

**Call for Proposal Submission**

**For:** Youth Connect: Youth Entrepreneurship Development Project

**Date:** 21 May 2025

# Overview of the British Council

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. We uniquely combine the UK’s deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people, creatives and educators, and our own creative sparkle.

2024 marks 90 years of the British Council. Over these years we have created opportunities for millions of people and developed deep and long-lasting relationships. We continue to adapt to meet the needs of a changing world, while remaining committed to the principles on which we were founded.

We share our values and explore ideas. We have difficult discussions and find common ground. We create mutually beneficial relationships between the people of all four nations of the UK and other countries. This helps strengthen the UK’s global reputation and influence, encouraging people from around the world to visit, study, trade and make alliances with the UK.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world. We take a long-term approach to building trust and remain at arm’s length from the government.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we reached 600 million people. Further information can be viewed at [www.britishcouncil.org](http://www.britishcouncil.org).

# Introduction and Background to the Project

2.1 The British Council is launching the Youth Connect project 2025 in Bangladesh. Youth Connect is our global youth leadership programme which supports young people to develop the skills, inspiration and connections to tackle major challenges, such as climate change, employability and inequality. The Youth Connect Bangladesh 2025 aims to empower young people in Bangladesh as leaders in their communities to identify innovative, sustainable solutions to local and global. It focuses on increasing youth engagement, voice, agency and participation in policy development in Bangladesh and to continue to develop future change-makers with a global perspective.

The British Council seeks to appoint implementing partners to deliver the trainings on youth leadership and entrepreneurship including green entrepreneurship, mentor them to develop business ideas and provide necessary support to the youth to address the community needs through business ideas, select young people along with British Council who will receive small grants, select and coordinate the regional boot camps, pitch days, regional summits and national leadership symposium.

2.2 The purpose and scope of this call for proposal and supporting documents is to explain the requirements of the British Council and the selection process for interested civil society organisations to submit a grant proposal. This call for proposal and submission against this request does not commit British Council for any grant disbursement or project award unless both British Council and the applicant agree and sign a grant agreement.

# Specification

1. **Project Overview**
2. **Project Title:**  Youth Connect: Youth Entrepreneurship Development Project
3. **Project duration: Year 1:** 1 August 2025 – 31 March 2026

**Year 2:** 1 April 2026 – 31 March 2027 (based on fund availability)

1. **Goal:** To support young people with leadership and entrepreneurship skills so they can take action on global and local issues such as climate change and misinformation, and building a coalition of national and international development partners to ensure that the interests of young people remain a priority.
2. **Target Group:** Young people (aged mostly 18 - 35) in communities across Bangladesh
3. **Main interventions:** The primary intervention is a programme for 1,000 young people across Bangladesh to enhance leadership skills on entrepreneurship, including green entrepreneurship resilience through identifying key challenges. As part of the programme, the participants will aim to effect change in their communities through the business ideas in key areas of Bangladesh’s development, linked to SDG 8: Decent Work and Economic Growth

The Youth Connect project will enhance young people’s understandings of entrepreneurship, including green entrepreneurship, over the project period and will empower them to lead change at individual, community, and systemic levels. The project will further contribute to citizen-led and inclusive digital public service development, building digital skills and awareness, and reducing the digital divide across all themes. The 1,000 young people, after receiving training on the above themes, will initiate business ideas. A cluster of young people will be facilitated to set up their enterprises/ green enterprises through partner organisations/ institutions with the possibility of access to financial supports from bank or non-bank financial institutions. And finally, a network of young Entrepreneurs will be established to facilitate further knowledge and opportunity sharing.

1. **Outcomes:**

* Empowered young people are motivated to engage in communities on issues around entrepreneurship, including green entrepreneurship.
* Young people develop sustainable business ideas to tackle community problems, including climate issues.
* Increased dialogue between young people, local government and sectoral experts on entrepreneurship - providing meaningful opportunities for Bangladeshi youth to participate in policy discussions and debate, enabling them to help shape the future of Bangladesh.

