

**Request for Proposal (RFP)**

**For:** Explore UK best practice and mapping trends in arts and culture with young people to the British Council

**Date:** September 2023

**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. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. 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 procurement process for submitting a tender proposal.

The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities. Its purpose is to promote a friendly knowledge and understanding between the people of the UK and people worldwide; making a positive contribution to all the countries we work with; and making a lasting difference to the UK's security, prosperity and influence. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2014-15, its programmes reached a total audience of 647 million people worldwide, up by 43 million from the previous year. The British Council also had a total turnover of £973 million, which was 13% higher than the previous year. Its income included a grant-in-aid of £155 million, £637 million from fees and income from services such as Engli7sh teaching, exams administration and £164 million from contract activity, such as the management of client-funded contracts, and funding from a wide range of public and private sector partners.

The British Council was established in 1934 and incorporated by Royal Charter in 1940. It is registered as a charity in England and Wales (charity no. 209131) and Scotland (charity no. SCO37733). It is also an executive non-departmental public body, with the Foreign and Commonwealth Office as its sponsoring department.

Its primary charitable objects are set out in the Charter and are stated to be to:

* Promote cultural relationships and the understanding of different cultures between people and peoples of the United Kingdom and other countries;
* Promote a wider knowledge of the United Kingdom;
* Develop a wider knowledge of the English language;
* Encourage cultural, scientific, technological and other educational co-operation between the United Kingdom and other countries; and
* Otherwise promote the advancement of education.

The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

**Culture Responds to Global Challenges**The British Council’s Arts business area delivers its mission through four global programmes and *Culture Responds to Global Challenges* is one of these.

The international programming, targeted impact and strategic direction of *Culture Responds* focuses on the transformative power of arts and culture, promoting artistic and cultural expression in the widest sense - recognising their potential to challenge and change mindsets and create a more inclusive and sustainable future. Activity in this area across the globe supports artists, cultural practitioners, and underrepresented groups to ultise the value of arts and culture to address social and environmental challenges.

The programme is divided into three strands:

* **Inclusion and cultural diversity:** increasing visibility and participation of under-represented groups in culture (including communities, young people, women and girls) through:
  + Artists grants, capacity building programmes, network development: [Plural](https://www.britishcouncil.org.br/en/programmes/arts/plural), [DASH](https://www.britishcouncil.org.mx/DASH-open-call-UK-partner), [New Narratives](https://www.britishcouncil.org/society/new-narratives).
  + International/UK festivals: participation in international platforms ([WOW](https://www.britishcouncil.org/arts/culture-development/wow2021), [Unlimited](https://www.britishcouncil.jp/en/programmes/arts/disability-arts/unlimited#:~:text=Unlimited%20was%20a%20ground%2Dbreaking,disabled%20artists%20from%20the%20UK.), [Outburst](https://nireland.britishcouncil.org/outburst-americas-1))
  + Showcasing/international touring: [Five Films for Freedom](https://film.britishcouncil.org/about/work/fivefilmsforfreedom)
* **Sustainability**: including climate action, through the following offers:
  + [*Creative Commissions*](https://www.britishcouncil.org/arts/culture-development/our-stories/creative-commissions): new work to raise awareness and call to action around the climate emergency, including *10 Years to Save the World*, *Green Spaces Atlas*, *Nine Earths*.
  + Capacity building and advocacy: for festivals ([Cultura Circular](https://www.britishcouncil.org.mx/sites/default/files/221004-bc-smp-toolkit-digital-compressed_compressed.pdf)) and beyond, including Julie’s Bicycle global partnership including policy roundtables.

Materials: [*New Landscapes*](https://design.britishcouncil.org/blog/2021/sep/14/call-proposals-new-landscapes-fashion-textiles-tec/) research grants for designers and academics.

