

Request for Proposal (RFP)

For: Youth Connect Project Libya

Date: 13.03.2024

1 Overview of the British Council

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.

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.

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

2.1 The British Council is looking for one or more suitably qualified local civil society organisations (CSOs) in Libya to support the implementation of its Youth Connect programme across Libya. The selected organisation (community hub / local partner) will deliver the programme to empower young people in Libya with new skills that enable them to thrive and equip them to assume an active role in shaping their communities through collective action and collaborative engagement with key stakeholders, as a result of improvements in their well-being, resilience and flourishing through this programme. The project builds upon the foundations laid by previous British Council programmes such as Active Citizens.

2.2 Introduction and objectives of the Youth Connect Programme

The Youth Connect Programme is a youth skills-development programme, focused on addressing issues of priority to young people in their local context. Through enabling young people to gain skills in identifying their own priorities, researching these issues, consulting with one another and wider stakeholders, and collectively and collaboratively deciding on aligned priorities and delivery mechanisms. Through workshops, dialogues, and collaborative initiatives, the programme seeks to build a network of proactive youth leaders who can contribute to social cohesion and sustainable development in their societies, which will assist in providing youth with positive pathways and support them to act as agents of positive change in their communities and nationally.

2.3 The objectives of the programme are:

- Providing youth with training to learn new skills - especially young women and young people from marginalized groups – through a comprehensive skills development programme along with opportunities for capacity building, personal growth, and positive attitudes towards building relationships with people who are different from them, while increasing their ability to value difference and diversity. Furthermore, to develop the young people's sense of social responsibility and promote good governance, engagement, and youth advocacy.
- Enabling youth to develop a sense of purpose and build their skills in conflict sensitive dialogue with a breadth of stakeholders.
- Fostering collaborative engagement between young people and key stakeholders in a way that enables collective action and addresses the priority concerns of Libyan youth and meet local community needs in conflict sensitive ways (identified through consultation and community research).

To achieve this, the programme focuses on the implementation of Youth Connect activities in collaboration with national entities and community-based organisations in advancing development to ensure long term sustainability of the project, in collaboration with these entities that will incubate Youth Connect as part of their strategy. This ensures Youth Connect has nationally recognized measurable impact that clearly identifies and tackles key community issues.

2.4 Open call for grant application

We invite organizations from all regions of Libya to apply in response to this open call. Applicants must ensure their capacity to implement the programme throughout the west, south, and east of Libya. For instance, a CSO/NGO with expertise but limited to a specific region may collaborate with another organization to apply for this opportunity (up to 2 sub-partners).

The selected partner will:

- Adapt the programme delivery to centre around the primary thematic areas of Empowering Youth for Advancing Development, with a specific emphasis on Inclusion.
- Facilitate the co-design and lead on the implementation and delivery of Youth Connect learning journey and mentoring the youth during the Collective Action Projects design & delivery to address key community and national issues (e.g. Inclusion in terms of gender, marginalized communities and participants with disabilities).
- Ensure long-term sustainability of the programme through collaboration with sustainable entities that will incubate Youth Connects as part of their strategy.
- Recognize and measure the programme impact on youth, partners, communities, direct and indirect beneficiaries.

The contracted organisations will be responsible for mentoring young people as they research, design, develop, and deliver their Collective Action Projects, managing community facilitators to cascade the Youth Connect training to young people, and for outreaching to engage (onboard) participants on to the programme so that there are fair representations from both genders in communities and including diverse groups. These organisations, known as 'Community Hubs/ local partners' will be responsible for the delivery of Youth Connect trainings and will mentor youth to establish Collective Action projects. The contracted organisation will have to cascade to a minimum of 90 (ninety) participants and give young women and men the opportunity to establish their own collective action projects. Community hub/ local partner will co-ordinate community consultation, stakeholder engagement, research and mapping activities, the Collective Action Projects selection, and seed grants processes, as well as the look-back move-forward learning event. The learning event date will be agreed on with the British Council, which will give some Collective Action Projects the opportunity to outreach at national level.

2.5 Community Hubs/ local partners contracted in 2024-2025 will be evaluated through an assessment process where the assessment results can allow successful hubs to be re-contracted for future project rounds.

