**Annex 2: Application form**



This application form a has 3 parts – a profile of you/your organisation, a section on your experience, and a checklist and declation for your application.

Please return this form and your proposal and budget to [Programmes.Libya@ly.britishcouncil.org](mailto:Programmes.Libya@ly.britishcouncil.org) by the response deadline, as set out in the timeline section of the RFP document.

# Part 1: Partner/Supplier Profile

|  |  |  |
| --- | --- | --- |
| **Are you an organization or an individual? (check [ X ] the right answer):** | **Individual [ ]** | **Organisation [ ]** |
| **Full Name:** |  | |
| **Contact name for this application:** |  | |
| **Contact email address:** |  | |
| **Contact Telephone number:** |  | |
| **Name of Director / CEO of the organisation:** |  | |
| **Full Address :** |  | |
| **Governorate:** |  | |
| **Area of intervention/activity:** |  | |
| **Registration number:** |  | |
| **Creation date:** |  | |
| **Areas of activity:** |  | |
| **Facebook page and/or website:** |  | |
| **If you are applying jointly with one or several partners (up to 2 partners). Please provide their details here:** | | |
| **Full Name/ Email / Facebook page and/or website or partner(s):** |  | |

**Part 2: Partner/Supplier – Track record and experience.**

This section is to help us understand more about you/your organisation’s experience of delivering similar projects. This section forms part of the assessment of the overall application, in addition to the proposal and budget. The percentage weighting for the 2 questions is in brackets.

|  |  |
| --- | --- |
| **ID** | **Knowledge and experience of similar projects: (15%)** |
| **Q01**  **15%** | Please submit between two and three detailed examples of where you have delivered dialogue sessions, networking events and talks (online or face to face), demonstrating your experience and knowledge in this area.  Your response should include details about:   * the name of the project/programme/session/activity . * types of activities undertaken. * the exact roles and responsibilities of your team members. * the impact of the programme and how this was measured. * details of any external communications about the project.g. website, Facebook page, Twitter account, photos etc.   You can share any element to better understand your work (videos, photos, press article, activity reports etc) |
| **Your Response:** |
| **ID** | **Management of proects and activities– 15 %** |
| **Q02**  **15%** | Please outline your experience in managing projects/activities in the last five years.  Please include details of planning, financial management and reporting. Please include the name of the programme the size of the budget and the name of the funder if appropriate |
| **Supplier Response:** |

**Part 3 – Submission Checklist**

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

**Important Note:** Failure to provide all mandatory documentation may result in your submission being rejected.

|  |  |
| --- | --- |
| **Submission Checklist** | |
| **Document** | **Y / N** |
| 1. Completed application form - Annex 2 (Application form) - in accordance with the requirements of the RFP |  |
| 2. Completed budget template (Annex 3 attached) |  |
| 3.Your 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   You can use any template or format you like for this proposal. |  |

**Declaration:**

I confirm on behalf of the partner/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.

|  |  |
| --- | --- |
| **Partner/Supplier:** |  |
| **Date:** |  |
| **Name (print):** |  |
| **Position:** |  |
| **Signature:** |  |

**Consent:**

I agree that the British Council contacts me in the future to promote arts and culture related products, events, or services, in Libya or globally. YES NO

Submit all mandatory documentation to [Programmes.Libya@ly.britishcouncil.org](mailto:Programmes.Libya@ly.britishcouncil.org) by the response deadline, as set out in the timeline section of the RFP document.