

Request for Proposal (RFP)

For: A research partnership between Malaysia and UK researchers (1 UK team/ individual researcher to research the UK and 1 Malaysian team/ individual researcher to research Malaysia) to scope, understand and capture indigenous knowledge, practices, and ways of working that could address climate adaptation. Including the challenges which are being faced, the opportunities they can offer and what a suitable way of working/approach would be to meet the needs of local people.

The research findings will be utilised to inform a two-year programme (UK sector experts' delegation to Malaysia in March 24, creative commission in 2nd quarter 2024, advocacy, capacity building) for the development of sustainable creative collaborations pathways and activities between MY and UK. It will help us inform government agencies, CSOs, Arts organisations, states agencies and policy makers towards embedding arts in the response to climate adaptation,

Date: 27 October 2023

1 Overview of the British Council

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education, and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. These build trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project / Programme

2.1 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP (“**Proposal**”).

“Indigenous knowledge is the accumulated knowledge, beliefs, and practices of native communities around the world, gained from centuries of living in close proximity to nature. It includes a vast array of knowledge systems, ranging from agricultural practices and medicinal plants to spiritual beliefs and traditional storytelling. This knowledge is not only valuable in its own right but has the potential to offer vital insights into contemporary global challenges. However, despite its value, much of this knowledge is at risk of being lost as indigenous communities face rapid modernization, globalization, and climate change. It is, therefore, crucial to preserve and promote indigenous knowledge to ensure its continued transmission to future generations and its potential application in modern society.”

– *The Tuyang Initiative, community-led arts company from Miri, Sarawak*

The British Council has launched a new global programme called “Culture Responds to Global Challenges” (CRGC). It’s climate change strand aims to enable artists to tell the climate change story and improve practices in cultural organisations. In Malaysia, we will run “Human Nature”: a 3-year programme of collaborations and partnerships between the UK and Malaysia Civil Society Organisations arts sectors, science and academia, to explore Malaysia’s cultural diversity and biodiversity, and develop creative responses to climate change/ adaptation.

Human-Nature aims to foster partnerships between the UK and Malaysian Indigenous representatives, artistic (including tech), scientific and academic communities to address climate adaptation with creative responses and:

- embed arts and creativity in the response to climate adaptation.
- elevate Indigenous voices and wisdom through equitable participation and conversation.
- raise awareness about sustainable approaches and support new advocacy narratives.

The programme’s objectives are:

- Enable collaborative partnerships between community leaders/representatives, Malaysian arts practitioners, scientists and academia and the UK arts sectors, to increase the capacity of artists and CSOs to embed arts/creative responses to climate change in their organisations and support wider advocacy practices through the arts and culture.

- Generate and share insights, knowledge, and best practices: generate thought leadership content on creative climate response and on equitable participation and conversation opportunities for Indigenous and local communities.
- Initiate a network of cross discipline experts and arts practitioners to develop and share insights, knowledge, approaches and best practices. To support sustainable future collaborations and advocacy to benefit the communities and to advocate for sustainable models and ways of living inspired by indigenous wisdom.

To help us achieve our programme objectives and generate relevant insights, we want to commission a research that will help us **understand and capture Malaysian indigenous knowledge, practices and ways of working that could address climate adaptation. This is expected to include the challenges which are being faced locally, the opportunities indigenous practices can offer and enable an understanding of what a suitable way of working/approach within Human Nature would be to meet the needs of local people. It should help the British Council, and our UK and Malaysia stakeholders understand how Malaysia’s traditional Indigenous knowledge can contribute to alternative solutions to climate adaptation and map the creative collaboration pathways between Malaysia and the UK to provide creative responses to climate adaptation.**

Similarly, in the UK, we also need to understand what the current trends and initiatives are and who are the stakeholders working at the intersections of arts, tech, science and climate who would have the capacity and appetite to apply for opportunities to collaborate with Malaysian CSOs and arts organisations on creative responses to climate adaptation.

Therefore, we are looking for a team of Malaysian (Malaysia focused, led in-country) and UK (UK focused, led by UK) researchers who will collaborate to deliver.

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council’s contracting requirements, general policy requirements, and the general 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 other companies and organisations that control or are controlled by the British Council from time to time (see: <http://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 Malaysia.

3.1.3 The contract awarded will be for a duration of 4 months from 1 December 2023 to 31 March 2024 with an option for an extension for up to an additional one month up to 30 April 2024.

