

REQUEST FOR PROPOSAL

ON

Supporting to develop University Social Enterprise Incubators in Sri Lanka and to build the capacity of university faculty to teach social enterprise and social entrepreneurship

BRITISH COUNCIL

February 2019

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Section I Background and General Information

Overview of the British Council

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. It seeks to achieve its aims by working in education, science, governance, English and the arts.

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

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

- 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;
- Otherwise promote the advancement of education.

The British Council works in more than 110 countries around the world and employs over 7000 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff and Edinburgh.

Further information can be found at <http://www.britishcouncil.org>

Section II Bid proposal overview

Back ground and context

The British Council is implementing a 3-year project titled “Support for Integrated Rural Development - ENTERPRISE”. The project is funded by the European Union. The overall objective of this project is the promotion of an integrated, sustainable climate-resilient and inclusive socio-economic development for the most vulnerable rural and estate communities within the districts of Monaragala and Badulla in Uva Province, and Nuwera Eliya and Matale in Central Province. The British Council will co-deliver this project with Chrysalis and will focus its activities at promoting social enterprises in the target regions.

Social Enterprises address social and environmental problems through innovative solutions that improve people’s lives in our communities and societies. They are businesses which trade in order to address social and environmental problems. They generate income like other businesses but re-invest all or most of their profits into their social mission. They create jobs, reduce inequalities and are accountable for their actions, bringing together the entrepreneurial skills of the private sector and the values of public service.

The British Council’s Global Social Enterprise programme draws on the UK experience in social enterprise to promote its growth around the world. We build capacity in the sector, forge international networks, and support policy leaders to create ecosystems in which social enterprise and social investment can thrive. Our work supports positive social change, inclusive growth and sustainable development while building trust and creating opportunities between the UK and other countries.

Currently running in 28 countries, the programme: provides aspiring and existing social enterprises with skills training, consultancy, mentoring and access to funding; disseminates best UK and global practice to support policy leaders to create enabling ecosystems for social enterprise and investment; supports education institutions to embed social enterprise, exchange best practice, and deliver joint research on social enterprise; facilitates the use of social enterprise approaches in international development programmes; commissions research and organises high profile events that foster social enterprise and social investment and; builds international networks linking social entrepreneurs, intermediary organisations and social investors

What are the expected outcomes of the programme?

The project seeks to build a stronger SME sector through the promotion of Social Enterprise, considered a sub-category of SME. The focus on Social Enterprise development will in turn deliver an innovative approach to the areas of job creation and environmental protection. It is designed to create a strong civil society network capable of promoting Social Enterprise as a viable alternative, complementing traditional livelihood models. The approach offers a sustainable and empowering way to support inclusive local economic development, reducing barriers to economic security, particularly for vulnerable groups. As a sub-category of the broader SME sector, Social Enterprises are well placed as an organizational model which both addresses the challenge of creating jobs whilst growing a more inclusive SME sector overall.

Section III 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 appointed supplier/s will be expected to travel to the two universities and to the offices of British Council as required, in the delivery of the services.

The contract awarded will be for a duration of fifteen months.

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 consider that any of the information included in their completed documentation is commercially sensitive, it should be identified and explained (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 British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

- Anti-Fraud and Corruption
- Child Protection Policy
- Equal Opportunities Policy
- Fair Trading
- Health and Safety Policy
- Environmental Policy
- Records Management
- Privacy

By submitting a tender, you are agreeing to be bound by the terms of this RFP without further negotiation or amendment.

This document does not constitute an offer to provide goods and/or 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.

Section IV Scope of work/specification/outputs

Providing support to develop university social enterprise incubators in Sri Lanka and to build the capacity of university faculty to teach social enterprise and social entrepreneurship.

