



Request for Proposal (RFP)

For: BRITISH COUNCIL CALL FOR PAPERS – DEVELOPMENT OF THE SOCIAL ENTERPRISE SECTOR IN PAKISTAN

Date: Wednesday, 6th May, 2015

1 Overview of the British Council

Founded in 1934, the British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. We create international opportunities for the people of the UK and other countries and build trust between them worldwide.

We are a global organisation with more than 190 offices in 110 countries and territories. We touch the lives of around 500 million people every year – almost a tenth of the world's population.

In Pakistan, we have been working since 1948 in the areas of arts, education and English in all four provinces as well as in Pakistan Administered Kashmir, Gilgit-Baltistan and FATA through our offices in Karachi, Lahore and Islamabad.

Pakistan has a very young population, while few of them experience the prospects for education and employment enjoyed in the West. By extending the range of opportunities for educational and personal development available to young people, the British Council is playing its role in strengthening Pakistani society as well as bringing together people from both countries.

Our programmes in Pakistan are mainly focussed on young people from the ages of 12 to 30. With the aim of building positive engagement within Pakistan and with the UK, we work toward improving educational opportunities, giving a voice to young people, developing employable skills and strengthening links between universities in Pakistan and the UK. Underpinning all this is the English language as a vehicle for international understanding and for educational opportunity.

We have provided training to over 25,000 government teachers in the last three years under our English Programme, while since 2009, more than 40,000 youth have been mobilised for community development under the Active Citizens Programme. We also bring UK qualifications in Pakistan and over the last three years we have seen steady growth in the delivery of UK exams, which now stand around 420,000 per annum.

Further information can be found at www.britishcouncil.pk

2 Introduction and background

Across the globe, there has been a remarkable growth in social enterprises in the last decade; however the social enterprise sector faces obstacles to growth and diversification.

The British Council sees social enterprise as a significant tool to achieve fairer, more inclusive economies and sustainable societies. The British Council has been working to support social enterprise development internationally since 2009. As the UK cultural relations organisation, a key facet of our work in social enterprise involves working with the UK social enterprise sector to demonstrate the UK's leadership role in the global social enterprise movement and to bring knowledge and ideas back to the UK.

The British Council Pakistan aims to launch a series of policy dialogues to create a sustainable Social Enterprise Ecosystem and an enabling Policy Environment for the Social Enterprise Sector in Pakistan. The British Council conducted a South Asia Social Enterprise Mapping Study earlier last year, following which an Advisory Board was setup leading into a Pre-Roundtable Consultative Meeting, in February this year. Moving forward, a series of policy dialogues are to be held with key stakeholders and individuals influencing the Social Enterprise sector in Pakistan.

The South Asia Social Enterprise Mapping Study, augmented by a further review of existing literature highlighted that the government has, on the whole, not actively engaged with the social enterprise ecosystem so far. The objective of the series of policy dialogues is to engage policy makers, influencers and the public sector largely, with other stakeholders to create an enabling policy environment and develop a narrative around the importance of the Social Enterprise Sector in Pakistan. To develop a round of robust and fruitful policy dialogues, the British Council is initiating a series of position papers which will build into supporting the policy dialogues towards the Development of the Social Enterprise Sector in Pakistan.

The series of papers will explore key issues and gaps in the existing policy environment for the Social Enterprise sector, identifying potential recommendations set forth to the policy influencers and makers during the policy dialogues. This coupled with the outcomes of the policy dialogues will provide analytical backing for a complete policy brief and recommendation to be presented by the end of the year.

3 Conditions and contractual requirements

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.

The contract awarded will be for the duration of six weeks.

The appointed supplier will only process personal data accessed in performance of the services in accordance with the British Council's instructions and will not use such 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 the Data Protection Act 1998 and ensure appropriate and legislative consent is acquired where necessary.

The British Council is committed to equality and to positive action to promote this. It believes that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender including transgender, marital status, sexual identity, region and belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, on the basis of having or not having dependents, or any other relevant grounds. The appointed supplier must agree to operate in accordance with these principles while undertaking work at or on behalf of the British Council.

The British Council is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (the "Act"). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request

under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If suppliers considers that any of the information included in their completed documentation is commercially sensitive, it should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.

The suppliers should be aware that, even where they have indicated that information is commercially sensitive, the British Council might be required to disclose it under the Act if a request is received.

The suppliers should also note that the receipt of any material marked 'confidential' or equivalent by the British Council should not be taken to mean that the British Council accepts any duty of confidence by virtue of that marking.

The supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the supplier will ensure that where it engages any other party to supply any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the global British Council website – <http://www.britishcouncil.org/about/policies>.

This document does not constitute an offer to provide services to the British Council.

All costs incurred in the preparation of the proposal are the supplier's responsibility.

The British Council reserves the right to request reference information.

The British Council is not obliged to award a contract for these services and reserves the right to withdraw from the procurement process at any stage.

4 Scope of Work/Specification/Outputs

Project Output: Position paper on the topic: Creating a Sustainable Social Enterprise Sector: Review of the structure and framework of the Higher Education sector and its affiliated institutions

To prepare a position paper based on original research and intensive desk and field research on ***“Creating a Sustainable Social Enterprise Sector: Review of the structure and framework of the Higher Education sector and its affiliated institutions”*** exploring the following:

- a. The history, current state and future of higher education policy framework supporting the development of Social Entrepreneurs and Enterprises
- b. The different models of Social Entrepreneurship training and courses conducted in universities and higher education institutions
- c. The current opportunities and incubation and accelerator models available to students and youth for social entrepreneurship in the country in place in Pakistan for students and youth
- d. Recommendations and areas of focus for policy makers and academia to review and discuss

The consultant will submit the research findings in the form of a policy positioning paper, with the assumption that the final deliverable will be of sufficient standard to be a basis for the policy dialogue

Paper specifications: 16-20 pages (excluding references and annexes)

5 Timescales

Activity	Date
RFP Released	Sun, 10th May, 2015
One pager on the proposed approach to the paper highlighting key components/themes that will be explored in some detail	Sun, 17th May, 2015
Finalisation and contract signing	Fri, 22nd May, 2015
Expanded outline	Wed, 27th May, 2015
Review meeting	Fri, 29th May, 2015
First Draft	Fri, 19th Jun, 2015
Comments and feedback	Fri, 26th Jun, 2015
Final paper	Fri, 3rd Jul, 2015

Note: Timescales are estimated and may be subject to change.

6 Instructions for Responding

Deadline: **5PM Sunday, 17th of May 2015**

1. A copy of your CV
2. A cover letter stating your interest in the assignment and a brief one pager on the proposed approach to the paper highlighting key components/themes that will be explored in some detail (covering aspects mentioned above and others that the author deems important and relevant)
3. One sample of published research
4. A lump sum quotation for paper development and authoring
5. *Applications submitted after 5PM **will not** be entertained*
6. *Only shortlisted candidates will be contacted within two weeks of the deadline*

Submit to: Sanam.kubra@britishcouncil.org.pk and copy mustafa.mumtaz@britishcouncil.org.pk

In addition, the following key points must be considered when responding to this RFP:

- **Eligibility Criteria:**
 - 10-15 years' experience in field and desk research and policy analysis
 - Experience and expertise in the field of Social Entrepreneurship
 - Preferred experience and expertise in the Higher Education Sector
 - Published research and papers
- Please ensure that you send your submission in good time to prevent issues with technology - late submissions will not be considered.
- Do not submit any additional documentation with your RFP response except where specifically requested.
- Supporting evidence should be in PDF, JPG, PPT, Word and Excel formats only - other formats should not be used
- It is not acceptable to submit a generic policy in answer to a question. If you submit a generic policy you must indicate the page and paragraph reference to the appropriate content.

- Where supporting evidence is requested as 'or equivalent' - it is the Tenderers responsibility to prove the relevant equivalence.
- Completion and submission of your response does not guarantee award of any contract from the British Council.
- Please ensure that your responses are concise, unambiguous, and directly address the requirement stated or question posed.

7 Evaluation Criteria

Supplier responses will be assessed using the following criteria and weightings. A score will be given for each part of the information submitted that is to be assessed. The qualitative aspects of your response will be evaluated entirely on your response submitted.

Criteria	Weighting
Fitness for Purpose (including Quality)	30%
Methodology and Approach	30%
Costing	40%

The responses under each sub category will be scored based on the following matrix:

Points	Interpretation
10	Excellent – A comprehensive and strong proposal demonstrating a clear understanding of analysis required and a clear methodology.
7	Good – A less detailed proposal that broadly responds to the objectives and key questions with some ambiguity and few relevant examples provided.
5	Adequate – A less detailed proposal that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
Below 5	Poor Response – Unacceptable – A proposal that is not entirely relevant to the requirement, lacking specific detail and clarity in understanding

Please note that all your responses to the tender requirements and the pricing schedule will be incorporated into a contractual document.

The successful tender will be the tender with the highest score awarded at the end of the evaluation process outlined in this RFP.