

Request for Proposal (RFP)

For: Facilitator or facilitation team for The Space Between, a project focused on the creative ecosystem of Dakar, and how creative and cultural spaces impact the city

Date: 14 February 2020

1 Introduction and Background to the Project / Programme

1.1 The British Council's Sub-Saharan Africa Arts programme (SSA Arts) works in the diverse and varied cities of Sub-Saharan Africa and the UK. Individually, each city and art sector has much to offer and exchange, collectively they tell multi-layered stories of contemporary SSA and the UK. Our creative economy work in SSA responds to the needs of creative practitioners and communities with opportunities to develop artistic, technical and enterprise skills through action learning, collaboration and mobility.

The Space Between is a four day learning and collaboration experience which will take place from the **30 March - 3 April 2020**, during which five creative entrepreneurs/artists from Dakar will collectively map the spaces, initiatives and people that make up the creative ecosystem in their city. The selected participants will be joined by an interdisciplinary group of Senegalese and UK facilitators. Together, facilitators and participants will develop a piece of living research on the Dakar creative ecosystem, in an exploratory and creative way. The outputs of this session will be launched/showcased at the Dakar Biennale in May 2020 and shared with local stakeholders.

1.2 Outcomes of the scoping week are:

- Mapping of mobile, and re-purposed for different creative spaces
- Knowledge sharing, space to share common challenges and strategies
- People-centred approach that helps young creatives use their art form to tell the story
- Findings of the scoping week will be a response to their creative community and the city of Dakar (grants available for this), and will be showcased during Dakar Biennale in May 2020

2 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**").

2.1 Contracting requirements

2.1.1 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).

2.1.2 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices at 10 Spring Gardens, London, SW1A 2BN, UK and Dakar, Senegal.

2.1.4 The Contract awarded will be for a duration of **12 days** with an option for an extension for up to an additional

2.1.5 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.

2.1.6 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.

2.2 General Policy Requirements

2.2.1 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.

2.3 General tender conditions (“Tender Conditions”)

2.3.1 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.

2.3.2 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.

2.3.3 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.

2.3.4 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.

2.3.5 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.

2.3.6 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.

2.3.7 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. 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.

2.3.8 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 these Tender Conditions.

2.3.9 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.

2.3.10 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.

2.3.11 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.

2.3.12 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.

2.3.13 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.

2.3.14 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.

3 Confidentiality and Information Governance

3.1 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.

3.2 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.

3.3 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.

3.4 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.

3.5 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**”).

3.6 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.

3.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Submission Checklist in the Supplier Response, 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.

3.8 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.

3.9 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.

3.10 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.

4 Specification

We are looking for an individual facilitator or a team of facilitators who will co-design and co-deliver a facilitated research and development week for a group of 5 young Senegale creatives (all aged 18 – 35 years old). This week will take place in Dakar, Senegal, at the end of March 2020 – the dates for the scoping week will be **30 March – 3 April**, but the total number of days allocated to the project is **12 days** including planning and feedback/debrief.

4.1 Role Specifications

- Experience facilitating hackathons/R&D/workshops with young creatives
- Experience facilitating discussions and idea generation sessions

- Demonstrable experience in developing and facilitating research and development sessions across different contemporary creative practice and cultural forms
- Understanding of the international cultural landscape
- Ability to take complex ideas and multiple agendas and shape them into a clear and focused strategy
- Experience of galvanising and inspiring cross-function teams

Desirable

- Bilingual in French and English
- Experience of working in international contexts, and preferably in Sub-Saharan Africa

This opportunity would be well suited for a pair of facilitators - we welcome applications from individuals, pairs or organisations

4.2 Aims of the project:

The aim of the programme is to develop creative mapping skills and showcase the creative and cultural potential of the city through its spaces and initiatives. We want to support grassroots infrastructure and ensure that spaces and the young creative community to be enterprising and self-sustaining and will do this by:

Scoping: An ecosystem mapping of Dakar’s creative and cultural space, initiatives and opportunities, through experimentation and exchange.

Training: Train project participants in professional development skills (presenting, researching, interviewing)

Networking: Facilitate networking, dialogue and exchange between Dakar’s young creative community

Capacity-Building: Identifying opportunities to support the creative community to evidence the value of creative economies to societies and supporting advocacy activities in order to influence enhanced support to the sector from national and international stakeholders

The types of activities that will take place during the week will include; visits to different spaces in the city, facilitated workshops and sessions, group lunches/dinners, a mixer event.

4.3 The wider project team:

The successful UK facilitator/s will work also alongside a wider team in the planning and delivery stages, with regular online check-ins in the planning stages. The team will include:

- Senegalese-based consultant – operational logistics and planning, insight on the local creative ecosystem. The consultant will also co-deliver the scoping week.
- British Council Senegal team – supporting and advising in the programme design
- UK-based Creative Economy British Council team – supporting and advising in the programme design
- 5 x Senegalese participants – recruited from a broad range of art forms

5 Timescales

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	14 February 2020
Deadline for clarification questions (Clarification Deadline)	21 February 2020
British Council to respond to clarification questions	24 February 2020
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	27 February 2020 at 23:59 GMT
Follow up interviews	3 March 2020
Final Decision	6 March 2020
Contract start date	13 March 2020

6 Instructions for Responding

Your proposal should be no longer than **3 pages**. Please include the following in your proposal:

- We want this to be an exchange opportunity for the facilitator/s, please describe what you think you would learn from meeting and working with the participants in Dakar? (250 words)
- Using the scoping trip outcomes as your guide, create an outline of a workshop plan for the week
- CV (max 2 pages per person)
- Examples of similar projects you have worked on that use the same skillset as the role specification (250 words, which may include links to projects)
- Your day rate/s

To apply for this opportunity please submit a proposal to Genevieve Pace at genevieve.pace@britishcouncil.org

7 Clarification Requests

All clarification requests should be submitted to **Genevieve Pace** at genevieve.pace@britishcouncil.org by **Friday 21 February 2020**. The British Council is under no obligation to respond to clarification requests received after the Clarification Deadline.

8 Evaluation Criteria

Criteria	Weighting
Knowledge and experience	40 %
Delivery approach (your workshop plan)	40 %
Value for money (your day rate)	20 %

9 Overview of the British Council

9.1 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.

9.2 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.

9.3 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.

9.4 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.