Appendix 3 - Supplier Response

For the Evaluation of the Supporting young people to build a more cohesive society (Active Citizens) Project

**Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To be used on the Contract)**

**Company Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(If Applicable)**

**Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions**

1. Provide Company Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question. Note: Any alteration to a question will invalidate your response to that question and a mark of zero will be applied.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorised representative.
4. Submit all mandatory documentation to activecitizens@britishcouncil.org.ua by Thursday 10 February 2022, 15:00 (GMT+2, Kyiv, Ukraine) with the subject line “Evaluation Consultancy\_ Application\_Name of supplier”.

Part 1 – Supplier Response

1.1 Responses will be scored according to the methodology as set out in Evaluation Criteria section of Terms of Reference.

1.2 If the requirement is partially met, any additional detail provided will enable the British Council to make a fuller assessment on the capability to meet the requirement.

1.3 Please indicate if there is an additional cost implication in meeting a requirement, what this might be and if it has been included in Question 4 (Value for money) of Part 1 – Supplier Response.

|  |
| --- |
| **Experience with similar projects or consultancies** |
| **ID** | **Cat.** | **Requirement** |
| **Q1** | **25%** | Please include a description of your organisation’s relevant previous experience on similar projects. This should describe the skills and capacity your team or organisation has to provide monitoring and evaluation support in these countries, as well as cite specific programme experience delivering similar services within the last 5 years. Please also highlight any risks that, from your previous experience, might affect this consultancy, and proposed mitigation for these possible challenges. Please also include a description of the team who will work on the delivery of the outputs, with each role identified and a short description of each team members’ expertise. Please attach the CVs of the proposed team. **- Maximum 2500 words excluding CVs** |
| **Supplier Response:** |

|  |
| --- |
| **Quality of Methodology and Approach** |
| **ID** | **Cat.** | **Requirement** |
| **Q2** | **30%** | Please describe in detail your approach to delivering the British Council’s requirements and meeting the objectives and timeframe of the consultancy, as described in the Terms of Reference. As well as the technical requirements please also describe your approach to address the key practical aspects such as governance, management and collaboration with the British Council. **– Maximum 6000 words** |
| **Supplier Response:** |

|  |
| --- |
| **Workplan** |
| **ID** | **Cat.** | **Requirement** |
| **Q3** | **20%** | Please provide a workplan for your technical approach. This should include the names of the team members working on key tasks, and their indicative level of effort in days on key tasks. It should include the duration, phasing and timing of key deliverables to meet the timeframe requested in the Terms of Reference. It should include indicative calendar dates for key deliverables or tasks. This workplan should match the costing provided Question 4 (Value for money). This workplan should take the form of a table, **no more than 2 pages long**. |
| **Supplier Response:** |

|  |
| --- |
| **Value for money: Depth and clarity of cost breakdown, and overall budget competitiveness** |
| **ID** | **Cat.** | **Requirement** |
| **Q4** | **25%** | Please provide a breakdown of costs indicating number of days against workplan and unit costs (incl. VAT and other applicable taxes). It should meet the payment schedule outlined in the Terms of Reference. This breakdown should take the form of a table, no more than 2 pages long. |
| **Supplier Response:** |

Part 2 – Submission Checklist

Insert Yes (Y) or No (N) in each box in the table below to indicate that your submission includes all of the mandatory requirements for this tender.

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

|  |
| --- |
| **Submission Checklist** |
| **Document** | **Y / N** |
| 1. CV responding to the ToRs which should clearly highlight experience relevant to the competencies and requirements, including confirmation of proficiency in Ukrainian language |  |
| 2. Completed response template in Appendix 3 (Supplier Response) and in accordance with the requirements of the Terms of Reference |  |
| 3. Confirmation of availability for the proposed timeframe should be included in the Question 3 (Workplan) |  |
| 4. Completed pricing proposal in Question 4 (Value for money) |  |
| 5. This checklist signed by an authorised representative |  |

I confirm on behalf of the supplier submitting the documents set out in the above checklist that to the best of our knowledge and belief, having applied all reasonable diligence and care in the preparation of our responses, that the information contained within our responses is accurate and truthful.

|  |  |
| --- | --- |
| **Supplier:** |  |
| **Date:**  |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |
| **Title:**  |  |

Data protection

British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. 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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office.

We will keep your information for a period of 7 years from the time of collection