

Request for Quotation (RFQ)

For: Support for the gender analysis consultancy for the International Science and Innovation programmes

Date: 11 January 2023

1 Overview of the British Council

1.1 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. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

1.2 We work with over 100 countries across the world in the fields of arts and culture, English language, education, and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body

1.3 The British Council employs over 10,500 staff worldwide. It has its headquarters in the UK, with offices in London, Manchester, Belfast, Cardiff, and Edinburgh. Further information can be viewed at www.britishcouncil.org.

1.4 The British Council delivers its work in Brazil through its subsidiary, Associação Conselho Britânico, whose main office is based in Sao Paulo. All activities will be developed and delivered remotely.

1.5 Organisational priorities:

1.5.1 The British Council's [Gender Equality approach in programming](#) is set out in its theory of change. We believe that achieving long-term and sustainable change requires a holistic approach, which tackles gender inequalities and seeks to empower women and girls from a number of perspectives. Change is needed to create fairer access to resources and opportunities and to support women's and girl's awareness, capacities, and abilities, as well as creating an enabling environment for empowerment. We also recognise that gender equality does not rest with individual women alone; engaging men and boys is a critical step towards changing gender norms and gender relations. We, therefore, work collectively to achieve change by building collaboration and networks with local organisations, as well as influencing and building alliances with other stakeholders.

1.5.2 Our commitments in Disability in programming are set out in the [Global Disability Summit](#) commitments that include: (1) commitment to more inclusive education systems based on the principles of access, engagement, empowerment and enablement aimed at ensuring the highest quality of education for everyone. (2) meaningful involvement of disabled people within our own workforce and in our programmes in Arts, Education, Society and English and Exams, seeking to identify and remove barriers to inclusion and create conditions that encourage and value diversity.

1.5.3 The British Council is committed to anti-racism and intends to strengthen our practices by addressing barriers to inclusion because of race which covers ethnic and national origins, nationality and skin colour, and caste and tribe.

2 Introduction and Specification

2.1 The British Council have commissioned a UK Associate Advisor to develop a gender analysis study of the STEM Research and Innovation (STEM R&I) sector across a selection of countries where the British Council delivers activities, Brazil among them. We want to identify the disparities in experience for people from different genders, with a focus on:

- How gender impacts researchers and their pursuit of professional development
- The integration of gender into research and innovation, in particular, examine the impact that gender sensitive and transformative research can have on addressing gender equality issues in societies, contributing to tackling global challenges.

2.1.1 We are interested in having this analysis study undertaken through an intersectional lens aligned with our EDI priority areas of disability and anti-racism. We would also like to study positive deviance (if any) and understand the reasons why.

2.2 The British Council are looking for an in-country consultant/expert on gender, race and social inclusion in STEM R&I in Brazil who will work together with our UK Associate Advisor to ensure optimal scope for contextualisation and diversity of lived experience and perspectives.

2.3 Professional requirements:

2.3.1 Extensive knowledge and understanding of gender equality issues in the areas of STEM, Research & Innovation, and Higher Education in Brazil.

2.3.2 Proven experience in producing high quality gender analysis, taking an intersectional approach, aligned to the British Council EDI priority areas (anti-racism and disability); developing recommendations for programme teams.

2.3.3 Track record of working with global teams, particularly ensuring country-level contextualisation through collecting input and information from a range of international stakeholders.

2.3.4 Language requirements:

2.3.4.1 C1 level of English

2.3.4.2 C1 level of Portuguese

2.4 Service requirements:

2.4.1 Support UK Associate Advisor consisting of, but not limited to:

2.4.1.1 Attending online meetings with UK advisor

2.4.1.2 Consultation with key stakeholders from Brazil (to inform research question and methodology)

2.4.1.3 Work together with the Associate Advisor to ensure they have optimal scope for contextualisation and diversity of lived experience and perspectives.

2.4.1.4 Support the UK Advisor by contacting Brazilian researcher networks already identified and relevant to the study.

2.4.1.5 Identifying key documents and/or data through desk research.

2.4.1.6 Identifying two female STEM researchers, including indigenous women, if possible, to participate in a focus group.

2.4.1.7 Identifying two STEM researchers (female or male), who are people with disabilities to participate in a focus group

2.4.1.8 Organising online focus groups in a suitable platform to allow language interpretation – to take place between 23 January and 09 February 2023. Two disabled STEM female researchers to participate might require 1:1 interview if they would prefer for sensitivity reasons¹

2.4.1.9 Offering suggestions/advice and giving feedback on interview / focus group questions, recommendations and report

2.4.1.10 Supporting accessibility and communication¹:

¹ The Brazilian selected expert in gender equality may outsource these services; all costs associated with these services will be paid to the third party by the Brazilian expert. Estimate costs for spoken and sign language interpretation must be included on the proposal.

2.4.1.10.1 If required, the Brazilian supplier will be in charge of providing English<>Portuguese simultaneous translation services for the only activities (up to 4 meetings).

2.4.1.10.2 If required, the Brazilian supplier will be in charge of providing Brazilian Sign Language interpretation services for the online activities (1 meeting).

2.5 The expected term for these activities is between January and March 2023. The activities will need to be completed by 20 March 2023. Specific milestones and work breakdown to be discussed and agreed upon contract award.

2.6 The total budget allocated to this consultancy is BRL15,925 including taxes. The quotation must provide a detailed budget distribution per activity. If further interpretation services are required, we are willing to add BRL3,185.

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to this requirement.

4 Payment and Invoicing

4.1 The British Council will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council reference (i.e. Purchase Order number) is included.
- It is sent electronically via email in PDF format to angela.ramirez@britishcouncil.org.
- **For Brazil-based suppliers:** a boleto is also required for due payment processing.

5 Instructions for Responding

5.1 Your quotation must be submitted via email in PDF format to angela.ramirez@britishcouncil.org copying alejandroperez@britishcouncil.org by the indicated deadline presented below. Please bear in mind the maximum size for attachment files is 5 MB.

Activity	Deadline
Request for quotation launched	13/01/2023
Clarification requests by the supplier	16/01/2023 – 15:00*

Clarification responses by the British Council	16/01/2023 – 18:00*
Deadline for quotation submission	18/01/2023 – 23:59*
Clarification requests by the British Council	19/01/2023
Proposal evaluation	19/01/2023
Notification of selection results	20/01/2023

* Brazil time (GMT-3)

6 Clarification Requests

6.1 All clarification requests should be submitted to angela.ramirez@britishcouncil.org by the deadline listed above, in item 5.

7 Award Criteria

7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost.

8 Disclaimer

8.1 By issuing this RFQ, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.