2.6 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a proposal in response to this RFP ("**Proposal**").

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 appointed organisation will be expected to provide services to the British Council in Libya.

3.1.3 Duration: Completion of the project must be no later than 30 March 2025 with an option for an extension for an additional year negotiated by the chosen organisation and the British Council. The British Council does not guarantee the funds for the financial year following the one in which this Agreement will be signed. Whether the British Council provides additional funds to the Supplier will depend on various factors including the availability of funding to the British Council. Community Hubs/ local Partners will be required to submit final narrative and financial reports by 30 March 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. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please contact MENAProcurement@britishcouncil.org for a copy of the specific terms. 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 240 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 Mohammed.Nattah@britishcouncil.org

7 Specification

7.1 The awarded organisation (community hub/ local partner) will be required to undertake the following activities:

1. Attend programme orientation, regional training sessions, workshops, and weekly meetings.
2. Develop a detailed programme implementation action plan aligned with the programme's phases, detailing timelines, activities, and budget allocations.
3. Organize the Youth Connect programme's launch meeting to present and agree a delivery plan, project team, and calendar of workshop trainings with the Facilitator(s) including any facilitators allocated to the Partner by British Council.
4. Selected partner to carry out a gender and context analysis for the identified delivery locations, identifying issues and implementing strategies to overcome any challenges that have been identified and report on progress.
5. Ensure that equality is integrated into all programme activities. Set up 'onboarding events' that engage young people imaginatively in a process to help them decide if they want to participate in Youth Connect. Additionally, organize information sessions (Online or Offline) in coordination with the British Council country offices; at universities, public spaces, youth centres, youth local councils and organisations or others, to brief them about Youth Connect programme and encourage them to be part of the programme.
6. Develop selection criteria for young Libyans that will undertake the training, in coordination and agreement with the British Council, ensuring that 50% of participants are females and the involvement of at least 5% disabled participants.
7. Administer a Youth Thriving Measure at the start of the engagement of each young person and at the end of their engagement in the programme.
8. Run 3 to 6 face to face Youth Connects Workshop Trainings to at least 25 young Libyan men and women participants per training (between the ages of 18-35 years old) (with a possibility of shifting to virtual and blended delivery). The training will be delivered to all batches using Youth Connects programme materials provided by the British Council. Workshop Training is a minimum of four days of face-to-face training (40 training hours in total).

9. The workshop training will be delivered by facilitators who have undergone training of trainers by the British Council, under the supervision of Master Facilitators validated by the British Council.
10. Establish 3 to 6 training batches according to the specifications outlined in point 8 above, adhering to a transparent and equitable selection process previously agreed upon with the British Council. Prior to commencing the training sessions, the final list of participants must be shared with and approved by the British Council. This list should include participants' names, email addresses, contact numbers, regions, ages, genders, and the names of the organizations or institutions they represent. Additionally, ensure that Data Protection statements are signed and provided to the British Council. It's important to note that the British Council reserves the right to reject proposed participants if there are concerns about the selection process. A training batch is considered complete when it consists of a minimum of 25 young individuals aged 18 to 35, with at least 50% female representation and 5% participation from individuals with disabilities.
11. The selected partner must actively engage participants in marginalized urban or rural communities, demonstrating a commitment to social equality and community development. This involves collaborating with community stakeholders and other relevant parties to facilitate change. The goal is to empower participants with skills, confidence, and broader community support, enabling them to effectively address local issues and engage with their communities.
12. Organising at least three field visits, community mapping and community dialogue sessions (practicing sessions) with each training batch to mentor the participants and provide them with core community, strategic & critical thinking skills where they engage in different activities. Meetings/visits are to take place in a venue (with a possibility of shifting to virtual delivery) agreed between the partner and the British Council as well as the Facilitators/mentors.
13. Be responsible for all logistics arrangements for the onboarding events, workshop training, collaborative decision-making events, field visits, mentoring participants, collective action project (CAP) design workshop, CAPs applications, CAPs seed fund, mentorship of CAP implementation, and Look back Move Forward events, including venue hire, coordination with facilitators, catering, training support, printing, and communication of training materials. Partner is responsible for paying facilitators and partner project team day rates to attend regional trainings and workshops, additionally, the partner is responsible to cover facilitators fees and allowances (includes transportation, accommodation (if required), meal allowance and other incidents) to the Facilitators and mentors during the CAP sharing and learning spaces and look back-move forward event. Facilitator/mentors Fees are to follow British Council rates.
14. Partner will be required to adhere to guidance issued by the British Council regarding safety, security and branding for events delivered under the Youth Connects programme. Partner must adhere to British Council and Youth Connect programme Communication and Visibility requirements as requested.

