

Tackling Modern Slavery in Viet Nam (TMSV) Project

A Project funded by: The United Kingdom (UK) Home Office Modern Slavery Innovation Fund

Implemented by: British Council



Still from a Vietnamese modern folk theatre performance. Photo by Le Kim Hung

Request for Proposal (RFP)

Activity: Community-led forum theatre on fighting human trafficking

Activity Code: 2.1.4

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For: A local Vietnamese independent theatre-for-development group to work with a UK theatre expert and selected local provincial theatre troupes in order to develop and deliver community-led forum theatre performances on fighting human trafficking in the project target areas.

1. Overview of the British Council

1.1 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 2018–19 we engaged with 80 million people directly and reached a total of 791 million people including online and through broadcasts and publications. In 2018-19, the British Council had

a total income of £ 1,250 million including a grant-aid of £184 million, £727 million from fees and income from services such as English teaching, exams administration and £253 million from the management of client-funded contracts, and funding from a wide range of public and private sector partners.

1.2 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.

1.3 Its primary charitable objects are set out in the Charter and are stated to be to:

- 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; and
- Otherwise promote the advancement of education.

1.4 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 viewed at www.britishcouncil.org.

2. Introduction of TMSV project and background of the assignment

2.1 Introduction of TMSV project

Tackling Modern Slavery in Vietnam (TMSV) Project is funded by the UK Home Office and implemented by a consortium composed of International Organisation of Migration (IOM), British Council and World Vision. IOM is the consortium lead. The goal of this project is to end modern slavery in Viet Nam through changing behaviour, increasing prosecutions and supporting the rehabilitation and reintegration of potential and actual victims of human trafficking. TMSV Project is expected to achieve the following three broad impact areas:

- 1) Preventing vulnerable populations from becoming victims
- 2) Strengthening the judicial response to human trafficking
- 3) Supporting the rehabilitation and reintegration of victims of trafficking

The British Council will lead on Impact Area 2 to deliver the following outcomes:

- Expected outcome (2.1) – Vulnerable populations at grassroots level have increased understanding of criminal justice system and processes in human trafficking cases
- Expected outcome (2.2) – Investigators, judges, prosecutors and lawyers trained in adjudicating and prosecuting trafficking cases including identification of trafficking indicators/cases, victim and witness sensitivity/interviewing techniques, evidence collection and case management, effective implementation of amended legislation and international best practice.
- Expected outcome (2.3) - Strengthened coordination between justice sector agencies in pilot provinces through support to improving the national database on trafficking under the National Program on Prevention and Fighting Trafficking (2016-20)

2.2 Background for this assignment

As part of the approach to achieve Impact Area 2 of the TMSV Project, the British Council will deliver a Community-led Forum Theatre component including a series of campaigns using forum theatre as a means of communicating key behaviour change messages tailored to the needs of vulnerable communities. Community-led forum theatre is a tested and effective means of communicating social messages by enabling sensitive processes of community dialogue to take place, which in turn induces patterns of behavioural change in communities. These interactive theatre performances, customised to the theme of fighting human trafficking in Vietnam, aim to ensure that vulnerable populations at grassroots level have increased knowledge and awareness in order to facilitate changed patterns of behaviours.

The activity plans to engage with existing local/provincial theatre troupes and community action groups to develop and deliver a series of community-led forum theatre performances in the project's 5 target provinces. The performances, which are participatory by nature, will be delivered as popular forms of theatre native to specific localities in Vietnam such as Chèo, Tuồng, Quan Họ, Hát Bội, or Kịch Nói. The interactive performances will tell a story or case of human trafficking in Vietnam: it will illustrate the risks and consequences of being trafficked, how to prevent it, the support available to victims, including justice, and the apprehension and a conviction of offenders. These performances, with strong audience participation, are public gatherings in community houses, sports grounds or other places, and will serve as good opportunities for dissemination by social service providers and support organizations as well as providing a role for duty-bearers (lawyers and prosecutors) as facilitators.

