

**Annex 2: Supplier Response**

**For the supply of consultancy for research and reporting on Nepal’s heritage protection sector(s)**

**Supplier name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Instructions**

1. Provide Supplier Name and Contact details above.
2. Complete Part 1 (Supplier Response) ensuring all answers are inserted in the space below each section of the British Council requirement / question.
3. Complete Part 2 (Submission Checklist) to acknowledge and ensure your submission includes all the mandatory requirements and documentation. The checklist must also be signed by an authorized representative.
4. Submit all mandatory documentation by the Response Deadline, as set out in the Timescales section of the RFP document.

**Part 1 – Supplier Response**

Responses will be scored according to the methodology as set out in Evaluation Criteria section of the tender document.

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| **Question – 1 (Relevant Experience, Expertise, Networks – 20% weightage)**  **Word limit: 300 words**  Please highlight experience and/or expertise in arts and culture. Specify all cultural heritage sector experience. Please cover any activities with stakeholders, beneficiaries, and the public (events) on cultural heritage– share any relevant evidence of impact or long-term outcomes from your work. If you are part of any professional networks relevant to this assignment, please also overview these connections.  Please list 2 research assignments you have taken on in the past two to five years.  Please provide details including:   1. Customer’s name, address, email and contact telephone. 2. Date and duration of the contract, place(s) of performance |
| Supplier Response: |

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| **Question – 2 (Approach and Methodology - 25% weightage)**  **Word limit: 500 words**  Cultural heritage can be an all-encompassing and may implicate a scale that is not manageable within the prescribed budget or timeline. The research may have limited primary resources and cross-cutting conclusions can be drawn only by reviewing actions/initiatives across different types of actions: governmental, private, civil society etc. The Consultant will also design and deliver a multi-day residency workshop for heritage professionals.  Please tell us how you will:   * Create a focus for the research to have a sectoral perspective using sub-sector or cross-sub-sector examples? * Manage apolitical assessment of status, needs and opportunities when interacting with various types of stakeholders concerned. * Make sure the report is a platform for national scope and not localized to Kathmandu Valley. * Use mix-methodologies to cover a cross-sectional look at cultural heritage protection in Nepal * Curate events to provide meaningful engagement with CPF, British Council offers and objectives in heritage protection |
| Supplier Response: |

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| **Question – 3 (Contract Management and Quality – 20% weightage)**  **Word limit: 300 words**  The assignment will require a motivated person able to pursue leads and create outputs/activities in a short period. Research might involve travel and most work will be carried out remotely (virtually). Please details how will track and maintain tasks/deliverables. Outline your approach to documenting progress and communication thereof to the British Council teams involved.   * Progress and update reporting * Lessons and issues/challenges * Documentation (multi-media) * Covid-19 and other possible risks – how these will be managed |
| Supplier Response: |

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| **Question – 4 (Social values – 10 % weightage)**  **Max 300 words**  British Council expects its vendors to abide by its social values. Please answer the following questions:   * Please describe how your work contributes to the wellbeing of people and society. Highlight any work during the current pandemic and those benefitting vulnerable communities. * Please describe how you maintain people’s privacy in your professional work. Specify how you record, release, and delete personal information to avoid any breaches or issues? * Please provide details of how you are helping the creative sectors (including heritage sectors) be more inclusive? * What measures if any have you taken in the past to make sure minors under the ages of 18 and adults at risk vulnerable to abuse/exploitation are protected from harm? |
| Supplier Response: |

**Part 2 – Submission Checklist**

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

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| **Submission Checklist** | |
| **Document** | **Y / N** |
| Sample of previous report or other narrative outputs (max 3 examples) |  |
| Statement on Purpose covering technical ability to perform the services |  |
| Detailed budget for charges provided in Annex 3: Pricing Approach |  |
| e-PAN, PAN or VAT registration documents |  |
| Completed tender response in Annex 2 (Supplier Response) and in accordance with the requirements of the RFP |  |
| Completed pricing proposal in Annex 3 (Pricing Approach) |  |
| Name of references (part of this Supplier Response form) |  |
| This checklist signed by an authorised representative |  |

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

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| **Name (print)** |  |
| **Date:** |  |
| **Signature:** |  |