* **Heritage:** the valuing and protecting of cultural heritage, particularly in conflict zones and areas affected by climate change. Some of our offers include the [*Cultural Protection Fund*](https://www.britishcouncil.org/arts/culture-development/cultural-protection-fund), [*Cultural Heritage for Inclusive Growth*](https://www.britishcouncil.org/arts/culture-development/cultural-heritage), [*Crafting Futures*](https://www.britishcouncil.ph/programmes/arts/architecture-design-fashion/crafting-futures#:~:text=Crafting%20Futures%20supports%20the%20future,through%20research%2C%20collaboration%20and%20education.).

This research sits within the Culture Responds global programme’s Cultural Diversity strand, which runs projects around the globe that support under-represented groups to determine and participate in their own cultural life and increase their own cultural representation.

This work puts people and communities at the heart of the British Council’s cultural relations activity, aiming to develop long-lasting, equitable and mutually respectful relationships that are initiated locally and connected globally, and that generate sustainable and inclusive social and economic benefits for everyone, regardless of their background.

Culture Responds secures increased opportunities for underrepresented groups, artists and cultural professionals to benefit from the arts and culture; raise awareness, lead change and influence the global challenges that impact on them most; and generate improved awareness and capacity among arts and cultural organisations to address gender, disability and other inequalities through their programmes.

Across these different strands we run a research and advocacy programme, [*The Missing* *Pillar*](https://www.britishcouncil.org/arts/culture-development/our-stories/the-missing-pillar-sdgs) *2020*, which focuses on raising awareness of culture’s contribution to the UN Sustainable Development Goals, in particular the need for:

* More access to information on sustainable development and a shared language for the cultural sector.
* More evidence of the impact and value of cultural initiatives, particularly in communities.
* More awareness of the value of culture for sustainable development at a local and global level.

**Background to this research brief**

The King College London report “Step by step: arts policy and young people 1944–2014” highlights over 70 years of arts / cultural policy for young people across the UK: “*This Enquiry has identified a set of firsts: milestones that stand out as significant breaks with the past, establishing a new order or new approach to young people’s arts policy and signalling a particular new approach to arts engagement by central government or its policymaking agencies. They all have long lasting effects that still shape government policy today*.”[[1]](#footnote-1)

In 2015, the Welsh Government launched its ‘Creative learning through the arts –an action plan for Wales’. Currently in England, The Department for Education is developing and consulting on a new Cultural Education Plan for England which will set out to ensure all children and young people have access to a diverse range of cultural education and activities building on the current National Plan for Music Education launched last year.

There are currently a range of cultural and young people programmes and projects across the 4 UK Nations, both in and out of school settings, ranging in size, outcomes and scope funded by a range of different public funders, trusts and foundations.

In 2018, The British Council and the RSA published their report called ‘Trusted Practice’ exploring lessons from a UK / Korea policy and practice exchange on arts and cultural education in schools.[[2]](#footnote-2)

The British Council, in the lead up to the launch of the new Cultural Education Plan for young people together with working with its global network, would like to map and better understand the range of practice and cultural programmes for young people across the 4 Nations of the UK which are supporting young people and to participate in and benefit from cultural life on their own terms.

**Some examples**

**Arts Council England**

Since 2016, with the Department for Education Arts Council England have invested £650 million in a range of music and cultural education programmes. The largest investment has been made by the Department for Education for Music Education Hubs (£541 million since 2016). For example,

* Creative Collaborations Piloting a national cohort of Creativity Collaboratives to test a range of innovative practices in teaching for creativity.
* Creativity Exchange is a space for school leaders, teachers, those working in cultural organisations, scientists, researchers and parents to share ideas about how to teach for creativity and develop young people’s creativity at and beyond school.
* In Harmony is a national programme that aims to inspire and transform the lives of children in communities with lower access to publicly funded culture, using the power and disciplines of ensemble music making.
* National Saturday Clun Young people across the country are spending Saturday mornings at their local university, college or museum discovering subjects they love. Saturday Clubs are open to 13–16-year-olds of all abilities and are free to attend.
* LCEPs support children and young people to fulfil their creative potential and access high-quality cultural experiences where they live, where they go to school, and where they spend their free time. Partners come together from across sectors, responding to local needs and interests, to drive a more joined-up cultural education offer, share resources, and improve the visibility of cultural education in their local area.