15. To actively promote information from the British Council and the wider Youth Connect programme to participants to enable them to participate in the Collective Action Project application process, events and other programme activities.
16. To provide all the documents needed to the British Council to be created as vendors as well as for the British Council to conduct necessary screening processes. Successful partner will be required to undertake Child Protection, EDI and safeguarding training provided by the British Council before starting with any of the workshop trainings.
17. Develop and deliver a grant mechanism to seed fund the collective action projects to support the young people who have been trained to implement – in association with other young people and local community members – collective action projects that have been co-designed with local stakeholders. The grant scheme should be underpinned by clear and concise guidelines and fair and transparent processes for applying and decision-making that allow for a variety of youth-led project proposals to be submitted. Successful applicants will receive ongoing support, including mentorship, small funds, and technical assistance, to ensure the effective implementation and sustainability of their initiatives.
18. Monitoring, evaluating, and reporting on the events (onboarding, trainings, field visits, community consultation, stakeholders engagement, research and community mapping activities, including mentoring for participants during the design and implementation of their collective action projects).
19. Partner to work on enhancing the programme networks and to increase the profile, visibility, and sustainability of the programme. This can be achieved through reaching out to youth, members/staff of NGOs, and other decision-makers and influencers with an interest in improving the engagement of Youth to positively contribute to their communities, who will have better skills, capacity, and awareness of how to influence positive change and to work collaboratively to do so.
20. Organise community engagement activities, including onboarding activities, collective decision-making event, community consultations, learning and reflection events to foster cross-cultural understanding and social cohesion.
21. Establish and support a network of proactive youth leaders who will take on leadership roles within their communities and promote positive change.

7.2 Project Milestones and Timeline

Please Note: The British Council does not guarantee the funds for the financial years following the one in which the Agreement will be signed. Whether the British Council provides additional funds to the selected organisation will depend on various factors including the availability of funding to the British Council.

The project timeline for this year, will be from **April 2024 to March 2025**. with the following activity schedule:

- Procurement exercise to select local CSO(s) as implementation partner launched.
- Local CSO(s) chosen and contracted for the project.
- Representatives or project team members from local CSOs are prepared and trained to deliver the Youth Connect programme and are acquainted with the programme materials.
- Hosting an onboarding event to select young participants. **Onboarding:** a mixed group of marginalised and active young people is recruited using fun engagement events in communities and online, which celebrate local youth cultures and connect youth.
- The partner will be responsible for implementing the workshop trainings to young people (target group) in Libya, providing young participants with vital skills to empower them to instigate positive transformations within their communities. **Workshop Training:** covers training modules involving a mix of interactive activities which build trust in the group and surface key issues and opportunities the group want to explore further. Some of the activities have a thematic focus based on country priorities.
- **Collaborative Ideation:** young people carry out research into key issues they are interested in. This Includes consulting with people in the community, so all understand the issue and wide support for action is grown. The local partner CSO and mentors will guide young participants through the discovery and research phase, supporting their engagement in multi-stakeholder consultations aimed at identifying priority issues. Through these interactions, valuable insights and experiences will be leveraged to shape thematic priorities and start the process of co-designing potential interventions that make use of collective action to address issues of mutual concern.

A Collaborative ideation Event will be conducted, engaging local stakeholders. During this event, relationships and resources within the community will be identified and ideas for collective action are agreed.

