Arts and Creative Industries

Request for Proposal (RFP)

Heritage of Future Past Partner

05 September 2024

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# 1 Overview of the British Council

1.1 We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. We uniquely combine the UK’s deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

1.2 We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

1.3 We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world. We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

**2 Introduction and Background to the Project / Programme**

**Heritage of Future Past** is a project under the British Council’s Culture Responds to Global Challenges programme – celebrating the transformative power of arts and culture to change attitudes, support more equal societies and the protection and promotion of cultural expression, diversity and heritage at risk.

**Heritage of Future Past** has been implemented in Viet Nam since 2018, working with diverse local communities to safeguard and promote heritage at risk, and to create opportunities for local people to directly contribute to and benefit from the safeguarding and promotion of their cultural heritage. For more information about Heritage of Future Past, please visit [**this link**](https://www.britishcouncil.vn/en/programmes/arts/heritage-future-past).

# 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 Contracting authority: 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 Delivery location for goods and/or services: the British Council offices in Viet Nam

3.1.3 Duration: The contract is expected to start on 15 October 2024 and completed by 15 October 2025

3.1.4 Contractual terms: As 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. 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 30 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 [vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn) or by post to:

The British Council, 20 Thuy Khue, Tay Ho, Hanoi, Vietnam

# 7 Specification

*Please refer to the Appendix to this RFP for the specification (page 13)*

# 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 | 05 Sep 2024 |
| Deadline for clarification questions (**Clarification Deadline**) | 20 Sep 2024 |
| Deadline for submission of EoI by potential partners (**Response Deadline**) | **26 Sep 2024** |
| Interview with potential partners | Week commencing 30 September 2024 |
| Final Decision by British Council | 10 Oct 2024 |
| Contract concluded with winning partner | 15 Oct 2024 |

# 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 [vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn) 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 [vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn) 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 response 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, and that 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 advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Quality** |  |
| 1. Evidence of organisation competence, i.e. technical and management staff, including budget proposal and ability to manage scope of work and budget | 20% |
| 1. Track record of implementing community-based projects or activities in diverse geographic areas and with less visible and harder-to-reach communities in Viet Nam | 20% |
| **Expertise** |  |
| 1. Capability to reach and have required understanding of community development issues and best practices working with less visible and harder-to-reach communities | 20% |
| 1. Ability to demonstrate through previous examples of working community members | 20% |
| **Compatibility** |  |
| 1. Shared understanding and vision for the key principles and ways of working of Heritage of Future Past (please see **Main objectives/ Rationale** section) | 20% |

13.3 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.

13.4 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.

13.5 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.

# 14 Data protection

The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

The British Council complies with the General Data Protection Regulations 2016/679 (EU) GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used for the processing of your application. The information will be viewed by British Council and those who are part of the decision-making process. Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or the Data Protection Team [inforgovernance@britishcouncil.org](mailto:inforgovernance@britishcouncil.org) or see our website: [www.britishcouncil.org/privacy-cookies/data-protection](http://www.britishcouncil.org/privacy-cookies/data-protection). We will keep your information for a period of seven years after the project.

# 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**

# Appendix - Specification

This section spells out the scope for this assignment including the range of activities that the supplier is expected to deliver, the qualifications and expertise required of the supplier and the expected timeline for the task.

# Assignment background

The British Council is looking for dedicated partners to provide technical support to individuals, groups, and communities in designing and realising action plans to safeguard and promote their cultural heritage. Our project is community-driven and people-led and are devised and managed with local partners on the ground, supporting local communities to promote their own cultural heritage, leading to economic growth and improved social welfare.

Details on what we are looking for in a potential partner are provided below. Please send a Proposal using the response form provided to [**vnarts@britishcouncil.org.vn**](mailto:vnarts@britishcouncil.org.vn) before **26 September 2024**.