Arts Council England have also invested public funds in a National Portfolio of 985 arts organisations and museums, with the vast majority of them committed to work with children and young people.

**Arts Council Wales**

The Night Out Young Promoter project sits alongside the Night Out scheme, working with groups of children and young people to take them through the process of organising an event for their community.  Since its inception in 2005, Arts Council Wales has funded more than 300 projects in schools and in youth groups throughout Wales, most often in areas of social deprivation and rural isolation.

In 2021, Arts Council of Wales commissioned National Youth Arts Wales (NYAW) and Youth Arts Network Cymru (YANC) to run a series of consultation sessions with practitioners, organisations and young people about the future of the Youth Arts in Wales. Some of the key findings of the report included:

* More protected funding for the Youth Arts, with a more accessible application process
* The development of a youth-led, cross-arts, bilingual and accessible national youth arts network for young people to connect, discover opportunities and be supported on their journey in the Arts
* Funding that is directly available for young people to apply for to develop their own practice
* A collective of young people who have real agency to make change within Arts Council

**Creative Scotland**

Creative Scotland administers the Scottish Government's Youth Music Initiative (YMI) which aims to create access to high quality music making opportunities for young people and support the development of the youth music sector.

**Heritage Fund**

Since 1994, The Heritage Fund have invested over £60million across the UK in projects working with children and young people. This includes the £10m Kick the Dust programme. The National Lottery Heritage Fund is committed to making heritage more inclusive and accessible to a wider range of people and this includes the younger generations.

**Further Background Reading**

* Durham Commission Report on Creativity and Education <https://www.artscouncil.org.uk/durham-commission-creativity-and-education>
* Arts Council England Every child: equality and diversity in arts and culture with, by and for children and young people <https://www.artscouncil.org.uk/sites/default/files/download-file/FINAL%20report%20web%20ready.pdf>
* Arts Council England Young People Consultation Reports <https://www.artscouncil.org.uk/ten-year-strategy-evidence-children-and-young-people>
* Department for Education The power of music to change lives: a national plan for music education <https://www.gov.uk/government/publications/the-power-of-music-to-change-lives-a-national-plan-for-music-education>
* DCMS / DfE Cultural Education Review Report <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/260726/Cultural_Education_report.pdf>
* Creative learning through the arts – an action plan for Wales <https://arts.wales/sites/default/files/2019-04/creative-learning-through-the-art-an-action-plan-for-wales.pdf>
* Arts Council Wales Youth Arts Consultation Report <https://arts.wales/sites/default/files/2022-08/Easy%20Read%20Youth%20Arts%20Development%20Sessions%20Recommendations%20Report%20English.pdf>
* A New Direction Cultural Capital? Inquiry into inequality of access to culture for children and young people in England.

**3 Tender Conditions and Contractual Requirements**

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

**3.1 Contracting requirements**

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other 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 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in London, UK.

3.1.3 The British Council’s contracting and commercial approach in respect of the required goods and/or services is set out at Annex 1 (Terms and Conditions of contract) (“**Contract**”). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.

3.1.4 The Contract awarded will be for a duration of 6 months with an option for an extension for up to an additional 3 months

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

**3.2 General Policy Requirements**

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

**3.3 General tender conditions (“Tender Conditions”)**

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

3.3.2 Third party verifications – Your tender response 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 tender response 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 to potential suppliers 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 but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

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. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of 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. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – 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 Tender 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 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex 2 (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex 2 (Supplier Response) and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

* contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
* contains hand written amendments which have not been initialled by the authorised signatory;
* does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
* contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
* is not submitted in a manner consistent with the provisions set out in this RFP;
* is received after the Response Deadline.