**3.1 Expected Role and Responsibilities of the Implementing Partner**

The project will require at least two implementing partners. The selected implementing partner organisations will use the grant from the British Council deliver the following deliverables -

* The two implementing partners will be responsible for engaging 1,000 young Bangladeshi people (out of whom 30% will be women). Each implementing partner organisation will be responsible for mobilising 500 young people. Each implementing partner organisation will be responsible for delivering at least 17 training and ensure that at least 34 business ideas are generated.
* The Implementing partners will be responsible to select the youths from the community for the trainings. The youths are expected to be engaged with the project for two years.
* The implementing partners will contribute to the review of the training modules for youth leadership and Entrepreneurship, including green entrepreneurship and effective mentoring based on the feedback of the participants during the cascading trainings and business ideas implementation stage.
* Implementing partners will provide facilitators for the Training of Facilitators (ToFs) on Youth Leadership entrepreneurship, including green entrepreneurship module. The facilitators cascade learning through training to the selected young people in the community. The partner will be responsible to identify young trainers, assess their training needs and improve their capacity by providing necessary tools, innovative methodologies, sharing best practices and increasing their awareness of entrepreneurship and/ green entrepreneurship as a career opportunity.
* Each implementing partner organisation will be responsible for delivering at least 17 trainings and ensure that at least two business ideas will be designed and delivered by the youth participants from each batch of training. Each training will be a 5-day long non-residential face-to-face trainings, conducted by the trained facilitators, to the young people selected from mutually agreed geographical locations/communities. Out of 5-days training, at least 2-day training will be on building leadership skills and resilience and 3-days training will be on entrepreneurship including green entrepreneurship. Venue and other logistics will be arranged by each implementing partner.
* The implementing partner will engage local mentors to help youth leaders to mobilise resources and engage wider communities in implementing their business ideas. The mentors will include individuals who are respected and trusted within their communities. They will offer young people guidance as they build their engagement with their communities and, as a result, the business ideas they develop will gain in respectability in the eyes of the community.
* The implementing partners will monitor and evaluate the progress of business ideas and assist the British Council to award small grants for further support by organising business ideas showcasing programmes. The implementing partner will also manage the small grants to business ideas and ensure that all business ideas have conducted the agreed activities as per the business ideas plan.
* Partners will be responsible to support young people to pilot their ideas, gather feedback, and refine their models based on real-world insights and community needs.
* Implementing partners will support young people to engage with local governments such as Department of Youth Development (DYD) and sectoral experts. The business ideas will engage government and non-government stakeholders at local level, as well as reach over 10,000 people across communities as beneficiaries of the projects.
* Implementing partners will support selected participants to engage with experienced mentors from relevant sectors who will guide them through the process of developing, refining, and testing their business models. These will included include structured learning sessions, one-on-one mentoring, and peer learning opportunities. Implementing partners will also support young people engage with related policy makers on key thematic issues through regional youth summits and national level leadership symposium.
* The partner will assist young entrepreneurs to register as an enterprise as per available registration process in Bangladesh and help access to financial loans to bank and non-bank financial institutions.
* Partners will be responsible for organising two one-week intensive boot camp will be organised for the shortlisted teams/ young people. One for year one participants (cohort one) and another for year two participants (cohort 2). This boot camp will focus on business planning, financial modelling, sustainability strategies, and pitching skills. Participants will receive hands-on training from industry experts and practitioners to prepare them for real-world challenges.
* Partners will be responsible for organising two high-profile pitching events for cohort one and cohort two shortlisted participants. This event will provide a platform for young entrepreneurs to present their business ideas to potential investors, government representatives, and ecosystem enablers, opening doors for funding and partnerships.
* There will be a Leadership Symposium in Bangladesh at the end of second year. Selected young leaders and mentors will gather in Dhaka along with sector specialists, policy makers, local government service providers and youth organisations to plan the future developed economy of Bangladesh, designing a vision, and policy recommendations which would mandate the framework to support young people in Bangladesh. The most promising and impactful business models will be showcased at this event. This will not only celebrate the achievements of the participants but also highlight the potential of youth-led green enterprises to contribute to sustainable development. The implementing partners will be responsible for selecting young people for the symposium in a transparent process, providing logistical support and duty of care to attend the symposium.
* The implementing partner will facilitate to establish a network of young entrepreneurs and other related networks and forums and Link with British Council Bangladesh existing programmes and network in Bangladesh, the network will aim to facilitate further knowledge and opportunity sharing.