To assure the effective implementation of the activity, the Project will collaborate closely with a number of local government agencies involved such as Ministry of Public Security, Provincial Department of Culture, Sports and Tourism (DoCST) and their provincial performing arts troupes, Department of Labour, Invalids and Social Affairs (DoLISA), Ministry of Communication, Provincial Prosecution, Provincial Courts, Provincial Department of Justice (DoJ), and Grassroots organisations at provincial and commune levels such as Women's Union, Youth Union, Farmers Union, Fatherland Front and other service providers. Some parts of the activity may also be coordinated and integrated with community knowledge-sharing campaigns to be conducted by IOM and World Vision as consortium partners of the TMSV Project.

For more information about the work of the British Council in the arts and creative industries in Vietnam, please visit: <https://www.britishcouncil.vn/en/programmes/arts>.

The British Council is therefore looking for a local Vietnamese independent theatre-for-development group to work under the guidance of a UK theatre expert and with the support of the TMSV project team, to provide capacity building and support to five (5) provincial theatre troupes in order to enable them to develop and deliver a series of community-led forum theatre performances on fighting human trafficking in the project target areas. The local Vietnamese independent theatre-for-development group is expected to provide technical support and guidance in order to build the capacity of provincial theatre troupes on issues related theatre for development as well as the facilitation of provincial theatre troupes' performances in the project areas. The selection and identification of the 5 provincial theatre troupes will managed directly by the British Council and the TMSV project team.

3. Tender Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process ("Procurement Process").

3.1 Contracting requirements

- 3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other 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 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council's office in Hanoi.
- 3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex [1] (Terms and Conditions of contract) ("Contract"). By submitting a tender response, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment.
- 3.1.4 The Contract awarded will be for a period from October 2019 to December 2020.
- 3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this RFP by the Clarification Deadline (as defined below in the Timescales section of this RFP). Following such clarification requests, the British Council may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.
- 3.1.6 The British Council is under no obligations to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Response Deadline (as defined below in the Timescales section of this RFP). Any proposed amendments received from a potential supplier as part its tender response shall entitle the British Council to reject that tender response and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

- 3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall 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>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

3.3 General tender conditions ("Tender Conditions")

- 3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this RFP.
- 3.3.2 Third party verifications – Your tender response 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 tender response 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 to potential suppliers 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 but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

- 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. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of 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. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.
- 3.3.6 Compliance of tender response submission – 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 Tender 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 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [2] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.
- 3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex [2] (Supplier Response) and these Tender Conditions.
- 3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:
- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
 - contains hand written amendments which have not been initialled by the authorised signatory;
 - does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the RFP;
 - contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
 - is not submitted in a manner consistent with the provisions set out in this RFP;
 - is received after the Response Deadline.
- 3.3.10 Disqualification – If you breach these Tender 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 tender response apply and/or if you or your appointed advisers attempt:
- to inappropriately influence this Procurement Process;
 - to 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 tender response;
- 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; or;
- 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 Tender Conditions) or from another potential supplier or another tender response,

The British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition 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 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.
- 3.3.12 Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way 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 to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.
- 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 Tender Conditions and the requirement of this RFP.
- 3.3.14 Liability – Nothing in these Tender 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 tender response) 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 tender response. 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 This RFP and its accompanying documents shall remain the property of the British Council and must be returned on demand.
- 4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement 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.
- 4.5 The Freedom of Information Act 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).
- 4.6 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.
- 4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Annex [2] (Supplier Response), you must provide clear and specific detail as to:
- the precise elements which are considered confidential and/or commercially sensitive;
 - why you consider an exemption under the FOIA or EIR would apply; and
 - the estimated length of time during which the exemption will apply.
- 4.8 The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process you agree that the British Council should not and will not be bound by any such markings.
- 4.9 In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this RFP.
- 4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council’s instructions and will not use such personal 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 any relevant data protection laws and to ensure all consents required under such laws are obtained.

5 Tender Validity

- 5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response 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.

7 Specification

This section describes the objectives, responsibilities and technical specifications required for the role of the Local Vietnamese Independent theatre group ('Consultant').