3.3.10 Disqualification – If you breach these Tender 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 tender response apply and/or if you or your appointed advisers attempt:

* to inappropriately influence this Procurement Process;
* to 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 tender response;
* 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; or
* 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 Tender Conditions) or from another potential supplier or another tender response,

the British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition 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 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way 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 to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

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 Tender Conditions and the requirement of this RFP.

3.3.14 Liability – Nothing in these Tender 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 tender response) 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 tender response. 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 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement 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 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.6 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.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part 2 (Submission Checklist) of Annex 2 (Supplier Response), you must provide clear and specific detail as to:

* the precise elements which are considered confidential and/or commercially sensitive;
* why you consider an exemption under the FOIA or EIR would apply; and
* the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council ’s instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council’s behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

**5 Tender Validity**

5.1 Your tender response must remain open for acceptance by the British Council for a period of 60 days from the Response Deadline. A tender response 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 [nikki.locke@britishcouncil.org](mailto:nikki.locke@britishcouncil.org)

The maximum budget for this research commission is £20,000 including VAT.

The research will be managed for the British Council by the Senior Relationship Manager Culture Responds to Global Challenges (Nikki Locke) who will be the team’s day-to-day point of contact.

**7. Research Proposal**

**7.1 Research Objectives**

The British Council is commissioning this research through its Culture Responds global programme, under the Cultural Diversity strand of its work.

**Main objective**  
The overarching objective of this research commission is to provide high quality research that will help us to better understand how the arts and culture in the UK – as a sector, approach and practice – are supporting young people to participate in and benefit from cultural life on their own terms. This includes where young people are being empowered to create their own cultural opportunities and cultural representation in an equitable, inclusive, and sustainable way.     
  
The research will:

* Provide high quality research, which is representative of the UK, through gathering insight, conducting mapping and demonstrating best practice.
* Create engaging and accessible information which can be shared internally at the British Council and internationally.
* Highlight trends and opportunities which could offer potential future international cultural relations activities with the UK as part of the Culture Responds programme and other British Council programmes.
* Inform longer-term programme design and thought leadership within Culture Responds and ensure the British Council (and the UK) can play an active role as a knowledgeable contributor and collaborator in this space.

**Scope of this research**

* Focus on young people aged 11 – 24.
* Across the 4 UK Nations.
* Cultural provision in and out of school provision.
* Activity that is tailored towards supporting local young people and places in the UK facing social and economic challenges with a focus on outside of London.
* We are particularly interested in approaches that forefront local, inclusive, participatory, young people-centred/led ways of working. This includes initiatives which champion co-design and collaboration between young people and organisations to effect longer-term and sustainable change.

Through this research, we are keen to understand and map where in the UK there is existing work, key trends and/or best practice which: 

* Increases cultural representation and participation for young people on their own terms, in an inclusive and sustainable way.
* Supports artistic expression and cultural participation for young people based on co created and people centred approaches.
* Enhances the agency of young people to raise awareness of and address the challenges which impact them the most, through arts and culture.
* Utilises arts and culture to offer opportunities for young people such as inclusion, capacity building, leadership opportunities and access to networks and showcasing platforms.
* Demonstrates how the arts and cultural sector is raising awareness and/or addressing barriers around equality, diversity and inclusion for young people.

**7.2 Research Aims**

Suppliers are asked to propose an appropriate research design and methodology to answer the research aims and questions set out below, also to set out the potential risks and challenges for the research and how these will be managed.

Based on the research objectives, the aims we would like to address through this work are:

* Provide a clear picture of key stakeholders, influencers, organisations, locations and approaches in the UK arts and cultural sector, including trends and barriers.
* Gain a deeper understanding on who, how and where the UK practice with reference to section 7.1, lessons learnt, practice and outcomes achieved.
* Make recommendations on how the British Council’s Culture Responds programme could potentially complement, support and collaborate with the UK arts and cultural sector in this area.

