

## Terms of Reference

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# Grant call: Research & Insight on Creative Green Economy in Nepal

19 December 2023

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## A. British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. Through our arts, education, and English programmes, we give opportunities to hundreds of millions of people worldwide each year. We are on the ground in six (6) continents and over hundred (100) countries. British Council has been operating in Nepal since 1959. The British Council's Art/Culture sector work covers two global programmes: Culture Connects and Culture Responds. Together these enable creative professionals and entrepreneurs, especially youth, women and those socially/politically marginalised to advance their civil agencies through arts and culture. Both programmes have priorities around the global challenges of climate change and inclusion.

## B. Background

*Culture Responds* is the British Council's global programme that supports and celebrates **culture's contribution to sustainable development**. It aims to reorient countries' and communities' development needs to be driven by its values and be self-determined.

Through Culture Responds, we support under-represented groups from across Nepal to participate in cultural life and increase the diversity of contributions and narratives in cultural production. Similarly, we support the art and culture sectors' response to the climate emergency by improving sustainable practices within the sector raising awareness and strengthening the engagement of national audiences.

Nepal's Nationally Determined Contributions (2020) implies a strong role for diversity and youth in realising an effective transition to greener, resilient, and inclusive development. Yet there are limited opportunities for youth, particularly those belonging to social and political minorities and with creative pedigree/interests, to apply themselves to Nepal's long-term climate goals.

Since 2018, the British Council has worked with national and UK partners, collaborators, and supporters to create spaces where youth can reinterpret Nepal's natural and cultural heritage to develop a stronger understanding of their contributions to climate solution-making. Initially through Crafting Futures, and later with the Road to COP campaign, the British Council has built a network of academic and civil society partnerships that continues to support youth-led creative actions.

Presently, the British Council is at the forefront of the "[In Our Hands](#)" (IOH) programme working on Culture Responds research and development grants tailored for youth entrepreneurs. This initiative operates as a consortium with Nepal and UK partners. In addition to providing financial support and mentorship, the British Council contribute to the Creative Green Economy, a culturally sensitive economic model emphasising low-carbon practises aligned with Nepal's rich heritage. The goal is to advocate for the role of culture and environmental consciousness in development by generating economic evidence, case studies, and valuable insights to engage stakeholders and influence policies. This influence is intended to support youth entrepreneurship and preserve Nepal's natural and cultural heritage. In line with these goals, the IOH Working Committee has been formed, a group dedicated to developing and implementing actions to engage and influence important decision-makers.

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## C. Scope of Work

The primary goal of this research is to support youth entrepreneurship and preserve Nepal's natural and cultural heritage by:

- Researching to find evidence and insights on the application and impact of Creative Green Economy model.
- Generating case studies highlighting the successful integration of cultural heritage and environmental consciousness into entrepreneurial ventures.
- Influencing policies by engaging stakeholders with insights and evidence from the research findings.

### **Responsibilities:**

- Undertake contextualised and evidence-based research focusing on a designated sector of the Creative Green Economy in line with the strategic objectives of the IOH programme.
- Review secondary information and data about the British Council's activities over the past three years, as well as other initiatives in Nepal in the circular and creative green economy.
- Generate insights and evidence derived from the research findings emphasising their alignment with the programme's core objectives and priorities.
- Execute multiple case studies highlighting gaps, successful models, strategies, and initiatives relevant to the Creative Green Economy landscape.
- Collaborate closely with the Working Committee, ensuring alignment and integration of research.
- Produce the collected data and analysis into a policy recommendation paper, offering actionable insights and strategic directions.
- Create a guideline tool for case study methodology intended for future use and ongoing efforts.
- Work closely with the Design and Curation partner to document, share, and deliver content for digital production and face-to-face presentations.
- Showcase the research findings and policy recommendations during a June 2024 event.

## D. Expected Outputs

- A comprehensive evidence-based research report (in English & Nepali) highlighting the findings, insights, and case studies conducted supporting the Creative Green Economy aspect and the IOH programme.
- A policy recommendation paper outlining actionable strategies and directions derived from the research, closely related to the programme's goals.
- Presentation materials for the June event, revealing key findings and recommendations for dissemination among stakeholders and government officials.

## E. Deliverables

The study is to take place from January to April 2024, involving coordination with the Design and Curation partner, the Working Committee, and the documentation team to produce materials leading up to the final event in June 2024.

