

Request for Proposal (RFP) (RFP) SK83REMU102019

For: Mapping Arts and Artisans in Pakistan

Date: 8 October 2019

1 Overview of the British Council

1.1 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 English 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.

1.2 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.

1.3 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.

1.4 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.

2 Introduction and Background to the Project / Programme

2.1 Research, Evaluation, Monitoring Unit (REMU) at British Council Pakistan was created six years ago to elevate the British Council as a thought leader and to add depth, evidence, and thus credibility to the programme activities of its Strategic Business Units. REMU has published many successful research reports in line with the global trend of individual empowerment, including; 'Pakistan's Creative Industries', 'The Skill Disconnect in Sindh', 'The University Research System in Pakistan' and 'Mainstreaming Disability in Pakistan'. Further information can be found at www.britishcouncil.org and all reports can be accessed at <https://www.britishcouncil.pk/remu-knowledge-hub>.

All around the world, the creative and cultural economy is talked about as an important and growing part of the global economy. The cultural industries defined by UNESCO as those goods and services that “combine creation, production and commercialisation of contents which are intangible and cultural in nature” use creativity, cultural knowledge and intellectual property to produce products and services with social and cultural meaning. Though cultural heritage and the visual arts and crafts sector are well established in Pakistan, other artistic forms such as literature remain nebulous.

This project is a mapping exercise to highlight the unique features of the sector, analyse strengths and weaknesses of each, and identify the potential for development so that solutions based on human demographics and geography can be shared for strengthening the sector. Further, the research aims to create a map of the creative and cultural industry across cities of Pakistan in order to identify hubs where socioeconomic impact is visible.

This study will delve deep in creative arts sector highlighted in the previous two research reports by the British Council namely:

- Cultural and Creative Industries in Pakistan, 2014
- Creative Cities in Pakistan, 2016

The maiden report focused on the creative enterprises based in Lahore, Karachi and Islamabad - the impact that creative industries have on the economy and the second went beyond the main cities of Pakistan to examine the situation in the often overlooked second tier cities. A total of 12 cities namely: Swat, Peshawar, Multan, Bahawalpur, Hyderabad, Hala, Gilgit, Quetta, Muzaffargarh, Lahore, Karachi and Islamabad will therefore be explored in greater depth in this new study.

This study aims to focus on the art sectors and map the arts and artisans across the 12 cities mentioned above, starting the study with the mapping of Peshawar.

2.2 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.

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: 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 Pakistan.

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 **12 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 (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 section 7, 'Specification'. 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 the 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 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 90 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 or by post to:
The British Council, British Deputy High Commission, Shahrah-e-Iran, Block 5 Clifton, Karachi, addressed to the procurement department

7 Specification

7.1 Background

All around the world, the creative and cultural economy is talked about as an important and growing part of the global economy. The cultural industries defined by UNESCO as those goods and services that “combine creation, production and commercialization of contents which are intangible and cultural in nature” use creativity, cultural knowledge and intellectual property to produce products and services with social and cultural meaning.

Governments and creative sectors across the world are increasingly recognizing its importance as a generator of *jobs, wealth and cultural engagement*. At the heart of the creative economy are the cultural and creative industries that lie at the crossroads of arts, culture, business and technology. What unifies these activities is the fact that they all trade with creative assets in the form of intellectual property (IP) – the framework through which creativity translates into economic value.

There are pockets in Pakistan where arts and culture are thriving in many ways, particularly given the context in which they exist. Pakistani heritage and cultural innovations are increasingly recognized on a global level, from Sharmeen Obaid Chinoy’s two Academy Awards, to the truck-art-inspired kitchenware collection and vehicles used by Dolce & Gabbana. Whilst these initiatives are not always straightforward or without controversy, they nonetheless demonstrate the increasingly significant contribution that Pakistan is making to a global conversation around culture and identity, evidenced by the integration of culture into the Sustainable Development Goals (British Council, 2019).

The recent situational analysis of the arts and culture in Pakistan, commissioned by the British Council Pakistan, however, finds that the creative economies infrastructure of Pakistan is still weak. In addition to structural barriers that prevent this industry from being leveraged for social impact or cultural relations and missing physical spaces and venues in which communities can come together to create and promote arts, the lack of government support for arts further hinders and restricts innovation and growth in the sector. As a country which has played host to a range of governments and civilizations throughout its history,

Pakistan provides a key opportunity to explore the role of heritage, and the cross-fertilisation of ideas and innovations between different communities. Throughout Pakistan, distinct regional and cultural identities continue to exist alongside each other, with cultural products influenced as much by the regions' histories as by their individual geographical needs and requirements. The differences in production and need perhaps account for the devolution of cultural policies to the provinces. Despite this, however, the country maintains a strong national identity and pride.

