Request for Proposal (RFP)

For: Commonwealth Connections Project Delivery Consultant

Date: 21 July 2021

1 Overview of the British Council

1.1 The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Last year we reached over 80 million people directly and 791 million people overall including online, 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 The proposed project, “Commonwealth Connections” builds on the 2022 Commonwealth Games in Birmingham that will provide unique opportunities to build sports, arts, and citizenship connections throughout the education sector between the host city and country and the geographies of the Commonwealth.

This project provides educational opportunities for young people (and their teachers) in schools across the Commonwealth to learn together and develop a deeper knowledge and understanding of the Commonwealth and its values, thus allowing young people to feel more ownership and ability to shape their communities.

The project will use school twinning as an approach that enables peer-to-peer exchange of knowledge and experience, through which schools collaborate for shared learning and mutual enrichment.

The project is co-funded by the Commonwealth Games Organising Committee and the British Council.
In the UK, the Birmingham Education Partnership (BEP), is the lead delivery partner responsible for recruitment of UK schools. BEP has subcontracted the Youth Sport Trust (YST) and Birmingham Art School, who will lead on design and delivery of the specialist sports and arts input into the UK and overseas schools' project activity.

**The Key Project Objectives**

The Key Objectives of the Project are to ensure that:

- Young people are able to draw upon knowledge and ideas to understand and examine relevant global issues affecting different places and at different scales from a range of different points of view
- Participants are able to engage in positive, constructive dialogue with people from different backgrounds and places by understanding and recognising other cultural values and beliefs to help develop their global citizenship skills.
- Young people collaborate and communicate effectively with those from a range of different backgrounds and understand the perspective of others
- Young people are encouraged to have a say in how they would like the programme to be shaped, enabling more youth voices in the process of planning and delivery
- A strong sense of local culture and identity are encouraged, and an interest in learning and broadening horizons with a value for fairness and mutuality
- Young people learn alongside and from each other will be engaged in the project focussing their attention and excitement on the 2022 Commonwealth Games in Birmingham. They will do that by the use of sports, arts and culture to learn about each other’s country

2. **Overview of Project Activities to be delivered by the Supplier:**

The following objectives to be delivered by the Supplier must be delivered in tandem with the targets established in Section 2 based on the outlined project activities by year

Commonwealth Connections will twin 60 schools in the West Midlands with 60 schools in Commonwealth countries.

- Each of the 2 participating countries will recruit a cluster of 6 schools, of which one school will be identified as the lead school, whose responsibilities with the support of the consultant are as follows:
- Liaison with the UK lead school on administration of the grant, and ensuring the whole cluster participates in deciding how the grant is spent to reach expected outcomes for all participants

- Engaging the school community in the project activities and disseminating the project outcome and impact as wide as possible withing the wider community, ensuring that every school in each cluster contributes to that

- Engaging with the UK sports and arts mentors to develop and implement activities, as well as sharing ideas and outcomes with UK partners

- The Project Consultant will lead, implement and monitor the establishment of direct and meaningful relationships between schools in Jamaica, Trinidad and the UK by the following means:

  o Schools in Jamaica and Trinidad will be supported virtually by sports and arts coordinators as well as by Project Consultant and British Council country staff to establish connections for meaningful exchange throughout and beyond the project. Project coordinators in the lead school in each country will connect closely with the British Council team to ensure these connections sustain throughout the project. The Project Consultant will support these schools to sustain their partnerships beyond the life of the project, through the Connecting Classrooms programme or similar initiatives.

  o Sports and arts activities will be designed and delivered by YST and Birmingham Arts School, in person in the UK and virtually for overseas schools. The delivery and implementation model entails at least one intervention every 4-6 weeks - 6 activities in total that result in citizenship and cultural appreciation being embedded into all the activities and project-delivered outcomes.

  o Schools’ resources. The project will be creating content and materials to be made available digitally to enable all schools open access to Commonwealth resources to download and use.

2.3 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: the British Council offices in 28 Trafalgar Road, Kingston 10, Jamaica.

3.1.3 Duration: August 2021 – March 2022.

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.

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 enquiries – 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 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.


4.5 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 the email address provided by the local British Council office team.

7 Specification

The consultant will be required to meet the following project deliverables:

Deliverables
<table>
<thead>
<tr>
<th>Outline of Deliverables</th>
<th>Dates and Timelines Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop Project Management Plan for the UK in Focus Project to include schedule of</td>
<td>August 31 2021</td>
</tr>
<tr>
<td>project activities</td>
<td></td>
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<tr>
<td>2. Lead, implement and monitor the recruitment of schools in Jamaica and Trinidad who</td>
<td>August 31 2021</td>
</tr>
<tr>
<td>will connect with schools in the West Midlands</td>
<td></td>
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<tr>
<td>3. Conduct schools briefing and cascade delivery plan</td>
<td>August - September 2021</td>
</tr>
<tr>
<td>4. Execute project launch in Schools in Jamaica and Trinidad</td>
<td>October 2021</td>
</tr>
<tr>
<td>5. Monitor and report on the progress of project implementation in schools</td>
<td>October 2021 – March 2022</td>
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<tr>
<td>6. Design implementation and monitor the communication plan for the Commonwealth</td>
<td>August 2021– March 2022</td>
</tr>
<tr>
<td>Connections Project</td>
<td></td>
</tr>
<tr>
<td>7. Support the design and implementation of Monitoring &amp; Evaluation activities in</td>
<td>TBC</td>
</tr>
<tr>
<td>Trinidad and Jamaica</td>
<td></td>
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The consultant may be required to execute other sub-activities in line with the stated deliverables and will work through a flexible approach with the project team and stakeholders through a results-based approach throughout the agreed dates in July 2021 - March 2022.

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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP Issued to applicants</td>
<td>21st July 2021</td>
</tr>
<tr>
<td>Deadline for clarification questions (Clarification Deadline)</td>
<td>27th July 2021</td>
</tr>
<tr>
<td>British Council to respond to clarification questions</td>
<td>29th July 2021</td>
</tr>
<tr>
<td>Deadline for submission of Proposals by potential suppliers (Response</td>
<td>3rd August 2021</td>
</tr>
<tr>
<td>Deadline)</td>
<td></td>
</tr>
</tbody>
</table>
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 JM_bcjamaica@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:

- 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 JM_bcjamaica@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 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 Proposals will be 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. 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 Stage 1 of the evaluation, the proposal will be evaluated in accordance with the methodology set out below.

13.2 Award Criteria — Responses will be assessed using the following criteria and weightings:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Quality: knowledge and experience</td>
<td>30%</td>
</tr>
<tr>
<td>Methodology and Approach that demonstrates that the consultant understands the request</td>
<td>50%</td>
</tr>
<tr>
<td>Value for money</td>
<td>20%</td>
</tr>
</tbody>
</table>

13.3 Scoring Model — Proposals will be scored by an evaluation panel appointed by the British Council using the following model:

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
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British Council RFP – Revised March 2021
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.

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.

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.

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.

Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – It is essential that the British Council enter arrangements where costing is clearly defined and transparent against an efficient and effective approach. To satisfy this objective, you are requested to use the template in Annex 2 (Supplier Response) to outline the proposed approach to be used to deliver each of the outputs, budget considerations and pricing structure, in terms of cost and value for money considering the budget that has been assigned to this consultancy.

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 Response (Proposal)**