- 7.1 The overall objective of the assignment is to provide capacity building support to *selected provincial theatre troupes and enable them* to develop and deliver community-led forum theatre performances on fighting human trafficking in the project target areas.

7.2 Scope of work

- Lead in the initial scoping visits to the project locations (5 provinces) in order to gather information from the local context using an agreed set of questions; and draft a report with findings and recommendations for the development of the Community-led Forum Theatre component for the TMSV project;
- Work with a UK forum theatre expert and the TMSV project team and partners in co-designing and co-organizing the community-led forum theatre trainings (2 trainings * 7 days/ each) for representatives of the five provincial theatre troupes;
- Support provincial theatre troupes to deliver script development for the community-led forum theatre performances on fighting human trafficking in 9 districts and practice and prepare for delivery of those performances;
- Facilitate the delivery of community-led forum theatre performances on fighting human trafficking in 9 districts with the aim of reaching 6,000 VoTs and PVoTs (about 150-200 audience members / each performance);
- Assure quality of theatre performances up to international or agreed standards, including the arrangement of legal/justice review the scripts and legal/ justice counselling and support services for forum theatre audiences ; consolidate results of each performance to share with TMSV project team (a detailed impact assessment plan to be agreed with TMSV project team with expected data collection from 8-10% of the audience)
- Review entire process and prepare a learning and best practice report

Detailed requested services	Expected timeline
1. To gain an understanding of the context of UK – Vietnam modern slavery and human trafficking problems. This requires reading of TMSV project research reports and participation in meetings with the TMSV project team, relevant legal and justice experts, and other stakeholders on the issue of modern slavery and human trafficking in Vietnam.	Oct 2019

2. To collaborate with the UK forum theatre expert in developing and finalising a set of questions for the initial scoping visits to the project locations; and to collaborate with the TMSV team in developing a plan for the scoping visits (i.e. who to meet with, and what questions to ask whom, etc.)	Oct 2019
3. To lead in the initial scoping visits to the project locations and all meetings; to gather information of the local human trafficking context using the agreed set of questions; and to write a report with findings and recommendations for the development of the Community-led Forum Theatre component that responds to the needs and rights of the local communities.	(Tentatively 4 th week of Oct to 1 st week of Nov 2019)
4. To work with the UK forum theatre expert in co-designing the forum theatre training for representatives of the 5 provincial theatre troupes (to be identified during the scoping visits) and for its own members (4 to 5 persons) who will work closely with the provincial theatre troupes to develop and deliver forum theatre performances.	Nov 2019
5. To take part in the community-led forum theatre training and residency together with the UK forum theatre expert, and representatives of the 5 provincial theatre troupes	Max 10 days Dec (Tentatively 1st-2nd week of Dec 2019)
6. To work with selected provincial theatre troupes and support them to deliver script development, practice, and performances of community-led forum theatre performances in 2 pilot provinces (expecting 2 performance in each province reaching about 200 audients/ each forum; and 800 audients in total)	Dec 2019 – Feb 2019
7. To work with remaining 3 provincial theatre troupes and support them to deliver script development and practice of community-led forum theatre performances against modern slavery/human trafficking (Roll-out phase) (expecting 2 performance in each province reaching about 200 audients/ each, 1,200 audients in total)	Feb - Mar 2020
8. To collect impact assessment data (pre and post theatre performances) from 8-10% of audience and consolidated results to share with the TMSV project team	Jan - Mar 2020
9. To gather learnings and best practices from the implementation phase (until March 31) to share with TMSV project team and the UK forum theatre expert for improvement/adjustment of Year 2 activity.	Mar-Apr 2020
10. To take part in the community-led forum theatre refreshed training and residency together with the UK forum theatre expert, and representatives of the 5 provincial theatre troupes	Max 10 days (Tentatively Mar 2020)
11. To re-repeat the process from 4 – 8 for Year 2 in 5 targeted provinces, expecting to reach about 4,000 audients.	Apr – Dec 2020
12. To review entire process and prepare a learning and best practice report for the TMSV project team	Dec 2020

8 Mandatory Requirements / Constraints

- Availability for the assignment during the proposed period with some flexible work schedule
- Willingness to undertake a DBS (Disclosure and Barring Service) check

As part of your tender response, 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. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full.