The British Council is seeking a service provider to deliver the above-mentioned component of the project titled “Support for Integrated Rural Development - ENTERPRISE”. The supplier will be expected to deliver the following services:

Component 1

Advise and support on the design, set up and operationalising of two social enterprise incubators in the two universities in Uva and Central Provinces in Sri Lanka:

- The University of Peradeniya
- The Uva Wellassa University

The aim of the incubator(s) will be to develop the entrepreneurial skills of young people and assist them in being able to develop enterprises that address some of the key social, environmental and economic challenges that communities face in Uva and Central provinces. In addition, the aim is to also develop the capacity within the two universities to deliver social entrepreneurial skills and knowledge to young people.

Activities	Additional Information
Conduct a workshop to develop a sustainable social enterprise incubator model at the two universities.	It is anticipated that the successful applicant spends 5 days at each university, meeting faculty, students and conducting the workshop(s). The supplier could assign a maximum of two resource personnel for the assignment.
Support and guide the universities to develop a comprehensive proposal to seek grants from the British Council to establish social enterprise incubators.	This could be off-site support. It is estimated a minimum of 3 days support per university is needed.
Provide mentoring support to universities during the first year of operationalising the incubator.	This could be off-site and on-site, with one mid-year visit to the universities. Minimum of 2 days offsite support and on-site support combining with the capacity building programme of the Faculty staff (component 2) This will include support to deliver start-up/ideation workshops for students as part of the incubation programme. It is anticipated that this will include support to deliver at least two workshops to students/communities as well as support with assessment and business development for ideation stage/start up stage social enterprises.

Component 2

Deliver a capacity development programme for university faculty to support them to be able to teach social enterprise and social entrepreneurship.

Activities	Additional Information
<p>Deliver a capacity building programme for university faculty to enhance knowledge and skills in the teaching of social enterprise and social entrepreneurship. This programme will be aimed at teaching and research faculty within universities.</p>	<p>It is anticipated that this will be a 5-7-day programme that will be delivered in Sri Lanka alongside other activities.</p> <p>The capacity building programme should be aligned with the incubator programme in component 1.</p>

Financial allocation:

- Budget available for the consultancy is EURO 30,000. The consultant is expected to cover visa fee, cost of accommodation and cost of meals. An initial payment of EURO 20,000 will be granted to the successful applicant with the signing of the contract. Final payment of EURO 10,000 will be made available upon the submission of final report.
- The British Council will be responsible for organizing flights for the consultants (a maximum of 3 return air tickets on economy class) and all the project related local travel during the assignment in Sri Lanka.

Intellectual Property Rights

Any pre-existing materials provided to the Supplier by the British Council and any reports, materials, and documents produced by the Supplier for the contract, **the intellectual property rights will be owned by the British Council.**

Applying for the Service contract

Who is eligible to apply?

Universities established in Europe having knowledge and experience in setting up of Social Enterprise Incubators and incorporating Social Enterprise into academic courses

All applicants must be legally registered with a bank account in the name of the organisation

Payment and Invoicing

The British Council will pay correctly addressed and undisputed invoices within 30-45 days.

The essential information on an invoice for the British Council is:

- A description of the services supplied.
- The British Council reference number/Purchase Order number.
- Addressed to Accounts Payable.
- The costs including VAT (if applicable) and any other charges

Timescales

Activity	Date
RFP released	26 February 2019
Clarification / Questions from suppliers (includes T&Cs queries)	29 March 2019
Clarification Responses from the British Council (includes T&Cs responses)	03 April 2019
RFP Return Date	14 April 2019
Evaluation	17 April 2019
Selection of Preferred Supplier	18 April 2019
Award of contract	30 April 2019
1 st progress report	22 October 2019
British Council review	November 2019
Final progress report submission	15 October 2020
British Council Evaluation	15 - 30 July 2020

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

Instructions for Responding

Detailed Response: Please complete Annex 1 (Supplier Response) and submit it to Yogarajah.Sinnasamy@britishcouncil.org no later than **17:00hrs (SL time) Sunday, 14 April 2019**.