Deliverables	Key Contents	Period
Participate in the ideation workshop	Collaborative brainstorming sessions to outline research objectives and refine focus areas.	First week of January 2024
Inception report	Methodology, detailed work plan, sampling, research tools, budget, and quality assurance approach.	15 January 2024
Research phase	Data collection (in collaboration with the working committee).	Mid-January – Mid-March
Draft report	An analytical report (in English & Nepali) with necessary annexes.	First week of April 2024
Final report	A detailed final report upon receiving feedback from the British Council and working committee.	End of April 2024
Collate materials	Deliver content for digital production and presentations.	First week of May 2024
Presentation	Highlight the research findings and policy recommendations	June 2024

*Note: A revised budget breakdown for the research activities including expenses related to data collection and analysis, should be submitted as part of the Inception Report.*

## F. Application Process

- [Online Application Form](#): Fill in the necessary details and any required supporting documents as specified in the online form. The application budget breakdown can be inputted in the form itself as a cloud-stored document link or could be emailed directly to [arts@britishcouncil.org.np](mailto:arts@britishcouncil.org.np)
- Submission: Complete and submit the online form. For offline applications, email your submission to [arts@britishcouncil.org.np](mailto:arts@britishcouncil.org.np). The deadline for applications is **December 26, 2023**.
- Confirmation and Review: Upon submission, a confirmation of receipt may be sent. All applications will undergo a review process.
- Notification: Successful applicant will be notified regarding their selection, or any additional steps required via email or the provided contact method.
- Participation Confirmation: Candidates fulfilling all requirements will receive confirmation by December 28, 2023.

## G. Frequently asked questions

### What is a grant?

Grants are monetary and/or non-financial awards to an individual or institution to support their exemplary work in a particular cause. Grantees usually go through an open and competitive process requiring application and supporting documents submission.

British Council provides grants year-round to encourage the use of arts and culture in important social discourses and interventions. British Council grants usually comprise financial, mentoring and platform support. A grant contract outlining the specifications of support and the proposed activity/project is required to process the distribution of the award.

### What support does the grant award include?

The British Council will provide a monetary award for your accepted proposal.

Other support provided include:

- Financial grant to support your creative action – Creative Green Economy research and insight generation.
- Documentation support through a dedicated team
- Opportunity to present findings during a dedicated event on Creative Green Economy

### What do I need to include in my budget table?

Please include all expected costs involved in the delivery of your proposed activity. This could include research team fees, travel, editing/translating costs, and coordination costs.

Include any subsidised fees, matched support, or in-kind support provided by any parties involved including the applicant.

The British Council grants are tax-exempt, however, those applicants who are VAT registered should include 13% VAT in the overall budget submitted.

Here is an example of a budget breakdown for your reference. Please note that this is a sample:

SN	Particulars	Notes	Unit	Unit Type	Rate	Total
1	Research team leader	1 person X 24 days	24	Days	10,000	240,000
2	Research Assistant	1 person X 90 days	90	Days	5,000	450,000
3	Enumerators	2 person X 90 days	90	Days	3,000	180,000
4	Editor/Translator	1 person X 30 days	30	Days	5,000	150,000
5	Coordinator	Coordination with documentation and curator team	30	Days	1,500	45,000

6	Travel & Logistics (outside valley)	5 trips	5	Trips	100,000	500,000
7	Travel & Logistics (inside valley)	10 trips	10	Trips	10,000	100,000
<b>TOTAL (NPR)</b>						<b>1,665,000</b>

## What is the maximum amount I can apply for?

Applicants can apply for grants of up to **NPR 1,700,000**.

Applicants are encouraged to carefully assess their project needs and ensure that their budget requests align with market rates.

## How will our proposal be assessed?

If a proposal meets our eligibility criteria, then a panel of judges will review the application for the following:

- **Quality 40%:** Experience in similar research undertakings. Demonstrated quality of previously produced content.
- **Proposal 35%:** Alignment of proposed activities with the British Council's expectations. Effectiveness and feasibility of the proposed approach and methodology.
- **Value Areas 15%:** Consideration of Equity, Diversity, and Inclusion (EDI), safeguarding, and climate factors within the proposal.
- **Budget Allocation 10%:** Practicality and relevance of the budget allocation about prevailing market rates and feasibility.

In case of clarification requests, the panel will be in touch with the applicant directly to source additional information as required for the final decision.

## When will we hear if our application has been successful?

Successful applicants will be contacted – via email – by **28 December**. In case of pending decisions, you might be reached out for further information via email or through a phone call.