This detailed study of cultural industry in Pakistan will therefore be leveraged for lobbying for increased support of the sector and to get a better understanding of the strengths and weaknesses of each. This study may also be used as an archive, assisting the government and other stakeholders in streamlining funds allocation and disbursement in a more systematic and impactful manner.

It also aims to target 4.7 of the Sustainable Development Goals, which commits to the 'promotion of a culture of peace and non-violence, global citizenship, and appreciation of cultural diversity and of culture's contribution to sustainable development', goals that, in Pakistan, are also crucial as domestic policy objectives (Government of Pakistan, 2014). The domestic interest in arts and culture is clear in the Pakistan Vision 2025 plan which includes specific goals and targets for art, culture and heritage.

7.2 Project Description

The study – Arts and Cultural Mapping in Pakistan – will delve deeper into creative arts sector highlighted in the previous two research reports by the British Council namely:

- Cultural and Creative Industries in Pakistan, 2014
- Creative Cities in Pakistan, 2016

The maiden report focused on the creative enterprises based in Lahore, Karachi and Islamabad - the impact that creative industries have on the economy and the second went beyond the main cities of Pakistan to examine the situation in the often overlooked second tier cities.

Using the Framework for Cultural Statistics ratified by UNESCO in 2009, the following six "cultural domains" or "sectors" were identified:

- a. Cultural and Natural Heritage
- b. Performance and Celebration
- c. Visual Arts and Crafts
- d. Books and Press
- e. Audio-visual and Interactive Media
- f. Design and Creative Services

Due to scope and time constraints, Cultural and Natural Heritage was removed from consideration in the first report as these activities are subject to large-scale studies by other bodies, particularly, UNESCO. Additionally, performance and celebration has been restricted to performing arts and music.

In the second research report, candidate cities were selected based on preliminary desk research (e.g., recent news articles) and the collective expertise of the project team. The selection process was also informed by several adhoc interviews held with well-informed sector experts.

This pilot project is a mapping exercise to highlight the unique features of the art sectors in 12 identified creative cities, analyse strengths and weaknesses of each, and identify the potential for development so that solutions based on human demographics and geography can be shared for strengthening the sector. Further, the research aims to create a map of the creative and cultural industry across cities of Pakistan in order to identify hubs where socioeconomic impact is visible.

This research aims to address the following:

- Who is investing in creative economy (government, individuals, academia, industry or corporates)
- Where are the creative cultural industries hubs in Pakistan?
- What are the strengths and weaknesses of the sector?
- Where are women and girls in the arts and culture map, highlighting their relation to the class structure of society?
- How are emerging professionals accessing opportunities?
- What brings socioeconomic improvements in the lives of artists and related institutions?
- What helps marginalised to showcase arts and increase economic value or develop their knowledge, artistic practice, skills and networks?
- How can this sector be used to bridge the gap between UK and Pakistan?

The table below highlights the creative sectors identified in the previous two studies, and where and in which sectors the mapping should take place

Swat KP	Performing arts; Pashto films and music; textiles and silk; cosmetics; honey; Gandhara (Buddhist) art and history; prehistoric art; marble; and, stonework.
Peshawar KP	Brass/copper carving; Tilla work; dance and folk music (Pashto and Hindko); home of the Rubab, Dootar and Sarsinda; theatre; and, Pashto film and media.
Multan Punjab	Crafts; gastronomy; music; architecture; media; literature; festivals; and, a relatively large population.
Bahawalpur Punjab	Handicrafts, ranging from ceramics to carpets; architecture; history; and, festivals.
Hyderabad	Glassware; rose products; textiles; folk music; gastronomy; and, Sindhi-language.

Sindh	
Hala Sindh	Pottery and ceramics; woodwork and furniture; textiles and weaving; poetry and literature; music; Sufi history; and, architecture.
Gilgit GB	Buddhist manuscripts; textiles, embroidery, wool and carpets; woodwork and stonework; metal, gems and jewellery; gastronomy; local media; and, festivals.
Quetta Balochistan	Provincial arts council; provincial media; embroidery, textiles and carpets; and, a relatively large city.
Muzaffarabad PAK	Broadcasting; performing arts; Kashmiri arts and crafts; and, diaspora relations with UK.
Islamabad	Suggested sectors: Music, performing arts, local media, film, fine arts etc.
Lahore	Suggested sectors: textile, music, performing arts, embroidery, jewellery, film, design etc.
Karachi	Suggested sectors: performing arts, music, local media, film, poetry, etc.

