



Request for Quotation (RFQ)

For: Events Consultant- China English Connects Programmes

Date: 31 May 2023

1 Overview of the British Council

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Specification

2.1 The British Council would like to request a quotation for a part-time Event consultant with expertise and track record on events management and online conference delivery.

This role will have a particular focus on China English Connects online conference in Oct/Nov and will work closely with Head of English Connects and English Senior Marketing Manager to implement the plan. To lead on planning and management of regional CPD conference in Oct and Nov, the tasks include :

- 1) To supervise and advice on online CPD conference planning, management, and implementation
- 2) To develop clear events tasks and roles and responsibility
- 3) To monitor the milestones deliverables.
- 4) To provide coaching and training to the team on events management
- 5) To support development of events management templates and tool kits

2.2 Deliverables

The Consultancy is initially for up to 25 days between 1 July 2023 and 31 March 2024.

Activity	Number of days
Lead on planning and management of online CPD conference from July to Nov (at least one day /week) : tasks include <ul style="list-style-type: none"> - Draft events management planning and relevant documents - Weekly monitor the progress of events progress - Provide solutions and advice on problems and issues - On job training on events management 	25
Total days	25

2.3 Flexible work mode (remote) and location

The successful candidate must be willing to work to flexible hours. This will likely include being available within normal working hours for events and meetings where required.

Working location: preferably based in Beijing , China

2.4 Budget

The budget for 25 days between 1 July 2022 and 31 March 2024 shall not exceed RMB 40,000.

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the British Council for a minimum of 25 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 BC.Invoices@britishcouncil.org or by post to:
- The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

5 Instructions for Responding

5.1 Your quotation must be submitted to ELT@britishcouncil.org.cn by 23:59, 12 June 2022 (Beijing time) with subject line 'Event Consultant- China English Connects Programmes'. Please also provide a full CV, including accounts of previous relevant experience.

6 Clarification Requests

6.1 All clarification requests should be submitted to ELT@britishcouncil.org.cn

7 Criteria and Skills

7.1 Experience in the design and delivery of plans to support programmes / products

7.2 Experience in events management both face to face and online

7.3 A keen eye for detail, great measurement, and events analysis skills

7.4 Delivers marketing communications campaigns using both physical and digital tools

7.5. ability to work in both Chinese and English

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.