# Call for Proposal Submission

Interested organisations are requested to share the following documents and details where the selection will be made on suitability, organisational profile and experience of managing similar partnerships.

Complete call for proposal application form along with listed documents in the application form:

* CVs of key staffs (max 2 pages each).
* Attach an organisation chart, audited financial statements with management letter for two years.
* List of clients and their feedback

Minimum application requirements:

* Can be for profit or not for profit. The partner should have access to a network of sector experts, the ability to communicate complex ideas effectively, and a strong understanding of the enterprise and green enterprise startup ecosystem of Bangladesh. They should also be capable of mobilising youth around a shared vision
* At least seven years of experience in relevant field (youth mobilisation/development, youth entrepreneurship, including experience green entrepreneurship)
* At least worked on 3 large scale projects on youth development and/or youth entrepreneurship in Bangladesh
* Applicant to have relevant registration status within Bangladesh

In addition, it is expected that the successful implementing partner will have:

* An extensive working experience on youth development, Entrepreneurship and green entrepreneurship
* Ability to mobilise seed funds to young people from various sources such as private sectors, angel investors, impact investors, social enterprises
* A track record of successfully organising trainings/ workshops on Entrepreneurship and green entrepreneurship and youth mobilisation and delivery networks in various location in Bangladesh
* Scopes to provide required and comprehensive support to the youth to address community needs
* In-depth understanding of sectors related to SDG 8: Decent Work and Economic Growth, SDG 13: Climate Action
* Commitment and experience of working with diverse groups to promote youth entrepreneurship in Bangladesh
* Knowledge and experience of facilitating or running learning projects on practical and social skills
* Motivation to develop links between their community and communities and a commitment to an understanding of the benefit of intercultural dialogue both locally and internationally
* Willingness to provide or contribute in-kind, for example venue, trainers etc.

**4.1 Key dates:**

|  |  |
| --- | --- |
| **Activity** | **Date / time** |
| Call for proposal Issued | 21 May 2025 |
| Send clarification questions to [Rahaman.Khan@bd.britishcouncil.org,](mailto:Rahaman.Khan@bd.britishcouncil.org) copying [Tamim.Mostafa1@britishcouncil.org](mailto:Tamim.Mostafa1@britishcouncil.org) | 28 May 2025 |
| British Council to respond to clarification questions | 4 June 2025 |
| Deadline for submission of Proposals  Submit a complete proposal with documents at: [Rahaman.Khan@bd.britishcouncil.org](mailto:Rahaman.Khan@bd.britishcouncil.org) copying [Tamim.Mostafa1@britishcouncil.org](mailto:Tamim.Mostafa1@britishcouncil.org) with subject line ‘Proposal for partnership Youth Connect project’ | 18 June 2025 |
| Final Decision | 03 July 2025 |
| Contract concluded with the selected implementing partners | 15 July 2025 |
| Contract start date | 01 Aug 2025 |

# Grants framework

Summary of grants available from call for proposals

|  |  |
| --- | --- |
| **Category** | **Specifications** |
|  | Project timeline of 18-24 months  Year 1: 01 August 2025 – 31 March 2026  Year 2: 1 April 2026 – 31 March 2027 (based on fund availability) |

Applications must adhere to these essential requirements. Failure to do so will result in the rejection of their proposal.

