



Request for proposal (RFP)

For: Designing and delivering a one month mentoring program

1 Overview of the British Council

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities. Its purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. It seeks to achieve its aims by working in education, science, governance, English and the arts. In 2012-13, its programmes reached a total audience of 550 million people worldwide and we engaged directly with 10.8 million.

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.

In 2012 to 2013, the British Council had a total turnover of £781 million. Its income included a grant-aid of £171 million from the UK government, £490 million from fees and income from services such as English teaching, exams administration and the management of client-funded contracts, and funding from a wide range of public and private sector partners.

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 www.britishcouncil.org

2 Introduction and background

2.1 About British Council's Social Enterprise Global programme

Social enterprises employ business approaches to address social and environmental problems and enhance their communities. They combine the entrepreneurial approaches and trading methods of the private sector with the social mission and public values of the voluntary and public sector.

Launched in 2009 and rolled out in 14 countries, our Global Social Enterprise programme provides social entrepreneurs, NGO practitioners, and community leaders with skills training and access to UK expertise. In addition, we:

- stage competitions that provide investment funding to successful social entrepreneurs
- form high impact partnerships with corporations, foundations and intermediary organisations as well as universities, think tanks and social investors to provide mentoring and funding to social entrepreneurs
- organise activities to promote public awareness of social enterprise through roadshows, lectures, events and media coverage
- convene international policy dialogues to share experiences and formulate recommendations for governments seeking to build supportive eco-systems for social enterprise

Through such initiatives, our programme showcases UK best practice and innovation in the sector and builds connections across borders between social entrepreneurs, intermediary organisations, investors and policy makers.

2.2 About British Council Social Enterprise programme in Morocco.

Social enterprise and innovation in Morocco has emerged over the past decade and have been identified as key areas for development of the Moroccan economy and society.

Currently, several actors are trying to promote this concept that is still in search of legitimacy and recognition from policy makers. A need to better understand the existing enabling environment for social enterprises in Morocco has been identified.

The British Council, with the support of the UK embassy in Morocco is launching a one year programme to promote and support the development of social enterprise in the north of Morocco through:

- 1) Strengthened capacity of training and support for Social Enterprise in Northern Morocco
- 2) Support the creation of new youth led Social Enterprises
- 3) Embed social enterprise skills within a university to support young people to take this route to employment and social innovation
- 4) Policy dialogue established with local authorities
- 5) Research mapping study on SE sector in Morocco

3 Conditions and contractual requirements

The Contracting Authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time.

The British Council has standard contract templates. The British Council does not accept requests from bidders/preferred bidder for altering any terms and conditions however based on business needs reserves the sole right to make any changes. Draft template is attached.

The contract awarded will be for duration of

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

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

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

The supplier will comply with all applicable legislation and codes of practice, including, where applicable, all legislation and statutory guidance relevant to the safeguarding and protection of children and vulnerable adults and with the British Council's Child Protection Policy; in addition the supplier will ensure that where it engages any other party to supply

any of the services under this agreement that that party will also comply with the same requirements as if they were a party to this agreement.

All relevant policies that suppliers are expected to adhere to can be found on the 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

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.

4 Confidentiality

All information contained within this document is confidential and is provided only to give suppliers an adequate understanding of the British Council's requirements and under no circumstances should be disclosed to a third party without the British Council's consent.

The contents of this ITT are being made available by the British Council on condition that:

Tenderers shall at all times treat the contents of the ITT and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;

Tenderers shall not disclose copy, reproduce, distribute or pass any of the Information to any other person at any time;

Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and

Tenderers shall not undertake any publicity activity within any section of the media.

Tenderers may disclose, distribute or pass any of the Information to the Tenderer's advisers, sub-contractors or to another person provided that either:

This is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Tenderer; or

The Tenderer obtains the prior written consent of the British Council in relation to such disclosure, distribution or passing of Information; or

The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Framework Agreement arising from it; or

The Tenderer is legally required to make such a disclosure.

