

## **Request for Proposal (RFP)**

**For:** Atlas of Cultural Policies for Climate Change and Heritage: Pathways and Perspectives from Ibero-America and The Caribbean

**Date:** December 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 Background to the Project / Programme**

2.1 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (“**Proposal**”).

Climate change is the biggest intersectional challenges the world faces and climate related impacts will increase over the next decade. The challenges we face need diverse, replicable, people centred and different solutions.

As the UNESCO Mondiacult 2025 Concept Note highlights: -

*“Integrating culture into international climate change discussions is essential due to the profound impact climate change and biodiversity loss have on cultural heritage. Recognizing culture as a powerful resource for climate action, the 2022 MONDIACULT Declaration emphasizes the need for operational guidelines to help Member States develop policies addressing the extreme impacts of climate on the cultural sector and to reduce its carbon footprint.*

*At COP28, the establishment of the Group of Friends of Culture-Based Climate Action and the commitments made by countries to develop adaptive strategies for preserving cultural practices and heritage -including those guided by traditional, Indigenous People’s, and local knowledge-, represent a significant step forward. This knowledge is vital for geoscience, land management, and food systems, and is instrumental in cultural and environmental monitoring.*

*Countries have committed resources to prevention and resilience strategies, while cultural institutions and civil society are increasingly focused on greening the cultural sector and promoting sustainable practices. UNESCO has adopted the Updated Policy Document on climate action for World Heritage, which outlines measures for identifying and mitigating climate risks, alongside developing guidance for leveraging living heritage for resilience.*

*Moving forward, a strong commitment to culture-based climate action is necessary, particularly for vulnerable regions. Key steps include fostering open knowledge-sharing about culture and climate, informing public policy, and integrating cultural considerations into climate strategies with an emphasis on adaptation, finance, and the inclusion of marginalized groups. The strategic advocacy efforts leading to COP29 aim to build on the momentum from COP28, reinforcing the connection between culture and climate action.”<sup>1</sup>*

As the British Council We promote more sustainable practice across our work in Cultural Engagement. In the Arts we have developed research, programmes and evaluations that sit at the intersection of Culture and Climate Change. Some examples include, [Cultura Circular](#) a training programme for major arts festivals in the Americas which recognises the role of culture as a facilitator and agent of change for sustainable development. [Learning article on Cultura Circular](#). Since 2021, we have commissioned over [40 innovative, interdisciplinary collaborations](#) that harness art, science and technologies to increase public engagement in the climate emergency and biodiversity loss. So far, over 4M people have been reached, involving more than 100 partners connected between UK and 80 countries.

Other programmes include Making Matters in the EU region, a grant scheme for new and sustainable materials in the architecture, design/crafts and fashion sectors, with a focus on links to indigenous traditions and slow fashion, [Crafting Futures](#), and [Human Nature programme in Malaysia](#)

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<sup>1</sup> UNESCO Mondiacult 2025 website

Our research portfolio has identified organisations and initiatives explicitly recognising that the climate and biodiversity emergencies are intertwined with social, racial, gender, class, disability, and other injustices. Climate justice compels arts and culture organisations to consider how their own histories, collections and practices are linked to colonialism and extraction. This includes considering how they commission work relating to climate crisis, and from whom and how histories, peoples and places are depicted. Questioning agency and power requires decentred and decentralised approaches to knowledge and leadership.

In 2022, ahead of Mondiacult 2022 in Mexico City, we launched our first [Cultural Atlas Report](#) which serves as a tool to analyse national and local cultural policies across Latin America, thus contributing to the global effort to monitor cultural policies and their impact on sustainable development. In this sense, it has become a priority to strengthen the collection and analysis of data to better measure the contribution of culture to our societies and their development, job creation, social inclusion, well-being, poverty reduction, peacebuilding and responding to change climate.

### **Further supporting information and reading**

- [British Council Missing Pillar Report and Talks](#)
- [UNESCO Mondiacult 2022 Follow Up Report \(July 2024\)](#)
- [UNESCO Mondiacult 2022 Declaration](#)
- [British Council Strategic Literature Review of Cultural Heritage and Climate Change Impacts](#)
- [British Council Atlas of Cultural Policies for Sustainable Development: A review of initiatives in Argentina, Brazil, Chile, Colombia, Cuba, Jamaica, Mexico, Peru, Trinidad and Tobago, and Venezuela and the cultural dialogues](#) and the Culture Dialogues around the Atlas <https://www.britishcouncil.org.mx/en/atlas-cultural-policies>
- [The Missing Link to Climate Action Summary Report, Julie's Bicycle:](#)
- [Julie's Bicycle Creative Climate Justice resources:](#)
- [EUNIC Sustainability resources](#)

## **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: delivery is remote for this work.

3.1.3 Duration: 8 months with an option for an extension for up to an additional 3 months.

3.1.4 Contractual terms: As set out at Annex 1. (“**Contract**”). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact via the In Tend portal for a copy of the specific terms. 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. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

## **3.2 General Policy Requirements**

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

## **3.3 General Proposal conditions (“Proposal Conditions”)**

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

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4). .

