



Invitation to Tender (ITT)

For: Ghana Social Enterprise Programme Impact Assessment

Date: 20 November 2018

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

Launched in 2009, the British Council's Global Social Enterprise (SE) programme currently runs in 29 countries and supports the development of socially innovative enterprises and investment models that facilitate a more inclusive, sustainable and prosperous future for all, especially young people.

Together, we provide social entrepreneurs with access to training, mentoring and funding opportunities and promote social enterprise education in schools and universities. We convene policy dialogues, organise study tours and conduct research to share knowledge and best practice in scaling social enterprise and social investment. We also deliver international development projects that promote the growth of social enterprise. This is a systemic approach designed to help foster a more sustainable, inclusive and prosperous future and build collaboration, opportunities and trust between the UK and other countries.

Social enterprises are businesses that exist to address social and environmental needs. Social enterprises focus on reinvesting earnings into the business and/or the community.

The global economic crises came with high unemployment rates and reduction in global development aid. To ensure that there is no stagnation in social development and a reversal in the gains made over the years, there has been the critical need to devise innovative and sustainable strategies to keep the wheel of development in motion.

3 Conditions and contractual requirements

The contract awarded will be for the duration of the programme as will be agreed.

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 identity, 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. Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the Act. The British Council may also decide to include certain information in the publication scheme, which the British Council maintains under the Act.

If suppliers consider that any of the information included in their completed documentation is commercially sensitive, they 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.

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

Mandatory due diligence and discretionary rejection information will form part of your response to this ITT. You are requested to complete as part of your response.

Any submissions must expressly accept the British Council's minimum Terms and Conditions. If you have any reservations these must be stated.

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.

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 Framework Agreement 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

All responses will be received **no later than Friday, 7 December 2018**. Any response received beyond this date will not be processed.

6 Payment and invoicing

The British Council will pay correctly addressed and undisputed invoices within 15 days of submission.

The British Council will have a requirement for invoices to be produced in either hard copies or electronic format. The British Council will also have a requirement to send purchase orders prior to the delivery of the service.

The essential information on an invoice for the British Council is:

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

7 Scope of work, specification and outputs

The British Council Ghana is seeking a research consultant, consortium of social enterprise consultants or organizations **with expertise in the UK and Ghana social economy** to work with us to assess the impact of the British Council's **Social Enterprise programme in Ghana over the last four years** of implementation, explore areas to focus on for future implementation as well as opportunities for the British Council to add value in partnerships that are supportive of social enterprise development in the country.

The assessment will be carried out with an initial draft which should be submitted before the end of **February 2019** and should be followed by a detailed and abridged report highlighting impact figures for dissemination by **last week of March 2019**.

Objectives

1. To review the areas of programme focus of the British Council Ghana Social Enterprise programme.
2. Review relevance and impact of activities implemented in 2014 - 2018 financial years.
3. Assess the impact of the delivery of the programme strategies and activities on the:
 - British Council global, regional and country strategies
 - Beneficiaries and target audience
 - Partners
 - Social enterprise ecosystem

4. Review the outcomes of the programmes and project:
 - Areas to focus on in the future
 - Partnerships opportunity
 - Areas to scale back on
5. To assess our impact in relation to the areas with specific focus in:
 - a. The **enabling environment** for social enterprise, including legislation, policy and regulations as they relate to social enterprises in their varying forms, along with social investment and finance mechanisms and models in place for enterprise which deliver social impact
 - b. The **identity and profile social enterprises and entrepreneurs** in Ghana identifying their locations, scope and scale of work, areas of social enterprise interests
 - c. **Capacity building initiatives** for social entrepreneurs and social enterprise, including training and education provision, start up and growth support services, financial readiness support, research and evidencing support, and innovation funds and hubs.
 - d. **Assessment of** social enterprise in curriculum and availability of in – house social enterprise support
 - e. **Grassroots innovations and breakthroughs** from social entrepreneurs and views and opinions from social entrepreneurs, governments, investors/ funders and corporates with a stake in the development of the social economy
 - f. **Awareness and visibility of social enterprise and attitudes and perceptions** of national and international influencers and other stakeholders including the public
 - g. **UK experience influencing policies and approaches to social enterprise**
UK recognised as a centre of excellence for social enterprise with British Council as a conduit to access that excellence
6. To map opportunities for the British Council to develop **strategic relationships** with significant stakeholders in social enterprise development and to explore potential **partnerships** that deliver a return on investment for the British Council and that are likely to have a considerable impact of our work for the social enterprise sector.

Output

The consultancy should result in an **evidence-based report** (detailed and abridged) reflecting the objectives above and a plan for dissemination of the report. A report to be disseminated and another for internal use only.

There should also be a one-paged fact sheet on key aspects of the report relevant to the ecosystem

Timelines

- The deadline for completion of the draft assessment and plan is **Thursday 28th February 2019**.
- The final report should be submitted **Friday 15th March 2019** following a review of the draft report and initial findings.

British Council's role

The British Council will work with the consultant to agree on the scope of the assessment at each stage of the work, providing technical input and on the ground support. We will support the consultant (where we have the capacity to) to map stakeholders, identify and set up calls and meetings with significant individuals and organizations and to jointly position the assessment to get people on board.

The British Council will facilitate introductions to our partners and also share information on our projects so far.

Budget

The consultancy should propose a reasonable budget for this piece of work. The fee should cover all costs related to the assessments including travel, subsistence costs in compliance with corporate policy and all tax obligations including VAT.

8 Constraints

- We expect the consultant to share the research methodology including questions and templates used to gather data.
- The consultant will be asked to present early stage findings a week before the final submission.

9 Terms of engagement

- The consultant/researcher/evaluator will be required to confirm that they are legally entitled to deliver the services required as part of the agreement and that they will accept all liabilities outlined in the consultancy agreement with the British Council. A sample consultancy agreement is available on request.
- The British Council requires approved suppliers to submit proof of financial performance and two references when providing services for the first time.
- The British Council will have **final editorial control and copyright** over **all** resources and publications written in the course of the agreement. The consultant's role and contributions will be acknowledged appropriately by the British Council.
- The British Council also requires the consultancy to request the permission of the British Council prior to re-producing or using materials produced in the course of this agreement and to acknowledge the British Council copyright. This is described in further detail in the consultancy agreement.

The British Council is making a considerable investment in order to carry out this assessment. We expect consultants to provide a thorough response to the ITT, including providing:

- Evidence of their technical expertise and capabilities, along with examples of previous experience that meets the assessment criteria.
- A clear outline of their proposed research framework including any proposed adjustments to the terms of reference.
- Information about consultants who might be involved in the assessment.
- A breakdown of the budget for fees by days, personnel and tasks and proposed costs for travel and subsistence and other activities associated with the assessment.
- Evidence of how they build social values into the work.
- Particular reference should be made to how gender will be mainstreamed into the assessment.
- Consultants' assessments would be done based on:
 - Knowledge and experience of the UK and Ghana's social enterprise sector and approaches to social value.
- Understanding of key issues and drivers for social enterprise in a Ghanaian context.

- Expertise in agenda setting research and analysis.
- Understanding and interpretation of client requirements and terms of reference.
- Value for money.

10 Supplier Response

Deadline for submitting a response to this ITT/proposal is close of business **Friday, 7 December 2018**. All enquiries and completed proposals should be submitted to Larisa.BowenDodoo@gh.britishcouncil.org no later than the stated deadline.

11 Clarification questions

Any clarification questions on the scope of work should be submitted via email to Larisa.BowenDodoo@gh.britishcouncil.org no later than **Friday, 30 November 2018**.