The specific research questions we would like to address through this work are:

* Identify who are the key stakeholders, influencers, actors, organisations, festivals and networks which are leading this work within the culturalsector in the UK? Where are they based, and who are they engaging with and how are they working?
* What are the most relevant and notable practice, programmes or initiatives which are taking place at a national, regional and/or grass-roots level across the UK that recognise, innovate or advocate for the areas outlined in section 7.1?  Who is leading these and where can they be found? We would welcome within your research proposal suggestions for the selection criteria for selecting these notable practice, programmes or initiatives which we can further develop as part of the Inception Period of this research.
* In what ways do local, regional and national public policies and funding mechanisms (including foundations) support such programmes and initiatives? What are the main institutional and funding bodies?
* How does the arts and culture sector respond to public policies on EDI and socio-economic benefit for young people and communities at a local, regional and national level?
* Can the British Council add value, complementarity to these young people programmes? If yes, how can the British Council Cultural Relations Approach engage with existing/emerging work or initiatives taking place across these fields in the UK, to establish itself as broker, add value, advocate and as a thought leader in this space?
* Where and when are there upcoming or ongoing conferences, festivals, meetings, networks, events and research activities in the UK which align with these areas?

The process and final output are expected to include:

* A clear picture of key organisations and actors in the UK (England, Wales, Scotland and Northern Ireland) in terms of:
* organisations, institutions and grass-roots activity
* funders and funded programmes
* resources and research (courses, workshops, toolkits)
* festivals, conferences and events
* networks in the research theme areas.

* Key trends, opportunities and challenges, particularly in relation tothe research objectiveswhich can help us to identify future cultural relations opportunities and inform the design and implementation of our future programmes and offers.
* Map relevant policies, research and publicly/private funded initiatives at a local, regional and/or national level that respond to the objectives.
* Includea contextual/background introduction, a visual map of practice (as defined in 7.1) in the UK, summary of key trends, barriers and opportunities plus a series of case studies (10), where possible a few initiatives with international experience/have worked overseas. Each case study should be about 500 words.

**Research Methodology**

We welcome suggestions from suppliers to propose effective methodologies to achieve and meet these research questions which we anticipate including:

* Review, analyse and summarise existing documents and reports including young people cultural programme evaluation reports from a range of programmes and funders and a range of policy reports from across the 4 UK Nations.
* A series of interviews with key leaders of a range (in size, scope, location) of cultural organisations and funders working with and for young people across the UK.
* Ensure a range of young people voices and views are part of the research approach such as selecting examples of best practice and exploring what best practice is.
* A set of 10 Qualitative Case Studies to provide examples of and demonstrate projects / programmes across one or more of these themes: -
* Increases cultural representation and participation for young people on their own terms, in an inclusive and sustainable way.
* Supports artistic expression and cultural participation for young people based on co created and people centred approaches.
* Enhances agency of young people to raise awareness of and address the challenges which impact them the most, through arts and culture.
* Utilises arts and culture to offer opportunities for young people such as inclusion, capacity building, leadership opportunities and access to networks and showcasing platforms.
* Demonstrates how the arts and cultural sector is raising awareness and/or addressing barriers around equality, diversity and inclusion for young people.
* Where possible a few initiatives with international experience/have worked overseas.

**7.3 Deliverables**

By 10th March 2023 (with a first draft by 15th January 2023) the appointed supplier will be required to deliver:

An engaging and accessible **report** which can be shared easily using British Council Research branded temples. It should include:    
- Executive summary    
- Summary of the purpose, objectives and questions    
- Methodology and limitations of the research    
- Synthesised findings    
- Conclusion    
- Recommendations    
- Appendices (with information on desk research, organisations, etc.)

-Accessible headline findings on the report in a PowerPoint **presentation.**

In addition, the appointed supplier will be expected to:

* Organise an inception workshop to further understand the requirements and research objectives, plus gather any relevant insight or information from the British Council including any identified reports and previous research.
* Provide an inception report which includes the delivery and planning for the research.
* Discuss progress of the research by telephone with the British Council (minimum of twice a month) against a timeline agreed at the outset.
* Workshop to test the findings and discussion at draft report stage, this will include peer review feedback on the report that will be given by the British Council.
* Present findings for British Council colleagues during two internal meetings (1 hour slot per session) before the end of the contract.
* Use British Council branded templates for the final report and slide deck.