Once the grant award is confirmed, the contract must be signed by 29 December 2023.

## Are there any essential values I need to uphold in my proposed activity?

The British Council encourages its partners, vendors, and grantees to account for the following in their work with the organisation:

- **Data Protection:** processing personal and sensitive information only as required by the project deliverables (disposing of information after the project is concluded). [Learn more here](#)
- **Environment:** commitment to monitoring and minimising the impact of proposed activities on the environment
- **Equality, Diversity, Inclusion (EDI):** Ensure diversity and inclusion in the planning and implementation of your programme. [You can learn more about our EDI value area here.](#)

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- Safeguarding: Ensure that the people you work with – especially young people and adults who are at potential risk – are provided a safe environment and their contributions acknowledged. [You can learn more about our Safeguarding policy statement here](#)

## Do I need to be a registered company or organisation to apply?

No registration is not compulsory. Individual applicants should have a PAN number. Both VAT and PAN-registered organisations (for-profit or non-profit) are eligible to apply. The following documents will be required to process the grant award:

- PAN or Company Registration
- Void check or bank statement (to confirm bank account)
- Filled out bank declaration form – Will be provided by the British Council

## How will I receive the grant award?

If you are successful with your application, we will be in touch with guidance on the next steps. To receive the research grant, we will have to enter a grant contract specifying the concerned proposal's details. This includes the project contributions where we can record the financial assistance being awarded to support delivery.

The contract will be signed by 29 December 2023.

## How can I contact the British Council for further information/assistance?

You can send us your queries at [arts@britishcouncil.org.uk](mailto:arts@britishcouncil.org.uk) or through our [Facebook](#).

# H. Application Questions

## [Application Form](#)

### Information and Contact Details

- Applicant's Full Name
- Email
- Contact Number
- Address (please mention the district and province)
- Affiliated Organisation/Institution (if applicable)
- Role/Position (if applicable)

### Portfolio

*In this section, please include all that apply:*

- *Introduction to your group/institution/organisation*
- *Introduction to yourself and the members of your team who will be a part of this project.*
- *Include links to websites/work portfolio, team member profiles/CVs (these could be weblinks of cloud storage folder links*
- *Include links to prior research undertakings.*

- Tell us about yourself, your team (your organisation/company if applicable) and its members (max 500 words)
- Highlight any previous work that you and your team have taken up in similar research areas. Describe the methodology or approach you used for your research. Detail the tools, techniques, or frameworks you employed (max 300 words).
- Have you previously developed any policy-influencing materials or policy-recommendation papers? If yes, please describe the type of materials you have developed and the impact it has had. Please prioritise arts/culture/design/climate/sustainability/creative economy-related work. (max 300 words).
- Please share with us links to supporting documents that will support your grant application. This could include:
  - i. Most recent research paper(s)
  - ii. Any additional supporting documents relevant to this application.

### **Research and Insight Proposal**

*This grant is intended to help generate research and insights on the creative green economy sector work in Nepal, its challenges and how green initiatives can contribute to sustainable development. You can find more about the British Council's work in Creative Green Economy here:*

<https://www.britishcouncil.org.np/programmes/climate-change/in-our-hands>

*Please refer to the grant call TOR to better understand the expectations of the grant.*

- Introduce your research. Please include a background for the study and a rationale for taking up this research. (max 250 words)
- What will be your research methodology/approach and how will you be processing data and information to generate insights? (max 500 words)
- How will you ensure quality delivery of the grant project? What will be your project management approach? (max 500 words)
- Provide a detailed breakdown of the budget (in NPR), including all expected expenses related to executing your proposed activity. This should cover costs such as research team fees, travel, editing and translation expenses, and coordination costs. You can input this budget as a cloud-stored document link or email it to [arts@britishcouncil.org.np](mailto:arts@britishcouncil.org.np).

### **Equality, Diversity, Inclusion, Safeguarding and Environment Friendliness.**

- How will you ensure that your research process will include the participation/voices of underrepresented individuals and communities? (max 150 words)
- What measures will you take to safeguard the people that you work with and the people you will engage with during the research process? (max 150 words)
- How will you ensure that the research process will minimise carbon footprint? (max 150 words)

### **Confirmation**

- By filling out this form, you agree to allocate dedicated time from January to June 2024 for research, material production, and dissemination.
- By submitting this application, I/we confirm that the information provided is accurate to the best of my/our knowledge and agree to comply with the terms and conditions of the Research and Insights Grant.