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

- Please ensure that you send your submission in good time to prevent issues with technology - late submissions may not be considered.
- Do not submit any additional documentation with your RFP response except where specifically requested.
- Supporting evidence (PDF, JPG, PPT, Word and Excel formats only - other formats should not be used) can be provided to substantiate your response – please ensure that all attachments/supporting evidence is clearly labelled with the appropriate question number.
- 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.

2. Clarification Questions

Any questions should be submitted via email to Yogarajah.Sinnasamy@britishcouncil.org no later than **17:00hrs Friday, 29 March 2019**.

3. 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
Knowledge and Experience	30%
Methodology and Approach	30%
Timing and staffing	20%
Costing – Quote provided best value for money consideration	20%

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

Points	Interpretation
10	Excellent - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.
7	Good - There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.
5	Adequate - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.
3	Poor Response/Limited Evidence - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.
0	Unacceptable - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

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.

Annex 1. Supplier Response



Response to Request for Proposal

Supporting to develop University Social Enterprise Incubators in Sri Lanka and to build the capacity of university faculty to teach social enterprise and social entrepreneurship

Company name:

Contact name:

Contact email address:

Contact Telephone number:

Instructions

1. Provide Company Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. Complete Part 2 (Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. Note: Failure to provide your acknowledgement and documentation may result in your submission being rejected.
4. Submit all mandatory documentation to Yogarajah.Sinnasamy@britishcouncil.org no later than **17:00 hrs Wednesday, 03 April 2019**.

Part 1 – Supplier Response

Scoring Methodology

The following methodology for evaluating responses will be applied and weighted for all selection criteria below:

10 points (Excellent) - A comprehensive and strong answer indicating the provider is fully capable and experienced to deliver the required outcomes. A detailed response that directly responds to all requirements with no ambiguity and relevant examples provided.

7 points (Good) - There are slight concerns that the organisation will not be able to achieve all the outcomes required and response lacked details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and few relevant examples provided.

5 points (Adequate) - There are concerns that the organisation will not be able to achieve the outcomes required and response significantly lacks details of relevant experience. A less detailed response that broadly responds to the requirement with some ambiguity and no/irrelevant examples provided.

3 points (Poor Response/Limited Evidence) - There are serious indications that the organisation will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with ambiguity and lacking specific detail.

0 points (Unacceptable) - The answer is non-compliant and/or no relevant information has been received to demonstrate the organisation can achieve the required outcomes. No response or a response that is entirely irrelevant.

Section 1: Knowledge and Experience
Selection Criteria Weighting: 30%

Please outline your organisation's knowledge and experience in setting up Social Enterprise Incubators and incorporating Social Enterprise content into academic courses

Supplier Response to Section 1:

Section 2: Methodology and Approach
Selection Criteria Weighting: 30%

Please outline how you would approach this task.

Supplier Response to Section 2:

Section 3: Timing and staffing
Selection Criteria Weighting: 20%

Please describe your timeline for the assignment and how you intend to resource it. Highlight specific expertise and experience of the team that brings value to this assignment (please do not share entire CV's here. Instead, CV's of two key personnel who will assigned to this project should be shared as Annex 2).

Supplier Response to Section 3:

Section 4: Cost
Selection Criteria Weighting: 20%

The total cost for this assignment should be clearly stated including all expenses and taxes. Please use the following table to submit your financial quotes. Submissions in any other format or with missing costs may be disqualified. No other costs would be considered post evaluations.

Supplier Response to Section 4:

No	Particulars/ Details	Unit Cost (in Rs)	Total Cost (in Rs)
	Other charges/costs (please specify)		
	Sub Total		
	Taxes		
	Grand Total in figures		
	Grand Total in words		

Part 2 – Submission Checklist

Select Yes (Y) or No (N) to acknowledge and indicate that your submission includes all the mandatory requirements for this tender.

Important Note: Failure to provide your acknowledgement and documentation may result in your submission being rejected

1. Annex 1 – Supplier Response (including Financial Quote in the given format)

Y / N

2. Annex 2 – CV's of two key personnel

Y / N