- **Action design:** young people attend a short action design workshop. They then have one week to complete a simple youth-friendly process in which they submit their design for approval. Three weeks after beginning delivery of their collective action young people are invited to an optional peer-led team-building activity which troubleshoots and fosters good relationships. local mentors identified by the partners and the British Council accompany the action design process.
- **Grant scheme developed** and Collective Action Project proposals submitted and selected. The partner will be expected to develop and manage a grants scheme that enables well targeted social action in alignment with project purpose and objectives. The scheme should be

underpinned by clear and concise guidelines and fair and transparent processes for applying and decision-making that allow for a variety of youth-led project proposals to be submitted.

- **Action Delivery:** supported by the mentors, young people strengthen their learning across the modules and carry out collective actions. They see themselves as part of a networked eco-system of action. Failure is embraced as an opportunity to learn. Participants are encouraged to join other action groups and network activities, if their action is less successful.

Mentors and local partners will continue to support young participants when implementing their CAPs and broker relationships between the young people and broader local stakeholders, including governmental bodies, other civil society organisations, and community leaders so that the young people and their CAPs can benefit from the knowledge and support of these networks.

- **Look back, move forward events:** Learning, success and failure is discussed with stakeholders and together plans are made for future sustainability at this event.

7.3 Monitoring and Evaluation Framework

To ensure project effectiveness and accountability, a robust monitoring and evaluation framework will be established. Regular progress reports will be submitted by the selected organisation, detailing training, and project implementation. Pre- and post-training assessments will be conducted to evaluate the growth of participants' leadership skills. Ongoing monitoring of project implementation and impact will be carried out, to assess achievements against purpose and objectives.

The suppliers will be required to submit the following data and reports:

- **Monthly progress report** to the British Council on events and activities undertaken that month, detailing activities conducted, and achievements and any issues faced or changes to plans.
- **Quarterly reports**, highlighting key outcomes and challenges.
- **Final narrative report** including data on participants at all events.
- **Final financial report**, supported by proofs of expenditure (quotation, invoice, receipts, payment vouchers, proof of payments etc). To be submitted 30 days before the end of the contract.
- Other monitoring tools as requested by the British Council.

Monitoring and reporting will include quantitative and qualitative data:

- On participants and training activity (to include, but not limited to: Name of the trainees, place of the training venue, name of the community facilitator(s), number of days each participant attended the training)

- On training batch and Collective Action Projects initiated (name and brief of the Collective Action Project, target audience, geographic area, aim of the CAP, etc.
- On learning outcomes of participants (through possible interviews and/or the evaluation forms filled by the participants).

The performance of Community Hubs/ local partners will be monitored by the British Council's programme manager and Master Facilitators. This will include monitoring the quality of training, the number of trainings that take place as well as the number of Collective Action Projects established and engaged in the community along with the number of indirect beneficiaries. This will include observation of workshop training, feedback on narrative reports, feedback from participants and capture success stories. Quality assurance of training will also take place at a national level to ensure consistency and quality across the Youth Connect programme.

7.4 Ceiling Budget

The grant ceiling available for each selected local partner is expected to be maximum up to £20,000 for the project implementation in cities across the eastern, southern, and western regions of Libya, paid in local currency, in addition to the seed fund for implementation of Collective Action Projects of maximum GBP 1500 paid in local currency for each CAP. This will be provided to a limited number of CAPs (2-4 per training batch) and upon agreement with the British Council and the partner organizations, providing that it meets the British Council criteria and standards for a CAP. Local rate will be determined according to the British Council's exchange rate of the month. The specific cities to be targeted by the project will be determined in agreement with the British Council.

Note: through this call we aim to select one or more local CSOs as our local partners; to deliver work across Libya regions. However, we are open to considering a single local CSO for nationwide coverage if it can show adequate management and delivery capabilities across diverse geographical areas in Libya, along with the capacity to handle double the available grant in this call.

Details of the number of Community hubs/ local partners to be selected and the total number of training batches planned are given below.

Country	Total number of community Hubs/partners	Number of training batches to be set up per community Hubs/partners	Minimum number of members per training batch
Libya	One or more community	• 2 - 3 batches each if more than one	25

	Hubs /Partners	<p>Hubs are selected.</p> <ul style="list-style-type: none"> • 6 batches if only one Hub is selected 	
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Please note that organisations are allowed to submit only one application proposal and are to act as one Hub only. The British Council expects to sign agreements with one or multiple organisations. If the British Council selected one hub/ local partner, this partner could sign agreements to manage up to 2 Hubs in this project to be able to reach young people across Libya.

