Cultural and Creative Hubs Vietnam

A project co-funded by the European Union and the British Council, implemented by the British Council in partnership with the Vietnam Institute for Culture and Arts Studies.

Response Form

Final Monitoring and Evaluation Consultancy

Instructions

1. Please complete the response form by ensuring all questions/ sections are answered.
2. Kindly ensure responses are as detailed as possible. All responses will be taken into account for the evaluation.
3. Submit the completed application form and all mandatory documentation to vnarts@britishcouncil.org.vn by **26 February 2021** (at 23:59 Vietnam time)

Section 1 – Contact Details

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be used on the Contract)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If applicable, to be used on the Contract)

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

Contact telephone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Section 2 – Track Record

*(in 300 words or less)*

1. Relevant previous experience and track record in MEL work in the fields of culture, development or similar. Please include 2 referees (no need to include contact information at this stage as we will only require that for short-listed candidates at later stage); and attach sample of a previous MEL report that you / your team has done for a similar assignment

2. Relevant qualification and publication

Section 3 – Proposal Details

*(in 500 words or less)*

Please briefly express why you are suitable for this assignment and outline your proposed approach

Section 4 – Timeline and Fee

Please detail out the working timeline and proposed professional fee (daily rate and total fee)

* Total quote, i.e. daily rate x 30 working days (maximum)
* Indication of availability to work within specified timeline

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Data Protection and Consent

The British Council is the data controller of the information that you provide as part of your participation in the Online Learning Extended Open Call. This means that the British Council is responsible for determining how your information is collected and used. The legal basis for collecting your data is that the processing is necessary for the performance of a contract – our agreement outlined in the Final Monitoring and Evaluation Consultancy Request for Proposal.

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](https://www.britishcouncil.vn/). We will keep your information for ten years from the time of collection.

Data Protection and Consent:

**[ ]** Yes, I agree.

**[ ]** No.

Use of your contact details for other British Council activities.

British Council would like to use the information you provide to send details of activities, services and events (including social events) which we think are of interest. To choose your contact preferences, please check any of the boxes below.

You do not have to select any of the options and if you do, you may unsubscribe from any option at any time. We will process your personal information based on this consent. You may unsubscribe by sending an email to Nga.Phan@britishcouncil.org.vn

**[ ]** Email address you use for the Final Monitoring and Evaluation Consultancy Request for Proposal

**[ ]** Mobile number you use for the Final Monitoring and Evaluation Consultancy Request for Proposal

**[ ]** Use of your contact details for other British Council activities

FOR MORE INFORMATION

Hong Pham

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