3.1.4 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 Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact Florence Lambert at Florence.lambert@britishcouncil.org for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will 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 (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions ("Proposal Conditions")

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal 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 Proposal 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 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. No liability (save

for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

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. The clarification process set out in paragraph 12 should be used for any queries in relation to 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 and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – 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 Proposal 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 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal 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 Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or 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 Proposal;
- 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;
- 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 Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 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 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council 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 in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

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 Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal 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 Proposal) 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 Proposal. 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 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process 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.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 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.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal 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 to erica.choong@britishcouncil.org or by post to:
The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ.

7 Specification

We want to commission research report that will help us:

- **understand and capture indigenous knowledge, practices and ways of working that could support the ambitions of Human Nature and for the arts and culture to address climate change and support adaptation.**
- **include the challenges which are being faced locally, the opportunities indigenous practices can offer they can offer and what enable an understanding of what a suitable way of working/approach within Human Nature would be to meet the needs of local people.**

It should help us, and our UK and Malaysia stakeholders understand how Malaysia's traditional Indigenous knowledge can contribute to alternative solutions to climate adaptation and map the creative collaboration pathways between Malaysia and the UK to provide creative responses to climate adaptation.

Similarly, in the UK, we need to understand what the current trends and initiatives are and who are the stakeholders working at the intersections of arts, tech, science and climate who would have the capacity and appetite to work with Malaysian CSOs and arts organisations on creative responses to climate adaptation.

Therefore, we are looking for a team of Malaysian (Malaysia focused, led in-country) and UK (UK focused, led by UK) researchers who will collaborate to deliver:

Malaysia based research

0. **Scope:** The research will be to scope, understand and capture indigenous knowledge, practices and ways of working that could address climate adaptation in an inclusive and participatory way. It should help the British Council and our UK and Malaysia stakeholders understand how Malaysia's traditional Indigenous knowledge can contribute to alternative solutions to climate adaptation and map the creative collaboration pathways between Malaysia and the UK to provide creative responses to climate adaptation.
1. **Stakeholders:** To deliver the programme, we will work with and through intermediaries and communities' representatives (not directly with the communities). By intermediaries we mean: CSOs, indigenous representatives/leaders in their organisations, arts organisations, academics and scientists. Therefore, the research should focus on reflecting those groups and provide something useful for them as an outcome, whilst helping us lay out how we can create

opportunities that are responsive, relevant, mutually beneficial, and support strong collaborations to address climate change/adaptation through the arts and culture.

2. **Approach: We need to ensure that the research is not extractive: it needs to support/inform/inspire these intermediaries and the communities they work with to seek further collaborations or at least give them a sense of a direction as to what is needed for future collaborations beyond our programme. This means participatory research with consultations and exploring with local stakeholders and communities if this is of interest, needed and where Human-Nature activity can provide local benefit, through meeting local outcomes and aspirations.**
3. Geography: Sabah, Sarawak (focus), but also intermediaries in Johor, Pahang, Selangor, Perak and Kelantan where cultural and biodiversity scenarios are comparable
4. The research needs to help intermediaries identify strategies beyond the programme.
5. It maps stakeholders and possible pathways of collaborations.
6. Needs to be interdisciplinary responses (include science, tech and academia- ethnology, anthropology)
7. It must be a Malaysia research-based team but there will be cross-over and contact points with a UK researcher (see below)

UK based research

8. Scope: Map current trends, initiatives, and potential stakeholders who are working at the intersection of arts, science, technology and who could collaborate internationally on creative responses to climate adaptation with Malaysian stakeholders
9. Stakeholders: UK arts organisations, artists, curators, producers, tech practitioners and experts, environmental experts and activists, climate civil organisations, scientists, academia
10. Geography: UK and 4 Nations
11. Recruit a researcher to support us shape and document the UK delegation project.
12. UK and Malaysia researchers work together, share knowledge and identify collaborations areas.

Research Objectives

The research will be a vital insight for the programme, and all its stakeholders. It will contribute to shape the programme by defining the issues at stake. It will be the foundation for:

- Inform UK and MY stakeholders on the contributions, and potential of Indigenous knowledge and how it may provide alternative creative responses to climate adaptation/strategies.
- Inform us in shaping a delegation as part of Human Nature of UK producers, curators and experts in the fields of artistic commissions, environmental projects, academia (anthropologists, ethnologists, scientists) to explore connections and collaboration opportunities.

- Inform us on shaping a mutually beneficial Human Nature creative commission approach: in year 2, we will commission a collaboration of UK MY artists to create awareness and creative responses about climate adaptation solutions. This work, together with the other creative projects planned in year 2, will be showcased in MY and the UK and will serve as an awareness.
- Shape dialogues and community engagements opportunities: create thought leadership content and encourage dialogues between communities, arts and policy makers. It will also be presented at a forum in Borneo in year 2.
- Inform stakeholders of future collaboration pathways, beyond our programme duration.
- Inform policy makers in both regions.

