



Terms of Reference

Call for Delivery Partner for Creative Enterprise Ukraine Programme

1. Background

The British Council's Creative Enterprise Programme is a practical capacity-building programme to support creative entrepreneurs around the world and encourage sustainable and resilient livelihoods. It has been developed by the UK's innovations foundation Nesta and is run in partnership with the British Council. Developed from the [Creative Enterprise Toolkit](#), the programme's core offer is a three-day workshop designed to support creative entrepreneurs in establishing and building resilient and sustainable businesses.

Between November 2016 and February 2019, workshops have taken place in 37 cities, in 21 countries, in seven languages, involving more than 1,200 creative entrepreneurs in arts and culture, fashion, handicrafts, digital, publishing, gaming, performance arts and more. For more details please watch the [video](#)

In Ukraine the programme was launched in 2015. The British Council has so far delivered 24 workshops for 505 emerging entrepreneurs in nine cities across the country. We work with a team of four Nesta-accredited local [facilitators](#), who deliver the programme in local languages. The programme also offers post-training mentorship opportunities to selected alumni and public community building events with pitching sessions.

The Creative Enterprise Programme is delivered in partnership with creative hubs and local organisations across the country as well as with PwC Ukraine, who conduct an additional day to the core programme covering the specifics of setting up and running a business in Ukraine.

More information on the programme in Ukraine is available [here](#). The Impact Survey of the our work in 2015-2017 can be downloaded from [here](#).

2. Assignment

The British Council now intends to extend the Creative Enterprise training programme as part of a new EU-funded programme, called House of Europe, fostering professional and creative exchange between Ukraine and EU in the sectors of culture and creative industries, education, health, social entrepreneurship media, and youth work.

As part of the activity plan for House of Europe, we plan to: 1) continue delivering Creative Enterprise Ukraine workshops across Ukraine (up to 15 workshops over three years); 2) offer mentorship and other opportunities to alumni; 3) strengthen our engagement with the alumni community and the network of local hosting partners; and 4) deliver at least one public pitch event and a series of local meet-up meetings each year.

The British Council is now looking for a delivery partner organisation who will work together with the British Council team to ensure the high-quality realisation of the programme plan and activities, as well as communications around the programme involving the alumni community, local partners, potential partners and wider stakeholders.

The delivery partner is expected to deliver the following tasks:

- Coordinate a network of local hosting organisations, ensure venue and materials preparations as per British Council standards;
- Ensure efficient pre-training communication with participants and facilitators, identify and coordinate guest speakers for each workshop;
- Coordinate the mentorship scheme for alumni where necessary;
- Contribute to the development of the communications plan for the programme, together with the British Council’s programme team, and help disseminate information about open calls, events, and programme impact;
- Coordinate preparations for the local meetings and for the annual public pitching events;
- Contribute to the Monitoring and Evaluation of the programme;
- Administer payments to third-party service providers on behalf of the British Council (including event organisation, mentors, etc.)
- Ensure high-quality and effective on-site coordination of workshops and events (when necessary);
- Contribute to delivering other activities around the Creative Enterprise Programme:
- Establish and maintain an effective working relationship with the British Council’s programme team.

3. Timeline:

Launch of open call for delivery partner for the Creative Enterprise Programme	31 July 2019
Application deadline for applicants	8 September 2019
Selection results communicated to applicants	16 September 2019
Preparatory and planning meetings with the British Council programme team	September 2019
Kick off of the open call for Creative Enterprise Ukraine Participants	October 2019
Programme activities	From November 2019 onwards

4. Eligibility and Requirements

Eligible organisations for this call for a delivery partner will be creative economy support agencies or NGOs, creative hubs, business development agencies or educational organisations with at least

three years' experience of organising and running educational/capacity-building programmes or events in Ukraine.

Selection criteria:

Essential

- Relevant (minimum three years) experience in organising and running capacity-building programmes/events in business skills/creative industries/project management;
- Knowledge (and experience) of the creative industries sector of Ukraine;
- Strong track record of organising educational and public events;
- Network of contacts in the cultural and creative industries sector in Ukraine;
- Available team resource to perform the above-mentioned tasks;
- Ability to collaborate and report in Ukrainian and English.

Desirable

- Experience of working with international partners/organisations;
- Access to the target audience of the programme: emerging entrepreneurs working in the cultural and creative industries.

5. Conflict of Interest

Applicants must confirm in their cover letter that there are no known existing conflicts of interest relating to the assignment, or any other professional or personal circumstances that might affect the fulfilment of the assignment. Organisers must also declare any potential conflicts of interest which arise during the assignment. Should any conflict of interest arise which was known about but not declared at the time of the original application, the British Council may terminate the contract.

6. Contracting and Payments

The selected delivery partner will be contracted for a period of three years with break-off/review points to allow qualitative review of the services provided. The delivery partner will sign a service contract with the British Council in Ukraine to deliver the assignment.

The services will be paid for based on submitted timesheets, narrative reports and other financial reports as required under British Council standards for the House of Europe programme. Payment will be made by bank transfer in UAH.

The delivery partner will be considered as having the legal status of an independent contractor and as such there will be no employer/employee relationship between the British Council on the one side, and the delivery partner or any person used by the delivery partner on the other side.

7. Submission of proposals

The official language for the proposal, reports and for any other documents in relation to the assignment is English. The service contract will be bilingual in English and Ukrainian.

The proposal should provide the following information:



- A detailed description of the applicant organisation, including a summary of its experience of organising capacity building events/programmes, as well as the applicant's relation to the cultural and creative industries sector;
- The CV of the staff member who will be the applicant's coordinator for the project;
- Quotes of daily fees for services in UAH (one day is eight working hours) including all related taxes. We expect that the assignment will require the involvement of one coordinator and one administrator. Workloads will be based on the activity schedule.

Proposals must be submitted by e-mail to ce@britishcouncil.org.ua no later than 23:59 Kyiv time on 8 September 2019, with the subject line **Delivery Partner Creative Enterprise Ukraine**.

In case of further questions please contact ce@britishcouncil.org.ua with the subject line **Request for additional question on Delivery Partner Call**.

Requests for clarification about any aspects of this call may be sent to ce@britishcouncil.org.ua no later than 23:59 Kyiv time on 18 August 2019. Questions submitted which are of general interest will be published on the British Council website, in anonymised form, together with the British Council's answers, on 23 August 2019.