

Request for Quotation (RFQ)

For: Higher Education Dialogues – Series Writer

Date: 01 10 2020

1 Overview of the British Council

1.1 The British Council is the UK’s international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

1.3 The British Council employs over 10,500 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.

2 Introduction and Specification

2.1 The British Council would like to request a quotation for a HE Specialist to support and provide written briefs and reports, as outlined below. The HE specialist should have 5 years + in the higher education sector and with a strong knowledge of international education and quality assurance. It would be an advantage if the specialist had knowledge of South Caucasus Central Asia region

Please see series over view and delivery items below

Series overview

Planning stage, early October	Series of 6 sessions, identifying topics and potential speakers. Internal project team to monitor and track all progress
Week 1 Workshops, in country	Country offices to host monthly workshops with key stakeholders in the country or cluster to discuss the approaching live panel discussion / theme and identify key

	issues they want to address during the live panel session
Week 2 Review	Review and plan for panel discussion / theme based on country workshop feedback. Briefings to take place with panel speakers
Week 3 Live	Live panel discussion
Week 4 Action Planning session / Marketing	Key actions, trends, learnings from live session to form an insight report and marketing content / short video created for social media
Week 5 Marketing, Planning	Continue marketing and planning for next cycle

Delivery items

Kick off meeting	<ul style="list-style-type: none"> • Full briefing with project team to start the process and align on expectations, delivery dates, and evaluation. This work will contribute to a final series report.
Week 1 and week 2	<ul style="list-style-type: none"> • Review country workshop outcomes, provide recommendations for discussion / focus areas for live panel session, help design the format of the live session. • Contribute to marketing themes • Write briefing sheets for panel speakers. • Attend 30 mins to 1-hour briefing meetings with panellists
Week 3	<ul style="list-style-type: none"> • Attend live panel session, inc briefing and debrief (Approx 2hours) • Produce a detailed insight report (maximum 2 pages) from the live session, capturing emerging trends and insights from the discussion. • Provide content for marketing materials from each session to produce a short social media video clip. Provided in format as agreed by marketing team, likely a short script format. Possible voice-over may be required. • To be shared within 48 hours
Week 4	<ul style="list-style-type: none"> • Review marketing content and sign off.
Week 5	<ul style="list-style-type: none"> • Provide recommendations for workshop discussion topics for the next month

- In general, we are looking at roughly 2-3 days each month for your service.
- The series is scheduled from 21 October 2020 – March 2021, with a possible extension until August 2021. There will be either six or ten sessions. The live panel sessions will be 90 mins and will likely be scheduled on Wednesday at 14:00 UK time. This is subject to approval and might vary depending on speaker's availability. Agreed dates would be provided in advance.
- Please note that we have identified the following “go live” dates, noting these are subject to change. 21 October, 25 November, 16 December, 20 January 17 February, 24 March. There could be an extension of 4 more sessions.
- Initial briefings would be set up with you, the programme lead and marketing colleagues to ensure that expectations / deliveries are clear. Additional support will be made available for immediate feedback on the first two sessions or longer if required. Agreed dates must be adhered to.
- A cycle of activities has been mapped out and will be continuously developed to ensure we have an agile approach to discussion.
- Technology; Teams and Teams live will be used and all internal meetings will be virtual. Internal colleagues will be based in different parts of the world. It is a requirement to have a UK based HE expert writer. The writer must have access to strong Internet with access to camera and audio.
- All services provided will remain property of British Council as outlined in contract.

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to this requirement.

4 Payment and Invoicing

4.1 The British Council will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council reference (i.e. Purchase Order number) is included.
- It is sent electronically via email in PDF format to BC.Invoices@britishcouncil.org or by post to:
The British Council, Corporate Services – UK Hub Team, 10 Spring Gardens, London SW1A 2BN

5 Instructions for Responding

5.1 To express interest in responding, please contact Camilla Rous / camilla.rous@britishcouncil.org who will issue a suppliers response and draft contract. Your quotation must be submitted to by 10 October 2020 and should demonstrate your relevant experience, academic writing and your rates.

6 Clarification Requests

6.1 All clarification requests should be submitted to camilla.rous@britishcouncil.org and questions must be received by 7 October 2020

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost.

8 Disclaimer

8.1 By issuing this RFQ, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.