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;

- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject to the “Liability” Tender Condition below, 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 the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

## **4 Confidentiality and Information Governance**

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or

prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

## **5 Proposal Validity**

5.1 Your Proposal must remain open for acceptance by the British Council for a period of 60 days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

## **6 Payment and Invoicing**

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to [BC.Invoices@britishcouncil.org](mailto:BC.Invoices@britishcouncil.org) or by post to:  
The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

The outline budget for this research commission is in the region of £50,000, including VAT.

## 7 Research Specification

### Please Note

- The proposal should include a clear research matrix (to be further refined in discussion with the project team), showing how each of the five questions below will be addressed, including key data sources and research methods, as well as the integration of local knowledge or partners.
- Suppliers are asked to propose an appropriate research design and methodology to answer the research questions set out below, also to set out the potential risks and challenges for the research and how these will be managed.

### Research Questions

The research commission seeks to be an analysis which facilitates policy research, reports on the region's cultural policies and decision-making processes, conducts studies and analysis on compared politics, and spreads good practices.

The information in the final report aims to be used as consultation tool for authorities, institutions, collectives, professionals, art managers, students, researchers, and anyone involved in the design and development of cultural policies.

The target countries in scope for this research commission are:

1. Argentina
2. Brazil
3. Colombia
4. Cuba
5. Jamaica
6. México
7. Perú
8. Portugal
9. Spain
10. Trinidad and Tobago
11. Venezuela

The report will to establish an appropriate framework to define and shape the above cohort through their shared cultural heritage, historical narratives, and environmental diversity. What would be the adequate framing to speak about the so-called Ibero-American and Caribbean countries?

The proposed research outline questions are:

#### 1. Trends

What are the current trends in cultural policy (public and governmental initiatives) and funding related to cultural heritage (tangible and intangible) and climate change across the suggested target countries?



## 2. **Policies**

Which cultural policies in the target countries explicitly address climate change, and which existing policies hold potential for integrating climate-focused approaches?

## 3. **Implementation**

What strategies or incentives connected to cultural policies are being implemented to address climate change in the region?

## 4. **Comparisons and success**

How do these strategies and policies vary across the target countries, and what factors contribute to their similarities or differences and what key elements have made them successful?

## 5. **Progress**

What progress has been made at the cultural policy level in the target countries since the UNESCO Mondiacult 2022 Declaration, particularly regarding the intersection of arts, cultural heritage, and climate change?

### Definition and characterisation

In order to respond to the above research questions we look to receive an outline that defines and characterises the group of target countries.

How do shared cultural heritage, historical narratives, and environmental diversity shape the regional identity and collective memory of Ibero-American and Caribbean countries?

### Outputs from this Commission

#### 1. **Research Inception Report and Workshop**

- a. A detailed **research inception report**, outlining the methodology, timeline within the margins of this RFP, and key objectives.
- b. An **Inception Workshop** with The British Council team to align expectations, refine the research scope, and finalize deliverables.

#### 2. **Comprehensive Final Report**

- a. A **Final Research Report** adhering to The British Council report structure, inclusive of case studies, policy analysis, and actionable recommendations.
- b. An **Executive Summary** tailored for policymakers and stakeholders.
- c. The report will be professionally translated and provided in three languages: **Spanish English and Portuguese** to ensure accessibility for diverse audiences.
- d. The report will use the **British Council Word template** (Annex 4) and adhere to its guidelines.

#### 3. **Key Findings Slide Deck and Infographics**

- a. A concise **slide deck using the British Council PowerPoint template**, summarising key findings and recommendations, designed for presentations and dissemination.
- b. **Visually engaging infographics** that communicate complex data into clear, impactful visuals. These will be adaptable for use in digital and print media.

#### 4. **Stakeholder Engagement Webinars**

- a. Two **interactive webinars** to share research findings, tailored to different audience segments (e.g., policymakers, cultural organizations, academics).
- b. Webinars will include **live Q&A sessions** and supplementary materials to enhance engagement and understanding.

Additional Considerations:

Deliverables in ANNEX 2 should include a **timeline and budget allocation** for each component to ensure effective management of the £50,000 including VAT budget.

## **7.2 Intellectual Property**

The full report, executive summary and all raw data associated with the research will be the intellectual property of the British Council. Authors will be encouraged to communicate about the report externally with prior approval from the British Council.

## **7.3 Proposed scope, methodology, sampling**

The researcher(s) will be required to produce a clear and concise written report in proficient English which includes policy analysis, case studies, and a proposal for culture within future sustainable development policy. The researcher(s) will also be required to produce an executive summary and slide deck that will be published and shared with the public and external partners using British Council branded templates.