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

# 2. Assignment scope

## 2.1. Main objectives / rationale

Heritage of Future Past pioneers the concept that cultural heritage can be used as a resource to address local challenges and achieve inclusive growth. We follow some key principles and ways of working in doing so. These are:

* Heritage of Future Past is **inclusive**, we aim to enable harder-to-reach individuals and communities to be included their heritage, and the value it brings them economically, socially and environmentally.
* Heritage of Future Past applies **participatory** ways of working, offering those in the community opportunities to contribute their ideas, and to play an active role in the inclusive growth of their environment.
* Heritage of Future Past emphasises on **sustainability**, demonstrable through bottom-up rather than top-down ethos, and which aim to benefit people more directly and encourage local ownership and shared responsibility.
* Heritage of Future Past aims to **building capacity** for local partners and communities to deliver long-term impact through developing skills, providing tools, sharing knowledge, and connecting networks of individuals, communities, organisations and institutions working with heritage.
* Heritage of Future Past followsa **people-centred** approach where individuals and communities themselves identify the heritage at risk and are capable of initiating actions to safeguard and promote their cultural heritage in their own terms to bringing about inclusive growth of their localities.

We propose to work with like-minded partners in mutually beneficial partnerships, where partners co-create and co-manage the programme, reflect and share learning of best practices, and jointly advocate for inclusive and innovative ways of working with culture heritage to realise sustainable development goals. We will encourage grant themes such as sustainable tourism, creative craft, inclusive community development, inclusive education, intergenerational transmission of knowledge and skills, documentation and archiving, research and development of heritage-based new services and products, etc. We will stimulate innovation, local ownership and sustainability through these grants, while ensuring that local communities receive support to realise their own initiatives.

Partnerships we are looking to form may involve budget transfer from the British Council to the partner for management. Budget can be used to cover costs such as professional fee, allowance and honorarium for staff (i.e. trainer, manager, admin and support staff), travel and accommodation, and other platform fee (i.e. share of rent or other office facility).

We follow the [EU-UN cost norms](https://www.eeas.europa.eu/sites/default/files/documents/Signed_2022_UN-EU_Cost_Norms_9_MAR_2022_ENG.pdf) for development projects in Viet Nam.

We encourage partner organisations to make non-cash contribution to the programme. Non-cash contribution can come in form of existing staff cost or facility cost that can be used solely for the benefit of the joint programme.

# 3. Required services and deliverables

We are looking for a partner who can provide technical and management support to individuals, groups and communities to help them design and realise action plans to safeguard and promote their cultural heritage, and to use cultural heritage as a resource to elevate local challenges. Support may come in the following forms:

* Co-designing a series of workshops to connect and strengthen capacity in cultural heritage sector, undertaking a people-centred approach in heritage protection to improve community livelihood. The partner would be instrumental in:
  + Needs assessment: Ability to conduct thorough needs assessments to understand the specific requirements and aspirations of local communities regarding their cultural heritage.
  + Capacity building programme development: Ability to design a capacity building programme that addresses local needs, covering topics such as project management, sustainable and long-term community development, community heritage management planning (including identifying, inventory building, heritage asset recognition, management, and promotion), local products development and connection with new market, heritage tourism development and management, and cross-cutting issues such as gender balance, women and girls’ empowerment, cultural authenticity, local ownership and decision making, etc.
  + Inclusive and interactive approach: Ability to design and deliver activities that are participatory, culturally sensitive, gender-sensitive, and accessible to all community members. The target groups are cultural heritage professionals/organisations, heritage practitioners, community members including women and girls, indigenous peoples, young people, from less visible and harder-to-reach communities.
  + Community of Practice: Ability to facilitate networking and knowledge-sharing among workshop participants to build and maintain a robust Community of Practice focusing on cultural heritage safeguarding. Between January and March 2024, [a Community of Practice](https://www.britishcouncil.vn/en/community-practice) as part of Heritage of Future Past was developed by the British Council, actively engaging with more than 250 members including project partners, grantees, and individuals/organisations are currently working together to reflect, share best practices from Heritage of Future Past and in cultural heritage sector. We will look to explore how this Community of Practice can be self-sustaining.
  + Follow-up and support: Provide ongoing support and follow-up after workshops to help communities implement the knowledge and skills acquired. It is planned that by the time the training courses take place, a call for grant applications would have been launched. Therefore, those who participate in training will be encouraged to respond to this call, and seek to learn skills, knowledge and process that would benefit them in developing and implementing projects and initiatives using cultural heritage as a resource to tackle local developmental challenges.
* Co-creating and managing the Cultural Heritage Grant Programme with the British Council through a transparent process ensuring equal opportunity. This process involves an open call, information session, panel selection, disbursement of grant funding, support to all grant recipients, and monitoring, evaluation and learning. The purpose of the grant programme is to directly engage with and benefit local communities in the safeguarding and promotion of their cultural heritage. Management of the grant programme may include providing support, particularly management support i.e. monitoring of progress through regular meetings and field trips, evaluation of project results/outcomes, data collection, report writing, etc., to all grant recipients. [This report](https://www.britishcouncil.vn/sites/default/files/report_on_community_cultural_heritage_challenge_0.pdf) offers information about the Community Cultural Heritage Challenge, a grant programme by the British Council supporting locally led initiatives between 2021 and 2023.
* Organising knowledge sharing and learning opportunities, such as roundtables, seminars, conference, etc. that involve community members/groups, heritage practitioners and professionals, researchers and academics, and relevant government bodies.