The research findings will be utilised to inform a two-year programme, develop sustainable creative collaborations and activities between MY and UK, including shaping a delegation of UK experts to come to Malaysia early 2024 (Jan-Feb 24). The research will be a building block of our Human Nature programme and will help us:

- Raise awareness of the issue of cultural rights and climate change in both UK and MY
- Engage and inspire arts and cultural stakeholders to play a collaborative role in addressing global challenges.

Researchers should also advise the team on how to best disseminate and share the report findings and part of the role and responsibility of the researcher's team will be to:

- Help identify best ways of dissemination of the research findings.
- Participate in the events/discussions and presentations of the report's findings with wider audiences.
- Share the report within their own networks.

UK and Malaysia researcher teams do not need to have prior partnership experience, but we recommend they connect and submit their responses together as a team.

The research should answer the following questions:

1. Alternative values and systems:

- How indigenous believes and approaches impact their environment? What are the models of production and consumption, spiritual believes and practices, that inform and define their relationship and management of their environment.
- Can Malaysian Indigenous wisdom, cultural values and relationship with nature, be a model that we could share with others for climate adaptation?
- What are the current or needed policies, initiatives and or case studies of initiatives that work?

2. Can arts and culture play a role?

- How do we create awareness and provide benefits through engaging with communities, the arts and creative industries in collaboration with other discipline, educate?
- Who are the key stakeholders (artists, organisations, funders, policy makers) at the intersection of arts and climate?
- What are the trends in this area in Malaysia (work with UK researcher to identify potential common grounds and collaborations recommendations)
- What role arts and creative industries can play specifically in Malaysia in response to climate change? What are the capacity building/strengthening needs for CSOs and arts organisations to embed arts into their advocacy work?
- What are some noticeable initiatives?
- Where can MY and UK stakeholders collaborate? Recommendations of collaboration models, funders, stakeholders....

3. Stakeholders Mapping

Identify all stakeholders at the intersection of arts and global challenges in Malaysia:

- UK MY bilateral relations history and treaties on the matter
- Government agencies
- Policies
- Artists
- Arts organisations, creative hubs and collectives
- Museums/initiatives and other institutions (if any)
- Festivals
- Campaigns and activism initiatives
- Youth organisations and movements
- Funders
- Education
- Academia

4. Collaboration pathways with the UK and MY arts and climate sectors

Recommend the key trends and potential collaboration models.

5. **A short reflection from the research team on the research approach and method for this commission**, especially around the non-extractive/participatory research approach.

Project Aim & Audience

The research will aim to:

1. Create relevant insights and share knowledge with UK arts stakeholders working around global challenges, about Malaysia's unique cultural and bio diversities and relationships between man and nature and the risks they face.
2. Identify pathways for creative collaborations and alternative responses to global challenges (Inclusion and Climate Change) and draw attention on the role arts play in addressing global challenges (Inclusion and climate).
3. Identify pathways for long term artistic and institutional partnerships between UK and Malaysia and renew UK/MY cultural exchanges on shared issues.
4. Create opportunities for dialogues between UK and MY arts sectors, communities, and policy makers (tourism, arts and environment).

Audiences of the report are:

UK and Malaysia:

- Artists, arts organisations, curators, venue managers, producers, festival directors, who are working at the intersection of arts, science and climate and inclusion.
- Civil Society Organisation working in climate change and willing to embed arts into their organisational practice.
- Communities
- NGO's working on climate change and cultural rights.
- Academia, anthropologists, scientists and climate experts.
- Education Institutions.
- Policy makers and governments.
- Funders.

Approach to the report

- Develop a consistent approach in easily accessible language, practical in nature with references to other links for further information.
- Understanding and therefore developing approach to information that is useful for UK creatives who have not engaged with the country before.
- Gain feedback from the British Council team in Malaysia on proposed approach (including one of British Council's Gender and Inclusion team members)
- Develop approach to the report relevant to UK and Malaysian sectors covering areas necessary for people wanting to engage internationally, broadly including chapters on the following areas:
 - Country context for each research: UK climate strategy and priorities, Malaysia climate strategy, biodiversity and cultural diversity, cultural rights and threats, indigenous knowledge and climate adaptation
 - Creative responses to climate adaptation: trends, initiatives
 - Key stakeholders in the sectors

- Plurality of ontologies
- Equitable conversation
- Recommendations of activities and collaboration pathways between UK and Malaysia: How could UK sector contribute and benefit from collaborations and suggest activities and connections that would foster long-term and sustainable collaborations
- Key online resources
- Include visuals where applicable and find suitable design (input from British Council on branding will be given) for the report that is appealing to UK and MY audiences.