We envisage paying the budget in instalments, as detailed below:

- 1) First instalment: 30% will be disbursed of the total contract value on contract signature.
- 2) Second instalment: 40% will be disbursed upon approval from the project manager subject to satisfactory progress of project delivery and upon submission of progress reports providing that the partner meets the British Council criteria and standards for a CAPs. This instalment includes the seed fund for implementation of Collective Action Projects of maximum GBP 1500 paid in local currency for each CAP. This will be provided to a limited number of CAPs (a minimum of 1 per training batch) and upon agreement with the British Council and the partner organizations. Total Value for the seed fund will be determined at the contracting stage and separate from the project implementation value.
- 3) Third Instalment: 30% will be disbursed to implement the Look Back-Move Forward events upon the satisfactory completion of project delivery, and the submission of final narrative and financial reports.

7.5 Facilitators and Mentors

The chosen hub/ local partner should have organization members who serve as facilitators and mentors or have the ability to contract facilitators and mentors. The Terms of Reference (TOR) for facilitators can be found below. The British Council has a lead Master facilitator in the programme, along with locally trained community facilitators and mentors. **The selected partner should collaborate and work with these trained facilitators, and further details will be provided to the awarded partner.**

- As part of the proposal submission, organizations are required to include the CVs of their project team, mentors, and facilitators who will be involved in delivering the programme. The Terms of Reference (TOR) for mentors can be found below.

- The training will be delivered by facilitators who have undergone Training of Trainers training by the British Council, under the supervision of Master Facilitators validated by the British Council.
- Partners will be required to undertake online trainings provided by the British Council before starting with any of the cascade trainings.
- The partner will be responsible for contracting and handling payments to the facilitator/mentors.

Facilitators Terms of Reference

- Participate in a regional Training of Facilitators process.
- Deliver and facilitate the Youth Connect training to young Libyans men and women participating in the programme.
- Act as a local actor by applying skills, knowledge and sharing own experiences and best practices.
- Foster an environment that encourages inclusion, critical thinking, problem-solving, and community engagement.

Gender & Inclusion Mainstreaming

- Ensure that gender equality and all aspects of inclusion are integrated into all programme activities (gender, disability, ethnicity, quieter voices and so on)
- Encourage the active participation of young women in all programme initiatives and leadership roles.

Reporting and M&E support

- Support development of lessons-learned and best practices
- Prepare session reports, documenting key discussions, outcomes, and challenges.
- Contribute to the preparation of monthly, quarterly, and annual programme reports.

Mentor Terms of Reference

The role mainly includes supporting and mentoring programme participants on their learning journey, research process, design, and delivery of their Collective Action Projects. The Local Partner may also wish to delegate to this role the process of onboarding young people to the programme and the setting up of Collaboration Events and the Look Back Move Forward event at the programme's completion.

Main accountabilities

Support and mentor young people participating in the Youth Connect programme. This includes the following:

Mentorship and support

- Facilitate one-on-one and group mentoring sessions focused on skill development, teamworking, task planning, task completion and inclusive leadership.
- Mentor and coach programme participants as they:
 - map stakeholders, assets, and resources within their community
 - conduct research and consultation in their communities to identify youth priority needs and issues. This includes enabling the young people to access local information on area plans and strategies on the issues they are interested in.
 - prepare for and deliver specific sections of a Collaborative Ideation event to agree Collective Action Projects
 - in the design process of their collective action projects so that they can secure the approval to be funded.
 - in the delivery of their collective action projects.
- Engage in a regional Youth Connect mentors' network to ensure learning is shared on how to secure stronger impact through mentoring young people.

Gender Equality and Inclusion

- Promote equality of inclusive leadership (by gender, age, social group, disability, ethnicity etc) through the mentoring relationship, reinforcing workshop learning/messages and guiding young people on how to live these values and practices as they implement the programme.
- Ensure the inclusion of marginalised and vulnerable youth.

Brokering relationships, collaboration, and communication

- Broker relationships between the programme, young people and broader local stakeholders, including governmental bodies, other civil society organisations, and community leaders so that the young people and their CAPs can benefit from the knowledge and support of these networks.
- Ensure effective liaison and maintain good communication between facilitators, participants, and community stakeholders.