The final report and accompanying executive summary must provide endnote references for all facts and statistics used, which should be clearly detailed in the report's bibliography. Primary sources must be used wherever possible over secondary sources. For example, the researcher(s) should seek to reference a statistic to its original report, not where it is cited second-hand by a report or on a website.

We welcome partnership submissions for this opportunity from a range of profiles such as researchers, practitioners, academics etc.

## **7.4 British Council Research Ethics Policy**

MANDATORY REQUIREMENT:

The British Council Research Ethics Policy provides the key ethical principles to which the British Council's research activity and outputs must adhere. It should be consulted when planning research activity and must be reviewed at the very start of a new project by the Senior Responsible Officer (SRO) and Project Manager. Its principles must be adhered to throughout the full lifecycle of the project.

Some British Council research activities may require permission from a government agency or other authority – if so, this policy can and should be made available to those authorities, if required. This Policy should be followed alongside the British Council’s Code of Conduct and Global Policy framework – with particular reference to the Safeguarding policies for Children and Adults, Information Security and Management policy, the Equality, Diversity and Inclusion (EDI) policy and guidance, and their respective processes. It has been developed in line with the Concordat to Support Research Integrity and in consultation of other external research ethics guidelines, policies and documents.

The Policy is distinct and separate from the British Council’s ethical screening and due diligence processes that are to be followed when developing a new business relationship with or awarding grants to another organisation or individual.

For queries relating to this Policy, or about research ethics and good research practice more generally, contact the Research & Policy Insight team via the Head of Research at [research.risk@britishcouncil.org](mailto:research.risk@britishcouncil.org)

## 8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council’s specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

In your response, please provide the following elements:

1. **Detailed Research Matrix.** A comprehensive research matrix, which will later be refined in collaboration with the project team, mapping each research question to specific:
  - a. Key data sources (e.g., policy documents, stakeholder interviews, surveys, case studies).
  - b. Methods (e.g., qualitative analysis, comparative analysis, stakeholder consultation).
  - c. Expected outcomes, highlighting how each question will be addressed effectively.
2. **Relevant Research Experience**
  - a. A summary of the team’s experience in researching arts, cultural heritage, and climate change, emphasizing previous work that aligns with the project’s focus.
  - b. Highlight specific methodological strengths and innovative approaches used in similar projects.
  - c. Researcher Profiles (CVs) and at least one example of previous work particularly addressing climate change, cultural heritage or policy development.
3. **Quality Control Mechanisms.** A description of the quality assurance process, including:
  - a. Regular check-ins with the British Council project team for feedback and alignment.
  - b. A structured peer-review process involving external experts or stakeholders.
4. **Value for Money Approach.** An explanation of how the project will deliver cost-effective outcomes, focusing on:
  - a. Strategic allocation of resources to maximize impact.
  - b. Leveraging existing networks and tools to minimize unnecessary costs.
5. **Budget Breakdown. (ANNEX 3)** A detailed cost breakdown by phase/deliverable, including:
  - a. Estimated hourly rates for each team member.
  - b. Anticipated number of hours allocated per task.
  - c. Costs for travel, software, and other project-specific needs.

- d. A summary of total costs, ensuring alignment with the 50,000 GBP (inclusive of VAT) budget cap.
6. **Risk Management Plan**
- a. Identification of potential risks (e.g., delays, data access challenges) and strategies to mitigate them, ensuring timely and high-quality delivery of the project.

## 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:

RFP Issued to bidding suppliers	12 <sup>th</sup> December 2024
Deadline for clarification questions ( <b>Clarification Deadline</b> )	5pm 13 <sup>th</sup> January 2025
British Council to respond to clarification questions	15 <sup>th</sup> January 2025
Deadline for submission of RFP responses by potential suppliers ( <b>Response Deadline</b> )	5pm 25 <sup>th</sup> January 2025
Final Decision	31 <sup>st</sup> February 2025
Contract concluded with winning supplier	11 <sup>th</sup> February 2025
Contract start date	12 <sup>th</sup> February 2025
Initial outputs draft and report due	15 <sup>th</sup> March
Final outputs drafts	31 <sup>st</sup> March
Public activities for dissemination	Mid-summer 2025 and up to 29 August, one month before Mondiacult conference.
Any needed adjustment of final drafts	April 2025

## 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 *British Council's e-Tendering portal* hosted at <https://in-tendhost.co.uk/britishcouncil> by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

## 12 Clarification Requests

12.1 All clarification requests should be submitted to *the British Council's e-Tendering portal* hosted at <https://in-tendhost.co.uk/britishcouncil> by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

## 13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

**Stage 1:** Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.



**Stage 2:** If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

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

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

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	<b>Excellent</b> – 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	<b>Good</b> – 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	<b>Adequate</b> – 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	<b>Poor</b> – 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	<b>Unacceptable</b> – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

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**

**Annex 3 – Pricing Approach**

**Annex 4 – British Council Word template**