Approach to Developing Content

UK and MY researchers to collaborate with each other and work with the British Council Malaysia team and contributors in Malaysia and the UK. The British Council Malaysia is aware of key people in the sector, and we already have existing reports and references to share with the researchers.

Co-coordinate and co-edit the content produced by UK and Malaysian researchers/ contributors co-selected by the British Council team.

Project Outputs/ Deliverables

The outputs of the project are:

- Document to outline approach to research, editorial guidelines and methodology of collection.
- Report on insights with a minimum of 75 pages (to be confirmed in agreement with the consultant the breakdown for each chapter.
- Up to 3 online sharing sessions of the insights report to audiences agreed by British Council within a year of the report's publication. - The first online session (tentatively February 2024) would be to share research insights and context to UK and Malaysian stakeholders. Further two to be discussed.

In addition, the appointed supplier will be expected to:

- Inception workshop to further understand the requirements and research objectives, plus gather any relevant insight or information from the British Council including any identified reports and previous research.
- Provide an inception report which includes the delivery and planning for the research.
- Discuss progress of the research by telephone with the British Council (minimum of twice a month) against a timeline agreed at the outset.
- Workshop to test the findings and discussion at draft report stage, this will include peer review feedback on the report will be given by the British Council.

- Present findings for British Council colleagues during two internal meetings (1 hour slot per session) before the end of the contract.
- Use British Council branded templates for the final report and slide deck.

Budget

The total budget for this project is no more than **£24,000 to be split equitably between the two researchers according to each research scope**, (inclusive of VAT and Withholding tax).

This includes:

- All professional fees, including travel, researching, writing, editing, design and sharing/ distribution of report.
- Commissioning of the UK and Malaysia researchers/ contributors.

Ideal Consultant Profile

We are looking for a two-researchers team (one UK based and one Malaysia based (who are experienced in the creative sector and or the climate change sector and or in anthropologic sectors (for the Malaysia research), with a strong expertise in international cultural policy and collaboration, and can demonstrate skills in management, coordination, communication, and reporting.

- At least 5 years' experience of research and consultancy in the field of arts and climate change and or anthropology in your respective region
- At least 5 years' experience delivering high quality research analytics, reporting and with clear audience in mind on the arts and culture sector.
- Able to demonstrate the ability to identify audience, writing and editing skills.
- At least 5 years' experience working in an international cultural cooperation. Experience with collaborators from Asia is favourable.
- At least 5 years' experience of working collaboratively with international partners and researchers.
- Demonstrable knowledge of gender issues pertaining to the creative sector in Malaysia (desirable)
- Experience in participatory research projects with communities

Research Ethics

MANDATORY REQUIREMENT:

All contracted or commissioned research organisations must have an operational policy and procedure for assuring ethical conduct in research practice and publication and submit this to the British Council upon application as an appendix. This must be approved for the research contract to be awarded and reviewed prior to the research project commencing.

The needs of participants are a high priority and use of participants' data must always comply with the British Council's policies, and any local governance and regulations. A culture of integrity and openness is central to monitoring and evaluation, and conflicts of interest should be avoided. This is to support our credibility and transparency in this area and ensure that we maintain the British Council's values.

The Project Manager and Researchers must take measures to ensure confidentiality, privacy and data protection and retention during and beyond the end of the project – including in data sharing and linkage, and that all participants are informed if and for how long their data will be archived for. The British Council requires this in alignment with the European Social Research Council's (ESRC's) Research Data Policy

The researchers are responsible for enquiring and for acquiring the necessary research authorisations from the relevant local authorities in country to complete and publish the research in country and in the UK.

8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, 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. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

| Activity | Date / time |
|--|------------------|
| RFP Issued to bidding suppliers | 31 October 2023 |
| Deadline for clarification questions (Clarification Deadline) | 6 November 2023 |
| British Council to respond to clarification questions | 9 November 2023 |
| Deadline for submission of Proposals by potential suppliers (Response Deadline) | 26 November 2023 |
| Final Decision | 30 November 2023 |
| Contract concluded with winning supplier | 30 December 2023 |
| Contract start date | 30 December 2023 |

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to **InTend** by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. 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 Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals 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 Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal 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 Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to Florence.lambert@britishcouncil.org 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 and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 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.

12.3 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.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal 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 Proposal may be rejected in full, and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

| Criteria | Weighting |
|--------------------------|-----------|
| Social Value | 10% |
| Quality | 35% |
| Methodology and Approach | 35% |
| Commercial | 20% |

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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. |

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. 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 Proposal at this point. The British Council may also reject any Proposal 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 procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals 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.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal 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.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal 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) obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach

Annex 4 – Supplier Questionnaire

Annex 5 – Concept Note