Monitoring and Evaluation:

- Participate in monitoring and evaluation activities to assess the progress and impact of mentoring.
- Contribute to the preparation of monthly, quarterly, and annual project reports.

Skills required:

The mentor should possess the following qualifications and attributes:

- Significant experience in supporting, advising and (ideally) mentoring young people.
- Strong interpersonal and communication skills.
- A commitment to fostering personal and professional development in youth.
- Sensitivity to gender issues and commitment to promoting gender equality and all types of inclusion.
- A sense of fun and playfulness.

IMPOTANT NOTE: Please note that where suppliers (Hub/local partner), their staff and contractors will be delivering activities for young people, the suppliers are required to guarantee that each individual will undertake Child Protection and Equality, Diversity and Inclusion training as requested by the British Council. The British Council reserves the right to terminate the Contract with the supplier with immediate effect in case of non – compliance with this requirement.

Qualification Requirements

- The selected partner, organisation/association/institution, must have a physical presence in Libya.
- Please note that due to local legislation any selected CSO partner must be able to enter into a grant agreement with the British Council and have a local bank account in the name of the organisation/institution applying. Furthermore, the supplier must be officially registered with the relevant Ministry or Office in Libya.
- Extensive experience in delivering trainings to young people on Youth Programme, like Active Citizens programmes and maintains access to network of facilitators/ trainers.
- **The selected partner/ hub must possess the capability to deliver the programme to the specified standards and with high quality.** Furthermore, the selected partner must appoint a designated team for the project, including a "project manager" who will be fully available and committed throughout the programme delivery period. The partner project team is expected to exhibit dedication, effective time management skills, and active participation in project implementation and reporting. Attendance at all project activities, discussions, and meetings is mandatory for project team.
- Ability to reach a high number of young women and men in marginalized communities (example; participants with disabilities or remote areas) through their previous projects or programmes.
- Expertise in conducting brief context and gender analysis.
- Extensive experience of working with groups from different social, economic, geographic backgrounds – the submission needs to show commitment to equality, diversity, and inclusion principles.

- Experience of managing similar projects. (Management and organisation of big events, financial management, monitoring and evaluation tools).
- Experience of financial and budget management, including financial reporting.
- Experience in writing narrative reports on the implemented activities and events in English and Arabic.
- An effective public outreach strategy for activities and events while assuring a 50% female participants engagement and a preference of 5% participants with disabilities.
- Organisations that acted as Partner/Hub for similar projects with the British Council in previous years are invited to apply for this call, provided they can demonstrate that they will engage new participants in the programme.
- Programme induction and a regional Training of Trainers will be held by the British Council and overseen by Master Facilitators endorsed by the British Council. The selected Hub/ partner is expected to be available to participate in the training, which may necessitate travel.
- Flexibility to collaborate with British Council-selected and trained facilitators/trainers in the programme is a requirement.
- The applying organization must demonstrate a strong focus on and commitment to women's empowerment in their objectives.

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	13 March 2024

Deadline for clarification questions (Clarification Deadline)	20 March 2024
British Council to respond to clarification questions	27 March 2024
Deadline for submission of Proposals by potential suppliers (Response Deadline)	3 April 2024 at 13:00 (UTC+00:00)GMT Standard time
Final Decision	April/May 2024
Contract concluded with winning supplier	May 2024 – March 2025
Contract start date	13 March 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 MENAcurement@britishcouncil.org / *British Council's e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil>* 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 MENAprcurement@britishcouncil.org or the British Council's e-Tendering portal hosted at <https://in-tendhost.co.uk/britishcouncil> 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 respond 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. 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 advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%

(Quality)Knowledge and Experience	30%
Methodology and Approach	20%
Commercial	40%

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals 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 areas 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 areas of 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 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 areas of evidence requested have 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.

13.4 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.

13.5 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.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100(We might select more than one organization, as stated, and this will be based on the top-ranking bidders) 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.

The British Council might decide to reserve some applicants for future funding opportunities that may be confirmed later. However, the reserved successful bidders will be notified to ensure they keep their proposals valid.

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