**5.1 Unit cost of project activities (one partner cost)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Activities/ Deliverables** | **Unit (e.g. Numbers, months, etc) Year 1** | **Unit (Year 2)** | **Cost per unit (GBP)** |
| **Grant to Partners** |  |  |  |
| Project Coordinator | 8.00 | 12 | 265.00 (maximum ceiling) |
| Project Officer | 8.00 | 12 | 175.00 maximum ceiling) |
| Finance Manager (Partner's end) | 8.00 | 12 | 60.00 (maximum ceiling) |
| Transport for project staff (Project orientation) | 1.00 | 0 | 36.70 (maximum ceiling) |
| Transport for participants (ToT) | 30.00 | xx | 36.70 (maximum ceiling |
| Transport for staff (Project Coordination Meeting) | 7.00 | xx | 37.60 (maximum ceiling |
| Delivery cost for cascading training in communities | 17.00 | xx | 600.00 (maximum ceiling) |
| Seed funding | 34.00 | xx | 100.00 (maximum) |
| Follow-up meeting (one business idea gets at least one follow-up meeting per month for six months) | 204.00 | xx | 15.00 (maximum) |

**\* Planning rate for GBP. 1 GBP = BDT 152**

**5.2 Tentative milestones**

**Year one milestones (August 2025 – March 2026)**

|  |  |  |  |
| --- | --- | --- | --- |
| SL | **Outputs** | **Completion Date** | **Responsible** |
| 1 | Training module revision Entrepreneurship and leadership. And Climate change and green entrepreneurship (with training evaluation tools) | July - Aug 25 | British Council |
| 2 | Training module revision on financial literacy (for boot camp), and advance business planning (with training evaluation tools) | Aug - Sep 25 | British Council |
| 3 | Partner onboarding | July/ Aug 25 | British Council |
| 4 | 1Trainings of Facilitators conducted | Aug/ Sep 25 | British Council |
| 5 | 30 facilitators developed | Aug/ Sep 25 | British Council |
| 6 | 35 Trainings conducted | Sep - October 25 | Partner |
| 7 | 1,000 participants trained | Sep - October 25 | Partner |
| 8 | At least 70 business idea generated | Sep - December 25 | Partner |
| 9 | At least 70 prototypes tested and engaged with sectoral experts and related networks and government agency | Sep 25 - March 26 | Partner |
| 10 | 70 business idea receive seed funding | Feb-26 | Partner |
| 11 | Two boot camps with an advance business planning workshop | Mar-26 | Partner/ British Council |

**Year two (April 2026 – March 2027) milestones (based on fund availability)**

|  |  |  |  |
| --- | --- | --- | --- |
| SL | **Outputs** | **Completion Date** | **Responsible** |
| 1 | Cohort 1 receives ongoing mentoring from partner (for the demo day) | April 26 - June 26 | Partner |
| 2 | Demo day/ pitch day (cohort 1) | June/ July 26 | Partner |
| 3 | 1 refresher Trainings of Facilitators conducted | May/ June 26 | British Council |
| 4 | 1 Trainings of Facilitators conducted | May/ June 26 | British Council |
| 5 | 60 facilitators developed | June/ July 26 | British Council |
| 6 | 50 Trainings conducted (New cohort) | July - August 26 | Partner |
| 7 | 35 Refresher Trainings conducted (old cohort) | July - August 26 | Partner |
| 8 | 1,000 participants trained (old cohort) through refresher training | July - August 26 | Partner |
| 9 | 1,500 participants trained (new cohort) | July - September 26 | Partner |
| 10 | At least 100 new business ideas initiated | August - October 26 | Partner |
| 11 | 100 prototypes tested and engaged with sectoral experts and related networks, and government agency | August - October 26 | Partner |
| 12 | 100 SAPs awarded seed fund | Nov-26 | Partner |
| 13 | Two boot camps with advanced business planning workshop | December 26 - January 27 | Partner |
| 14 | Demo day/ pitch day (cohort 2) | Mar-27 | British Council |
| 15 | Leadership symposium | Mar-27 | British Council |

