assist in establishing connections for meaningful exchange throughout and beyond the project.
- Coordinate schools ensuring that they provided with the necessary details to access webinars and carry out project activities relevant to each webinar.
- Act as the main point of contact in communicating and disseminating necessary project information such as timelines, updates changes, etc.
- Gather feedback from participating schools around their engagement in the project, developing a roster of lessons learned, and achievements
- Produce a report at the end of the project period detailing participants, outcomes and outputs, lessons learned and recommendations.

The delivery and implementation model entail at least one major intervention every 2 weeks - 3 webinars in total that result in the development of practices that teachers may use to instil a culture of appreciation for literature among their students and project-delivered outcomes. between webinars schools will engage with their partner school to develop activities recommended during session.

Outline of Deliverables	Timelines
<ul style="list-style-type: none"> • Lead, implement and monitor the recruitment of 50 schools in Jamaica who will connect with UK Counterpart schools 	August to September 2024
<ul style="list-style-type: none"> • Plan and Execute Schools Briefing and Virtual Launch of Reading for Pleasure Programme 	September 2024
<ul style="list-style-type: none"> • Design implementation and monitor the communication plan for the with schools and other partners relating to all project activities. 	September – January 2025 (Ongoing)
<ul style="list-style-type: none"> • Monitor and report the progress of project implementation in schools 	September – January 2025 (Ongoing)
<ul style="list-style-type: none"> • Develop lessons learned and risk register 	September – January 2025 (Monthly)
<ul style="list-style-type: none"> • Produce Final project report to include achievements, challenges lessons learnt and recommendations for future Iterations of the project 	January 2025
<ul style="list-style-type: none"> • Support the implementation of Monitoring & Evaluation activities 	January 2025

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to this requirement.

4 Payment and Invoicing

4.1 The British Council will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council reference (i.e., Purchase Order number) is included.
- It is sent electronically via email in PDF format to JM_bcjamaica@britishcouncil.org or by post to:
- The British Council, Jamaica, 28 Trafalgar Road, Kingston 10

5 Instructions for Responding

5.1 Your quotation must be submitted to JM_bcjamaica@britishcouncil.org by August 9, 2024, by 11.59 pm EST

6 Clarification Requests

6.1 All clarification requests should be submitted to Kathrine.Johnson@britishcouncil.org

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost.

Criteria	Weighting
Social Value	10%
Quality: knowledge and experience	30%
Methodology and Approach that demonstrates that the consultant understands the request	40%
Value for money	20%

8 Disclaimer

8.1 By issuing this RFQ, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.