9 Qualification Requirements

9.1 Required Qualifications

- Certified education in Arts, community theatre, communication for development or related fields;
- Trained or experienced in theatre performance and working with grass-root art troops in Vietnam.

9.2 Professional experience

- Demonstrated knowledge about popular forms of theatre native to specific localities in Vietnam and the art performance procedures;
- At least 5-year experience in planning and delivery of forum theatre projects/ activities;
- Track record of working with local national and subnational art troops to design and deliver community theatre performances in promoting development messages;
- Proven ability to collaborate with multi-stakeholders including project partners and local authorities;
- Proven sufficient capacity and resource to manage the assignment across the five selected provinces and to reach targeted audiences, as well as managing quality assurance of such type of activities;
- Ability to assess and write debrief of learning and best practice in community theatre performances.

10 Mandatory Requirements / Constraints

10.1 Further relevant background documents / information may be provided to potential suppliers as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents.

10.2 Additional documentation / information provided as part of this RFP.

11 Timescales

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date
RFP issued to bidding suppliers	Sep, 2019
Deadline for clarification	Sep 20, 2019
Deadline for submission of RFP responses by potential suppliers (Response Deadline)	Sep 30, 2019 5 pm (Hanoi Time)
Final Decision	Oct 7, 2019

Contract concluded with winning supplier	Oct, 2019
Contract start date	Oct, 2019
Contract end date	31 Dec 2020

12 Instructions for Responding

12.1 The documents that must be submitted to form your tender response are listed at Annex [2] (Supplier Response) to this RFP. All documents required as part of your tender response should be submitted to phuong.do@britishcouncil.org by **5 pm Sep 30, 2019 (deadline extended to 18 October 2019)** as set out in the Timescales section of this RFP.

12.2 The following requirements should be complied with when submitting your response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.
- Do not submit any additional supporting documentation with your RFP response except where specifically requested to do so as part of this RFP. 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 tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy/ document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this RFP or its Annexes, all tender responses 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 tender response.
- Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response 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 tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

13 Clarification Requests

13.1 All clarification requests should be submitted to phuong.do@britishcouncil.org or ngoclan.ha@britishcouncil.org 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 received after the Clarification Deadline.

13.2 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.

13.3 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.

- 13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response 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 tender response may be rejected in full and you may be disqualified from this Procurement Process.

14 Evaluation Criteria

- 14.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated. ↓

Stage 2: The completed Qualification Questionnaire (*if used*) will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Qualification Questionnaire (*if used*) may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process. ↓

Stage 3: If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire (*if used*) responses may also be verified as part of this stage.

- 14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting	Max points
Demonstrated knowledge about popular forms of theatre native to specific localities in Vietnam and the art performance procedures	20%	10 x 0.2
Track record in planning and delivery of forum theatre projects/ activities in promoting development messages	20%	10 x 0.2
Proven ability to collaborate with multi-stakeholders including project partners, local authorities and local art troupes	10%	10 x 0.1
Proven sufficient capacity and resource to manage the assignment across the five selected provinces and to reach targeted audiences, as well as managing quality assurance of such type of activities	20%	10 x 0.2
Ability to assess and write debrief of learning and best practice in community theatre performances	10%	10 x 0.1
Competitive professional fee	20%	10 x 0.2
Total	100%	10 x 1

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due to the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the evidence requested has been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

14.4 Commercial Evaluation – Your “Overall Price” for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. 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 tender response at this point. The British Council may also reject any tender response 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 EU procurement rules. A maximum offer score of 10 will be awarded to the tender response offering the lowest

“Overall Price”. Other tender responses 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.

- 14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender 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.
- 14.6 The winning tender response – The winning tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Response