**7.4 Intellectual Property**

The full research report, executive summary and all raw data associated with the research will be the intellectual property of the British Council.

**7.5 Research Ethics**

**MANDATORY REQUIREMENT:**

All contracted or commissioned research organisations must have an operational policy and procedure for assuring ethical conduct in research practice and publication and submit this to the British Council upon application as an appendix. This must be approved for the research contract to be awarded and reviewed prior to the research project commencing.

The needs of participants are a high priority and use of participants’ data must always comply with the British Council’s policies, and any local governance and regulations. A culture of integrity and openness is central to monitoring and evaluation, and conflicts of interest should be avoided. This is to support our credibility and transparency in this area and ensure that we maintain the British Council’s values.

The Project Manager and Researchers must take measures to ensure confidentiality, privacy and data protection and retention during and beyond the end of the project – including in data sharing and linkage, and that all participants are informed if and for how long their data will be archived for. The British Council requires this in alignment with the European Social Research Council’s (ESRC’s) Research Data Policy.

**8 Mandatory Requirements / Constraints**

8.1 As part of your tender response, 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. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

* Strong up to date knowledge across the 4 UK Nations of the cultural sector’s work with and for young people.
* Knowledge of the policy and funding landscape around culture and young people across the 4 UK Nations.
* Knowledge and/or experience of a range of inclusive practices around culture and young people
* Experience of researching young people’s cultural programmes in the UK

**9 Qualification Requirements**

9.1 Not used

**10 Key background documents and further information**

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

**11 Timescales**

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

|  |  |
| --- | --- |
| **Activity** | **Date / time** |
| RFP Issued to bidding suppliers | 13 September 2023 |
| Deadline for clarification questions (**Clarification Deadline**) | 5pm 25 September 2023 |
| British Council to respond to clarification questions | 28 September 2023 |
| Deadline for submission of RFP responses by potential suppliers (**Response Deadline**) | 5pm BST 16 October 2023 |
| Final Decision | 23rd October 2023 |
| Contract concluded with winning supplier | 27 October 2023 |
| Contract start date | 30 October 2023 |

**12 Instructions for Responding**

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response) to this RFP. All documents required as part of your tender response 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 Response Deadline, as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when summiting your response to this RFP:

* Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may rejected by the British Council.
* Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. 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 tender response and clearly labelled to make it clear as to which part of your tender response it relates.
* If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
* Unless otherwise stated as part of this RFP or its Annexes, all tender responses 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 tender response.
* Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
* Responses should concise, unambiguous, and should directly address the requirement stated.
* Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

**13 Clarification Requests**

13.1 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 received after the Clarification Deadline.

13.2 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.

13.3 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.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response 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 tender response may be rejected in full and you may be disqualified from this Procurement Process.

**14 Evaluation Criteria**

14.1 You will have your tender response evaluated as set out below:

**Stage 1:** Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated. ↓

**Stage 2:** The completed Qualification Questionnaire *(if used)* will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire *(if used)* may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.↓

**Stage 3:** If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council’s requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire *(if used)* responses may also be verified as part of this stage.

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

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

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses 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. |

14.4 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. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. 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 tender response at this point. The British Council may also reject any tender response 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 EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses 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.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender 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.

14.6 The winning tender response – The winning tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire *(if used)*. If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire *(if used)* as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

**Annex 1 - Terms and Conditions of Contract**

**Annex 2 – Supplier Response**

**Annex 3 – Pricing Approach**

1. <https://www.kcl.ac.uk/cultural/resources/reports/step-by-step.pdf> [↑](#footnote-ref-1)
2. <https://www.thersa.org/reports/trusted-practice> [↑](#footnote-ref-2)