

REQUEST FOR PROPOSAL

ON

SURVEYING SOCIAL ENTERPRISES IN UVA AND CENTRAL PROVINCES OF SRI LANKA

BRITISH COUNCIL

January 2017

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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. SC037733). 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

Social enterprises address social and environmental problems through innovative solutions that improve people's lives in our communities and societies. 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.

The British Council is implementing a 3 year project titled "Support for Integrated Rural Development." 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 invites bidders who are interested and capable to conduct a social enterprise mapping study in UVA and Central provinces (**Matale, Nuwara Eliya, Badulla and Monaragala districts**).

This bid document outlines the range of services that the service provider will need to undertake and specifies what information needs to be submitted for bidding purposes.

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 will be expected to travel within the two provinces (**Matale, Nuwara Eliya, Badulla and Monaragala districts**) and to the offices of British Council as required, in the delivery of the services.

The contract awarded will be for a duration of **two 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 identify, 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 and the Contract without further negotiation or amendment.

If the terms of the Contract render the proposals in your tender unworkable, you should submit a clarification in accordance with Section [8] of this RFP (Clarification Questions) by **Monday, 15 January** and the British Council will consider whether any amendment to the Contract is required. Any amendments shall be published on the British Council website by **Wednesday, 17 January 2018** and shall apply to all tenderers. Any amendments which are proposed but not approved by the British Council through this process will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the tender.

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

As part of the recently launched “Enterprise” programme funded by the European Union in Sri Lanka under its Integrated Rural Development programme, the British Council requires a supplier to conduct a detailed survey of social enterprises and the wider supporting infrastructure in Matale, Nuwara Eliya, Badulla and Monaragala districts.

The aim of the study is to:

- Establish a picture of the current size and scale of the social enterprise sector in the target districts.
- Provide information to inform the design of the planned interventions under the British Council’s Enterprise programme.
- Provide information to the Central, UVA and National governments to support the development of policies and strategies that can promote inclusive socio-economic development.
- Provide information as to the major barriers faced by social enterprises in the target districts.
- Provide information as to social enterprise and related subjects education providers in the target districts, including higher education and vocational training institutions.

The British Council has developed its own methodology for surveying social enterprises and has recently conducted a nationwide survey in Sri Lanka, which includes surveying 41 social enterprises in the target districts. The successful supplier will be expected to use the existing methodology and survey tools for the Enterprise survey. They will also be expected to use the existing data and analysis that has been carried out during the nationwide survey as the basis for the more in depth and detailed analysis that will be required for the Enterprise project.

The successful supplier will also be expected to work with the global research coordinating team responsible for quality assurance and peer review across all the countries that have conducted similar social enterprise surveys.

The following essential data is required:

- 1) The total value of the social enterprise sector
- 2) The total number of social enterprises
- 3) The average annual turnover for social enterprises
- 4) The average number of employees
- 5) Total number of social enterprises that have increased the number of beneficiaries reached over the last year
- 6) Total number of new employees of social enterprises in the last year
- 7) The proportion of social enterprise employees who are women
- 8) Total number of youth led (under 35) social enterprises
- 9) Total number of women led social enterprises
- 10) Breakdown of social enterprise by sector/focus
- 11) The number of Higher Education Institutions delivering social enterprise related courses
- 12) The number of changes to national/regional/state/institutional policy and/or practice that supports social enterprise e.g.: number of new national/regional institutions/partnerships whose purpose it is to support social enterprise.
- 13) The number of changes to national/regional/state/institutional policy and/or practice that supports social enterprise e.g.: number of changes to policy/practice of pre-existing institutions/partnerships whose purpose it is to support social enterprise

The supplier will be expected to deliver the following outputs

1) Outline whether the social enterprise survey needs to be carried out again in the target districts in order to collect more information. The recent survey conducted at the national level produced the following results:

- Matale 16 respondents
- Monaragala 13 respondents
- Badulla 9 respondents
- Nurawara Eliya 3 respondents

The successful supplier should describe whether or not this data is sufficient based on their understanding of the social enterprise sector in the target districts and based on the level of detail that is required for the Enterprise project. In addition the supplier should also survey social enterprises that operate in the target districts but are based in a different part of Sri Lanka (e.g. Colombo based social enterprises that operate in the target districts.) If additional data is required, the supplier should outline how this will be done e.g. how will the survey be carried out in order to maximise the potential to gain more respondents.

- 2) Work with the global research coordinating team to standardise the methodology and approach. This needs to be done virtually.
- 3) Conduct at least one workshop in each of the target districts to understand the character of social enterprises and the barriers that they face.
- 4) Produce a report which should include detailed analysis and recommendations for the interventions that are required as part of the Enterprise project. The supplier should expect a minimum of three re-drafts and recommendations should include:
 - The sectors and industries which offer the biggest potential for the social enterprise sector to flourish.
 - The types of business development support and financial needs that social enterprises require in the target districts.
 - The types of skills that social enterprise leaders require in the target region.
 - Policies and strategies that could be adopted by local and provincial government in support of social enterprises.
 - The role that higher education institutions and vocational training providers should play in support.
- 5) Produce an infographic to highlight key findings and recommendations.
- 6) Copy edit the report and conclude the project so that the report is ready to be published; the final report needs to meet all British Council style and brand requirements.

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.**

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	08 January 2018
Clarification / Questions from suppliers (includes T&Cs queries)	15 January 2017
Clarification Responses from the British Council (includes T&Cs responses)	17 January 2018
RFP Return Date	27 January 2018
Evaluation	29 January 2018
Selection of Preferred Supplier	30 January 2018
Award of contract	05 February 2018
Conduct survey	To be concluded by 01 April 2018
Submit draft report for expert review	By 12 April 2018
Review report/ comments from the expert	By 20 April 2018
Final report submission	30 April 2018

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

Instructions for Responding

1. **Detailed Response:** Please complete Annex 1 (Supplier Response) and submit it to sanjeevani.munasinghe@britishcouncil.org no later than **1700 Saturday, 27 January 2018.**

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 sanjeevani.munasinghe@britishcouncil.org no later than **1700 Monday, 15 January 2018**.

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	25%
Timing and staffing	25%
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

For the supply of surveying social enterprises in UVA and Central provinces (Matale, Nuwara Eliya, Badulla and Monaragala districts) of Sri Lanka to the British Council

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 sanjeevani.munasinghe@britishcouncil.org no later than **1700 27 January 2018**

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 knowledge and experience of the social enterprise sector in the target country and the districts.

Supplier Response to Section 1:

Section 2: Methodology and Approach
Selection Criteria Weighting: 25%

Please outline how you would address the assignment, including how you would collect, analyse and present the data.

Supplier Response to Section 2:

Section 3: Timing and staffing
Selection Criteria Weighting: 25%

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, they may be shared as an Annex).

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 of 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