# Selection Process

* All applications received by the deadline will be logged and acknowledged – if you have not received an acknowledgement within seven working days please check your spam folder for messages from [Rahaman.Khan@bd.britishcouncil.org](mailto:Rahaman.Khan@bd.britishcouncil.org) or [Tamim.Mostafa1@britishcouncil.org](mailto:Tamim.Mostafa1@britishcouncil.org). If you have not received any acknowledgement of receipt of your application, please contact us with details.
* Applications will be reviewed for completeness – if we do not have everything requested in the Pre-submission Checklist your application will be declared ineligible and not proceed to next stage.
* Applications will be assessed on the basis of assessment criteria specified below by a panel of subject experts.
* Top ranked applications will be selected and will be notified about their selection for contracting and disbursement of grants
* Unsuccessful applications can be notified at a later stage. You can ask for feedback on your application by writing to [Rahaman.Khan@bd.britishcouncil.org,](mailto:Rahaman.Khan@bd.britishcouncil.org,) copying [Tamim.Mostafa1@britishcouncil.org](mailto:Tamim.Mostafa1@britishcouncil.org)

**Assessment criteria**

|  |  |  |
| --- | --- | --- |
| **PROJECT QUALITY AND RELEVANCE** | **Score** | **Range** |
| **30%** | **0–20** |
| * The proposal contributes to overall Project objectives, clearly contributing to fostering youth entrepreneurship and development. (this statement will have a higher weight within this section) * The proposal identifies clear benefits and impact to young people and stakeholders involved, including leadership & entrepreneurship development, and the wider community. * The proposal demonstrates understanding of barriers to gender equality and social inclusion, how these relate to the project and has clear plans for addressing them, so that the project contributes to strengthened gender equality and social inclusion. * The proposal shows how to kickstart and/or accelerates long-term strategy to address some existing barriers to youth entrepreneurship (including green entrepreneurship). * The proposal clearly states how the activities can contribute to structural change in strengthening the youth entrepreneurship and youth development ecosystems and how the project is relevant at a local/regional/national level. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level  **11 to 15 points:** Meets the majority of the criteria to a high level  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |

|  |  |  |
| --- | --- | --- |
| **METHODOLOGY AND DESIGN** | **Score** | **Range** |
| **30%** | **0–20** |
| * The activities are well-planned and defined. The proposal contains clear, feasible, and realistic objectives, as well as potential for long term impact in promoting a more resilient youth entrepreneurship and youth development ecosystem through enhanced international collaboration and learning. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level.  **11 to 15 points:** Meets the majority of the criteria to a high level.  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |
| * Partner clearly articulate specific outputs anticipated from the collaboration defining how they will be achieved and how they support the priority theme for this call. |
| * The timeline is realistic and there is an effective monitoring and evaluation framework in place, with clear indicators defined to show how the project aims to make changes. |
| * The methodology has been clearly articulated and is achievable within the given timeframes and activities described. |
| * The methodology addresses gender and other inequalities. |
| * Risks and any mitigation strategies have been clearly defined. |

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| **RESOURCES** | **Score** | **Range** |
| **15%** | **0–20** |
| * The proposal represents value for money, and all costs are fully justifiable. This means that the proposal must achieve the best possible outcomes with the funding and resources available, while ensuring funding and resources are used effectively, economically and without waste. * The proposal shows equity in the budget distribution with planning costs distributed within the defined caps. * The proposal offers development opportunities for people who are marginalised or underrepresented in the context. * This includes measures to ensure equal and meaningful opportunities for people of different background, races, faith background, economic status ages, gender, sexual orientation, and dis/ability to be involved throughout the project. This includes involvement as people who run the project, project activity participants and also beneficiaries. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level  **11 to 15 points:** Meets the majority of the criteria to a high level  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |

