

Request for Proposals

Culture Connects Us

About the British Council

British Council Libya seeks an arts and culture partner to design and deliver a series of talks with the Libyan cultural sector. This series as part of the Culture Connects Us project which aims to:

- Create a safe space where Libyan artists, researchers, cultural operators, local community, and creative professionals can come together to discuss common interests and challenges, share approaches and performance, and develop ideas and knowledge.
- Support UK and Libyan artists and cultural organisations to connect, build new networks and lay the foundations for future collaboration

The selected partner will work closely with the British Council to identify key topic areas for the talk series. They will then lead on the development and delivery of the talks - overseeing the format, speakers, audience outreach and technical delivery.

Topic of interest for the British Council include:

- The value of arts and culture in supporting sustainable development goals in the Libyan context.
- The diversity of Libyan cultural heritage and priorities and challenges for the protection of cultural heritage at risk. How can heritage be safeguarded against permanent loss?
- How to strengthen the relationships between different generations of artists and cultural operators in Libya.
- Priorities for international collaboration in the Libyan cultural sector. This could include art-form specific conversations exploring the trends, opportunities, and challenges for Libyan practitioners interested in working internationally

The talks can take place face to face, online, or in a blended format but they should be accessible to a wide range of Libyan practitioners based across the country. Due to COVID-19,

security, and environmental concerns, we expect partners to minimise travel in their approach to the project through the utilisation of online tools.

The main target audience for the talks are Libyan practitioners and public groups with an interest in art and culture. A second target audience is UK cultural practitioners, and the talk series should offer a minimum of one opportunity UK practitioners to participate in the programme. In total, we have a target of 85-150 Libyan participants for this talk series.

Budget and Delivery Timeline

A maximum budget of **14,000 GBP** is available for this project. This funding is expected to cover the delivery of a minimum of 4 talks. Applicants can charge reasonable administrative, management and overhead costs to the project budget.

Funding is available for the discussions to take a place from Jan 2022 to March 2022 and all activities must be completed by the end of March 2022. (See timeline below)

Who can apply to be British Council's partner for this project?

This opportunity is open to organisations and individuals who subscribe to the values of inclusivity and openness. We welcome applications from arts organisations, cultural professionals, artistic collectives, CSOs and NGOs working on art & culture.

We are looking for a partner who has:

- Strong experience and knowledge of the art & culture sector in Libya.
- Extensive experience in organizing and managing online events including workshops, exhibitions, and talks. Applicants must be able to evidence a significant track record in delivering similar projects and be able to share information on previous work in Libya.
- Access to a diverse network and relevant audiences in Libya and a track record of achieving good reach and visibility for previous activities and events.
- A solid understanding of relevant production resources needed for the talk series, including the required equipment, human resources, venues& platforms, and social media channels/pages to promote for the series.
- Experience of working with groups from different social, economic, geographic backgrounds. Applicants should show commitment to equality, diversity, and inclusion.

Please note that - due to local legislation - any potential partner based in Libya must be able to enter into a contract for services with the British Council, officially registered with the relevant Ministry or Office in Libya and have a national bank account in the name of the organization/institution they are applying with.

Applicants, including those who do not meet all eligibility criteria (above), are encouraged to apply jointly with one or several partners (up to 2 partners). Criteria will be evaluated at the collective level. For example, an NGO with expertise on a specific criterion but which does not

have the required experience in other criteria may team up with another organization to apply for this opportunity.

Partner Deliverables

The partner/supplier is required to designate a “focal point/project manager” who is expected to be available and dedicated to the project over the course of the 3 months. The focal point will be involved in the project implementation and reporting, and will be required to attend all project activities, discussions, and meetings.

Deliverables for the project are:

1. Develop and agree a delivery plan for the project with the British Council - including a timeline, communications and monitoring and evaluation plan.
2. Design and deliver a talk series with a minimum of four discussion sessions on art & culture themed topics. This includes the development of the talk themes, the identification and contracting of speakers, the management of participant registrations, the promotion of the talks and the technical management of each event. The partner will work closely with the British Council throughout the design process but will have ultimate responsibility for the event delivery.
3. Arrange a small online networking event to mark the closure of the talk series in March 2022. Details to be confirmed later with British Council Libya.
4. Deliver agreed reporting and monitoring and evaluation actions and data on the project including sharing participant numbers, capturing the discussion main points, developing a summary report, images, and video from each session
5. Manage all payments related to the activities including but not limited to contracting of staff, speakers, and venues, purchasing online accounts, internet allowances and per diems, translation / interpretation, and communications costs.
6. Adhere to the guidance issued by the British Council with regards to safety, security and branding for events delivered under the project.
7. Safeguard participant personal data and ensure that Data Protection statements and photo consents are signed and shared with the British Council. (Templates and guidance on this will be provided.)
8. 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.
9. To provide detailed financial reporting, including providing proof of expenditure.

Project Timeline

Activity	Timeline
Call for Application Opens	9 Dec 2021
Application deadline	23 Dec 2021
Decision and informing applicants	29 Dec 2021
Project planning and implementation	Jan 2022 – March 2022 (all activities must finish by the end of March 2022)
Project Reporting	Completed by end of April 2022

How to Apply

To apply to partner with the British Council on this project we require the following documents:

- **Completed application form (attached)**
- **Completed budget template (attached)**
- **A proposal detailing your approach to the project. This should include:**
 - A summary of your approach to the talk series, the key stakeholders you will seek to engage and the activities you will deliver
 - A detailed timeline for the talk series activities
 - Information on key people involved in your project team

Applications and annexes should be sent to the following email address:

Programmes.Libya@ly.britishcouncil.org

The deadline for applications is **Thursday 23 December 2021 at 11:00am Tripoli time**. Any application exceeding these deadlines will not be considered.

Your application will be evaluated by British Council staff, and we will let all applicants know the outcome of their applications via email by **29 December 2021**.

How will my application be assessed?

All applications will be evaluated by the British Council based on the following criteria and weighting:

Quality of Project Proposal <ul style="list-style-type: none">- Your approach to this project demonstrates your experience and knowledge in this area.- Your approach to audience engagement is clear and considered- The project team has relevant skills and experience	40%
Project Budget / Costing <ul style="list-style-type: none">- The budget provided is clear and feasible- Proposed activities are within the stated project budget (affordability)	30%
Knowledge and experience <ul style="list-style-type: none">- Evidence of past track record in delivering relevant arts and culture projects and events (e.g. workshops, talks and networking activities)- Evidence of using online and blended approaches- Evidence of access to Libyan arts and culture networks.- Your organisation policies that inform your approach to equality, diversity, and inclusion.	30%
Total	100%

For further information assistance, and any technical issues please email:
Programmes.Libya@ly.britishcouncil.org