We are looking for proposals with innovative approach and rigorous methodology, covering the breadth and the depth of the research area. Mix methods or triangulation of data will be preferred.

Please note, the mapping exercise must kick off with Peshawar and complete for Peshawar by December.

7.3 Services

This project will have **two** distinct aspects. The British Council is looking for professional services of a consultant/organisation to submit proposals for **one or both** below:

Reporting and field survey

British Council Pakistan is looking for professional services of a consultant/organisation to primarily conduct the fieldwork for the research project and cover:

- I. Mapping art, artists and artisans

- a. Who are the artists and artisans and how do they work?
 - b. Who is investing in creative economy (government, individuals, academia, industry or corporates)
 - c. Where are the creative cultural industries hubs in Pakistan?
 - d. What are the strengths and weaknesses of the sector?
 - e. Where are women and girls in the arts and culture map, highlighting their relation to the class structure of society.
 - f. How are emerging professionals accessing opportunities?
 - g. What brings socioeconomic improvements in the lives of artists and related institutions?
 - h. What helps the marginalised to showcase arts and increase economic value or develop their knowledge, artistic practice, skills and networks.
- II. How can skill, knowledge and best practices from UK improve the arts and culture sector in Pakistan?

Based on the previous researches conducted by the British Council. This pilot study will focus primarily on the following sectors in Peshawar: Brass/copper carving; Tilla work; dance and (folk) music (Pashto and Hindko); home of the Rubab, Dootaar and Sarsinda; theatre; and, Pashto film and media.

The consultant will be expected to produce the following outputs:

1	Inception report
	Methodology design/approach
	Literature review/Preamble
	Fieldwork methodology
	Structure of the final report
	Bibliography
2	Designing and piloting of the questionnaire
3	Fieldwork
4	In-depth analysis and report writing
5	PowerPoint slides (8-10)

GIS Mapping

British Council Pakistan is looking for professional services of a consultant/organisation to complete below components of the research project:

- Development of android application for data collection
- Training of enumerators with regards to data collection
- Development of back end database
- A shareable web dashboard
- Backend data management and future improvements
- Maps such as sector wise, district wise, area wise, and so on

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.

9 Qualification Requirements

9.1 See section 12

10 Key background documents and further information

10.1 The study – Arts and Cultural Mapping in Pakistan – will delve deeper into creative arts sector highlighted in the previous two research reports, links to these below

Cultural and Creative Industries in Pakistan, 2014

<https://www.britishcouncil.pk/cultural-and-creative-industries-pakistan>

Creative Cities in Pakistan, 2016

<https://www.britishcouncil.pk/about/research-reports/creative-cities-pakistan>

10.2 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	08 October 2019
Deadline for clarification questions (Clarification Deadline)	19 October 2019
British Council to respond to clarification questions	22 October 2019
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	27 October 2019
Final Decision	TBC
Contract concluded with winning supplier	TBC
Contract start date	TBC

12 Instructions for Responding

12.1 The proposal should include the following:

Knowledge and experience

- Please provide the details of any consultancy or research projects that are relevant to this research.
- Please provide details of any other projects recently undertaken that used similar methodology, and the outputs and effects of these projects.
- Please list the relevant qualifications and other experience of your team members.

Methodology and approach

- Please provide a brief description of the methodology you propose to use.
- Please ensure that any links between the different stages of research are clear.

Timetable and staffing

- What timetable do you foresee for the project? When will different aspects of the research and what type of preliminary results do you foresee you will be to share when?
- What will the responsibilities of your different staff members be? How do these responsibilities relate to tasks they have previously performed?

Costing

- Please provide a detailed breakdown of all costs associated to the project that you foresee

The above documents must be submitted to form your tender response to this RFP. All documents required as part of your tender response should be submitted to Hina.Saleem@britishcouncil.org.pk by the Response Deadline, as set out in the Timescales section of this RFP.

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

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be 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 be 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 Hamna.Asif@britishcouncil.org.pk 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
Knowledge and experience/Relevant work	30%
Methodology and Approach	20%
Timetable and staffing	10%
Costing and value for money	40%

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” - 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