As we work directly with local communities in diverse areas in Viet Nam, we are looking for responses from organisations and institutions with mandates/functions and capacity which include:

* Experience in grant management: Proven track record in disbursing and managing grants, particularly those related to cultural heritage and community development. We offer an opportunity for learning about and understanding the grant management practice by the British Council’s Centre of Excellence.
* Expertise in locally-led capacity building: Extensive experience in developing and conducting training and workshops following a need-responsive and interactive approach.
* Community engagement skills: Strong ability to engage with and empower local communities, fostering participatory and inclusive approaches.
* Collaboration and co-creation: Commitment to working closely with local communities and stakeholders, ensuring projects are tailored to local needs and priorities.

Contract value

**Maximum 1,120,000,000 VND** including any VAT under UK regulations and withholding tax in Viet Nam for the delivery of all objectives.

* Where the supplier is an organisation, any withholding tax or taxes of same nature in Viet Nam applied on the contract value received from British Council **shall be deducted** at the applicable withholding tax rate by British Council before paying the remainder to the supplier. The current Vietnamese withholding tax rate applied for services provided by overseas suppliers is **10%**.
* Any personal income tax or any employment related liabilities of supplier (as individual(s)) or supplier’s employees shall be wholly responsible for in Viet Nam by the supplier or supplier’s employees themselves. British Council shall not pay or bear or be responsible for any of such personal income tax or employment related liabilities.
* To avoid any doubts, **1,120,000,000 VND** is the maximum amount payable by British Council to the successful supplier, which is meant to include any UK VAT, Viet Nam withholding tax and other taxes of similar nature. The final price/charges quoted in the Contract shall need to be “exclusive of any UK VAT” to comply with the Contract provisions as set out in Annex [1].
* Details of the contract provisions for tax clauses can be found in **Annex [1] Terms and Conditions of Contract**

The table below presents the scope of work and indicative budget for the project. Details will be discussed and further developed once a partner is selected. Please refer to the indicative budget when preparing a proposal.

|  |  |
| --- | --- |
| **Scope of Work (for maximum 12 months)** | **Indicative Budget (maximum)** |
| **Capacity Building Programme**, including:    1. Co-designing a series of workshops to connect and strengthen capacity in cultural heritage sector, undertaking a people-centred approach in heritage protection to improve community livelihood; 2. Organising knowledge sharing and learning opportunities, such as roundtables, seminars, conference, etc. that involve community members/groups, heritage practitioners and professionals, researchers and academics, and relevant government bodies. | VND 160,000,000 |
| **Cultural Heritage Grant Programme** | VND 800,000,000 |
| **Project management** (including management staff fees and direct platform fee, not professional fees for capacity building) | VND 160,000,000 |
| **TOTAL** | **VND 1,120,000,000** |

Contact

Please send your enquiry to [vnarts@britishcouncil.org.vn](mailto:vnarts@britishcouncil.org.vn) before 20 September 2024. We will respond to your enquiry within 3 working days. We are open to having a meeting with you to discuss your interest should you feel that it would benefit your proposal. Please let us know if you wish to have a meeting through the email provided.