

1. Request for Proposal (RFP)

For: Production of a High-Quality Video Documentary on Illegal Migration

- 1.1 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**”).

2. 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**”).

2.1 Contracting requirements

2.1.1 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>).

2.1.2 Delivery location for goods and/or services: the British Council offices in **ALBANIA, RR. Sami Frasheri, Pall. TeknoProjekt, Entrance 2, Ap.3, Tirana, Albania**

2.1.3 Duration: max up to **6 months, starting from September 2024**.

2.1.4 Contractual terms: 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>).

2.2 General Policy Requirements

2.2.1 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>).

2.3 General Proposal conditions (“**Proposal Conditions**”)

2.3.1 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.

2.3.2 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.

2.3.3 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.

2.3.4 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.

2.3.5 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.

2.3.6 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.

2.3.7 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).

2.3.8 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.

2.3.9 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.

2.3.10 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. Regrettably, we will only be able to notify those whose proposals are successful.

2.3.11 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 your Proposal is successful.

2.3.12 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.

2.3.13 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.

2.3.14 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.

3 Confidentiality and Information Governance

3.1 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.

3.2 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.

3.3 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.

3.4 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**”).

3.5 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.

4 Proposal Validity

4.1 Your Proposal must remain open for acceptance by the British Council for a period of **30 (thirty) days** from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

5 Payment and Invoicing

5.1 The Budget Limit for this service is up to **30,000 GBP**, including VAT, fees and taxes.

5.2 The British Council will pay correctly addressed and undisputed invoices (and respective documentation) 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.

The payment of the contract will be disbursed in instalments, according to the calendar of activities that will

be agreed.

Payments will be made using British Council BKR rate, that is fixed on monthly level.

6 Specification

The British Council Albania would like to request a proposal for *the* Production of a High-Quality Video Documentary on Illegal Migration **with the aim to raise awareness and improve the quality of information on the complexities and multifaceted nature of illegal migration, its causes, and consequences**. By emphasizing its socio-economic, cultural, and political implications, we seek to counter the misperceptions and the existing misinformative narratives on the topic. The project aims to uncover and narrate the realities faced by migrants, spotlighting their struggles and the impact on their families and communities, with special focus in North of Albania.

Specific Objectives :

- To enlighten and educate the general public, policymakers, and stakeholders about the nuanced realities of illegal migration, this documentary aims to transcend common stereotypes and simple narratives. It will serve as an educational platform, delving into the

complexities of illegal migration including its socio-economic drivers, legal frameworks, and humanitarian aspects.

- To provide testimonials, data, and facts detailing the causes and consequences of illegal migration, the documentary will feature collected data and analysis on the phenomenon, exploring its social, economic, cultural, and political reasons. It will present the perceived versus realistic benefits and risks, the impact on the migrants themselves, as well as on their families and local communities, focusing on North Albania.
- To incorporate powerful real-life stories and testimonials from migrants (legal and illegal migrants) from the North of Albania, who have firsthand experience of the journey and its challenges, providing a personal perspective on the hardships and hopes that define their experiences.
- To explore and present alternative models and opportunities available within the country, showcasing successful integration models and policy approaches that have potential to mitigate the challenging drivers of illegal migration.
- To showcase examples of regular, legal migration, including circular migration if possible.

Methodology:

The documentary will delve into the reasons behind illegal migration, examining its impact on migrants, their families, and local communities, while also exploring alternative models and opportunities within the country. It will include perspectives from migrants and/or their families and friends to enrich the context and explain the phenomena from the firsthand perspective. Aimed at the general public, policymakers, and stakeholders involved in migration issues, the documentary will be approximately 45 to 60 minutes long. Presented in the Albanian language with English subtitles, it will feature a dynamic rhythm using visuals and interviews to not only inform, but also emotionally impact viewers and induce reflection. It should inspire also with the positive models, and cause reaction.

For this reason, a professional documentary production company will be contracted to develop first the concept and script in close collaboration with the “Alternative Pathways Project Team”, and then produce the documentary, ensuring a balanced and impactful presentation tailored to cater to a national and international audience.

Main Activities and Deliverables:

- *Script Development:* Development of the concept and script in close collaboration with the Alternative Pathway (AP) Team to ensure it aligns with the project's objectives.
- *Interviews and Stories:* Identify individuals to be interviewed and gather facts, data, and real-life stories, including testimonials from migrants, both legal and illegal ones, originating from North Albania, past and/or current ones, their families and friends, including international travel if feasible and relevant.
- *First Draft Production:* Produce the initial draft of the documentary and submit it to the AP Team for feedback.

- *Narration and Subtitles:* The documentary will be in the Albanian language with English subtitles; translation will be responsibility of the service provider.
- *Rights and Permissions:*
 - a) Obtain full usage rights for music and other graphic elements.
 - b) Secure necessary permissions for filming minors and other vulnerable groups.
- *Final Cut:* Provide a final copy of the documentary, ensuring it does not exceed 60 minutes. The final version will be in high-definition broadcast quality, high-fidelity audio, suitable for cinema, TV, and social media platforms.
- *Organize together with the Alternative Pathways Team the public movie screenings (in the North Albania, as well as in Tirana)*

7 Mandatory Requirements / Constraints

7.1 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.

Required Qualifications and Experiences of the Service Provider

Potential suppliers must fulfil the following criteria:

- To be registered as a legal entity, and to operate in the territory of Albania.
- At least 5 years of working experience in a similar field;
- Technical capacities and resources to ensure high-quality products;
- Good knowledge and understanding of the socio-economic and cultural context and situation of the North Albania

8 Key background documents

8.1 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.

9 Timescales

9.1 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	30.07.2024
Deadline for clarification questions (Clarification Deadline)	05.08.2024, 17.00
British Council to respond to clarification questions	09.08.2024

Deadline for submission of Proposals by potential suppliers (Response Deadline)	26.08.2024, 14.00
Final Decision	02.09.2024
Contract concluded with winning supplier	12.09.2024
Contract start date	16.09.2024

10 Instructions for Responding

10.1 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 in the In-Tend Portal in the following link: <https://in-tendhost.co.uk/britishcouncil/asp/Home> using the reference number **BC/03559**, by **August 26th, 2024**, as set out in the Timescales section of this RFP.

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.
- PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation
- 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.

11 Clarification Requests

11.1 All clarification requests should be submitted via email emarilda.leti@britishcouncil.org or in person at the British Council Adress: RR. Sami Frasheri, Pall. TeknoProjekt, Entrance 2, Ap.3, Tirana, Albania, 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 response if the question is appropriate and received before the Clarification Deadline.

11.2 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.

11.3 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.

11.4 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.

12 Evaluation Criteria

12.1 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.

12.2 **Award Criteria** – Responses from potential suppliers will be assessed to determine the most

economically advantages proposal using the following criteria and weightings and will be assessed entirely

on your response submitted:

Criteria	Weighting
Social Value	10%
Quality of the proposal (methodology and approach)	25%
Experience and expertise/qualification of the Bidder and the Working Team	25%
Commercial - cost effectiveness / value for money principle	40%

12.3 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
9-10	<p>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.</p>
6-8	<p>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.</p>
4-5	<p>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.</p>