In relation to the above the definition of ‘person’ includes but is not limited to any person, firm, body or association, corporate or incorporate.

The British Council may disclose detailed information relating to Tenders to its officers, employees, agents or advisers and the British Council may make any of the contractual documents available for private inspection by its officers, employees, agents or advisers. The British Council also reserves the right to disseminate information that is materially relevant to the procurement to all Tenderers, even if the information has only been requested by one Tenderer, subject to the duty to protect each Tenderer's commercial confidentiality in relation to its Tender (unless there is a requirement for disclosure under the Freedom of Information Act).

5 Tender/Proposal Validity

Your response should remain open for acceptance for a period of 60 days. A response valid for a shorter period may be rejected.

6 Payment and Invoicing

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

The essential information on an invoice for the Council is:

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

7 Consultancy Purpose

Summary: The British Council seeks a local partner to design and implement a one month mentoring program in the profit of the 20 selected social entrepreneurs from the Social EntrepreNorth’s boot camp.

The local partner should have local knowledge and experience in social enterprise, mentoring and have access to a pool of qualified mentors.

8 Scope of Work/Specification/Outputs

Under the program Social EntrepreNorth, supported by the UK embassy in Morocco, the British Council seeks a local partner to design and deliver a one month mentoring program for 20 social entrepreneurs in anticipation of the final project pitching that will determine the 10 finalists.

The local partner will be asked to work closely with the British Council to produce a high quality mentoring program able to provide personalized support and guidance to all 20 social entrepreneurs and develop effective entrepreneurial skills mindful of the Moroccan context in general and the region's context in particular.

The mentoring program will mainly focus on assessing the social entrepreneurs' specific needs and support them in developing their individual:

- Market analysis
- Business Plan
- Minimum viable product
- Financial plan
- Marketing Plan

8.1 Activities and Approaches:

In performing this assignment, the local partner shall conduct the following activities and minimum approaches:

- Designing a one month mentoring program including:
 - Three face to face mentoring sessions of 1.5 to 2 days each (first mentoring session has to be on the 1st of April, and the two other sessions have to take place before the 30th of April)
 - Remote follow ups between mentors and mentees
 - Mentors' deliverables
 - Any toolkit or materials mentees and mentors might need during the mentoring sessions or the one month mentoring period.
- Shortlisting of qualified mentors for British Council to select from
- Follow up with the mentors
- Submitting regular feedback to the British Council
- Submitting an end of period report including the strengths and the areas to improve.

8.2 Output / Deliverables

1. Mentoring program
2. Mentoring toolkit(s)
3. Mentors CVs
4. Final report

8.3 Expertise required

The partner must possess the following:

- Proven experience in the Social enterprise sector in Morocco
- Proven experience mentoring entrepreneurs in general and social entrepreneurs in particular.
- Pool of experienced mentors.
- Experience of conducting similar programs

8.4 Timescales

Activity	Date
RFP Released	08/03/2017
RFP Return Date	15/03/2017
Selection of Preferred Supplier	17/03/2017

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

9 Instructions for Responding

Detailed Response:

- Completed Annex [1] (Supplier Response)
- PDF document detailing your design of a one month mentoring program

Please submit the above to Tifawt.Belaid@Britishcouncil.org no later than **15/03/2017**

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.

10 Clarification Questions

Any questions should be submitted via email to Tifawt.belaid@britishcouncil.org copying se@britishcouncil.org.ma not later than **13 March 2017**.

11 Evaluation Criteria

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

Criteria	Weighting
Fitness for Purpose (including Quality)	30%
Methodology and Approach	30%
Mentor's CVs	20%
Costing	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.

The panel appointed to evaluate the applications will individually score all responses received. Each score will then have the relevant weighting applied. The mean average of the weighted scores awarded by each member of the evaluation panel will then be calculated.

The mean average scores after the weightage has been applied, will be added together to produce an overall total score.

The pricing evaluation will be based on the response with the lowest overall cost being assigned a score of 10 and all other responses will be calculated pro-rata.

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.