|  |  |  |
| --- | --- | --- |
| **SUSTAINABILITY** | **Score** | **Range** |
| **25%** | **0–20** |
| * The proposal includes a possibility of scalable youth entrepreneurship development, where programmes can be expanded after an initial pilot phase to reach significant numbers of young people. * The proposal focuses on capacity strengthening to address youth entrepreneurship challenges in areas of immediate relevance. * There is a clear plan for how the benefits of the activity(s) will be developed within or beyond the organisations, whether at a local/regional/national level * The proposal includes a clear and feasible description of how the Partner organisations intend to sustain their collaboration over the longer term to ensure the outcomes are sustained beyond the funding period. * There is a planned mechanism for the dissemination of the results, which will enable sharing non-formal education practices and learning. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level  **11 to 15 points:** Meets the majority of the criteria to a high level  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |
| **TOTAL SCORE**` | **100%** | |

# Pre-Submission Checklist

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| --- |
| 1. The application has been submitted by the applicant by the published deadline. |
| 1. The application is completed in full. |
| 1. The application form and supporting documents have been completed in English. |
| 1. The contracting organisation is eligible (see Eligibility section). |
| 1. Supporting documentation e.g. evidence of CSO registration, evidence of charitable status etc has been submitted for the organisations. |
| 1. The applicants have included letters of support from both organisations, on headed paper, signed someone within the relevant organisation with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English. |
| 1. Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants confirm that they comply with British Council requirements by responding to the Pre-submission Confirmation in the application form. |
| 1. Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents. |
| 1. Applicants have submitted a completed bank details form. |
| 1. Human resource costs: Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded. |
| 1. Applicants have submitted a work plan |
| 1. Applicants have submitted a Monitoring and evaluation plan |

# Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants’ employees, partners, directors, or shareholders are listed:

* as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings.
* as being wanted by Interpol or any national law enforcement body in connection with a crime;
* as being subject to regulatory action by a national or international enforcement body.
* as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
* as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

Please consider flexible and technological solutions to progress activity for planned work where feasible.

# British Council contractual requirements

* The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: [www.britishcouncil.org/organisation/structure/status](http://www.britishcouncil.org/organisation/structure/status)).
* The successful applicants will be expected to undertake activities in the UK and in the overseas countries listed in these guidelines.
* The British Council is subject to the requirements of the UK Freedom of Information Act, (“FOIA”). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
* (Terms and Conditions of the Grant Agreement) (“Grant Agreement”). By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.
* In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to [Rahaman.Khan@bd.britishcouncil.org](mailto:Rahaman.Khan@bd.britishcouncil.org) copying [Tamim.Mostafa1@britishcouncil.org](mailto:Tamim.Mostafa1@britishcouncil.org) in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
* The British Council is under no obligation to consider any clarifications/amendments to the Grant Agreement requested following the application deadline.

# Monitoring and reporting

Lead partners and associates are required to submit reports to the British Council, please refer to Key milestones for dates/ timelines.

Report templates will be provided. Please note that if the progress report or final report is not completed on time, the British Council will reserve the rights to recoup funds or not give future instalments of funds that are due.

Applicants are also expected to report gender and disability characteristics of participants, where possible. The categories used are:

|  |  |
| --- | --- |
| **Gender** | **Self-declared disability**  **(Do you consider yourself to have any disability?)** |
| * Female * Male * In another way * Prefer not to say | * Yes * No * Prefer not to say |

The British Council can conduct regular monitoring and evaluation, including the commission of independent evaluations for selected activities of strategic importance to the project.

A record should be kept of project activities, contracts, expenditures, financial transactions, and other important documentation for external auditing purposes.

# Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: [https://www.britishcouncil.org/about-us/how-we-](https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding) [work/policies/safeguarding](https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding)

# Impact on the Environment

The British Council is committed to minimising its environmental impact. We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

# Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share selected non personal data with agencies responsible for monitoring and evaluation of the Youth Connect Collaboration Grants.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or see our

website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. We will keep your information for a period of seven years after the project.

# List of Annexes forming part of this Call for Proposal (issued as separate documents):

**Annex 1: Grant Application Form**

**Annex 2: Budget template**

**Annex 3: Sample Contract**