**Young Mediterranean Voices Hub Assessment**

The details provided in this form will be used to evaluate your suitability to provide services to the British Council as part of the EU funded ‘Young Mediterranean Voices’.

All questions must be answered. Please do not leave blanks. You may use **None** or **Not Applicable** where appropriate.

**General Information**

|  |  |
| --- | --- |
| Name of business |  |
| Address |  |
| Telephone No |  | Fax |  |
| Website  |  | Email |  |
| Facebook  |  | Twitter |  |

Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Mobile Number | Email |
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Company details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Plc |  | Ltd |  | Partnership |  | Sole trader |  |

|  |  |
| --- | --- |
| Company Reg No |  |
| Country of registration |  |
| Date of formation of your business |  |
| TAX No |  |
| Name of parent company or group |  |

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| --- | --- |
| Total number of permanent staff |  |
| Number of staff by skill set |
| Management / Supervision |  | Clerical / Support |  |
| Operational |  | Sales / Marketing |  |
| Staff turnover as a % of total workforce |  |

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| Description of your core business |
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| Which services relate to ‘Young Mediterranean Voices’ |
| Training... etc |
| Example 1: | Example 2: |

Please list your current and previous programmes which relate to Young Mediterranean Voices- this could include the former ‘Young Arab Voices’

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| Programme | Details |
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Please list the Hubs which you wish to be contracted for?

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| Name | Details |
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Please list all institutions and organisations you are inter-connected with for possible delivery- this could be through a MoU.

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| --- | --- |
| Name | Details |
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Please number (to the nearest 100) your potential reach (evidence will be required)

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**Financial**

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| Do you have the overall financial strength to bear your proportionate share of the financial obligations as a supplier to the British Council? Yes / No |  |

**References**

References: Please supply at least two references we may contact in relation to the services delivered by your business (not British Council).

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| --- | --- |
| Company Name |  |
| Address |  |
| Contact Name |  | Tel No |  | Email |  |
| Number of years providing services to the business |  |
| Goods/services provided |  |

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| --- | --- |
| Company Name |  |
| Address |  |
| Contact Name |  | Tel No |  | Email |  |
| Number of years providing services to the business |  |
| Goods/services provided |  |

**Quality Management**

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| Do you operate a Quality Management System (QMS)? | Yes |  | No |  |

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| If yes, what is the standard? (e.g. ISO) |  |

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| If no, do you operate your own internal QMS? | Yes |  | No |  |

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| If yes please provide details |
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**Health & Safety**

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| Does your company have a written Health & Safety (H&S) policy? | Yes |  | No |  |
| Has your company over the past 5 years been or is in the process of being investigated/prosecuted for any H&S offence? | Yes |  | No |  |
| Has your company over the past 5 years been or is in the process of having any Civil action brought against it for any H&S offence? | Yes |  | No |  |
| Do you audit the H&S performance of your sub-contractors? | Yes |  | No |  |

**Diversity & Equality**

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| --- | --- | --- | --- | --- |
| Is it your practice **NOT** to discriminate directly or indirectly on grounds of race, disability, gender and transgender, sexual orientation, age and religion and belief, in the provision of goods, facilities and services to the public? | Yes |  | No |  |
| In the last 3 years has any finding of unlawful discrimination in ANY field been made against your organisation by an Employment Tribunal or any court or in comparable proceedings in any other jurisdictions or has your organisation been the subject of formal investigation (which had a negative finding) by relevant authorities (such as Equality and Human Rights Commission or its predecessors) on the grounds of alleged unlawful discrimination?If your answer is Yes, please advise what the unlawful finding(s) was/were and what corrective actions have been taken by your organisation as a result. | Yes |  | No |  |

If your answer is Yes, please advise what the unlawful finding(s) was/were and what corrective actions have been taken by your organisation as a result.

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If you are not subject to UK law please supply details of how you or your organistion comply with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity

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**Child Protection**

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| Does your company have a written Child Protection policy? | Yes |  | No |  |
| If yes, have all staff and sub-contractors (if any) been made aware of the policy? | Yes |  | No |  |
| Is the policy enforced and there are procedures and guidelines to support the policy being implemented | Yes |  | No |  |

If yes, what are the procedures?

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| Do you ensure that any sub-contractors you work with have a child protection policy | Yes |  | No |  |
| If the sub-contractor does not have a child protection policy, are they willing to create one and enforce it? | Yes |  | No |  |

If they are not willing what is their reasoning for refusing?

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| Does your organisation have a process for reporting suspected abuse? | Yes |  | No |  |

If so, what is it?

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Have there ever been any child protection related incidents at your company? If so please give details (what, when, where, how many? etc)

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Were these incidents followed up and closed/resolved?

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**Conflicts of Interest**

To the best of your knowledge is any key employee or senior management of your organisation related by blood, marriage, current or past business association or otherwise) to a staff member at the British Council? If yes, please explain

*If yes, please describe the relationship between such person(s)*

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To the best of your knowledge, is any shareholder or any partner in your organisation or any subsidiaries of the shareholder(s) or partner(s) owned in any part by a Public Official or a person related to the Public Official?

*If yes, please list the Public Official(s) and their percentage ownership interest.*

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To the best of your knowledge does any Public Official or a member of a Public Official's family have any interest, or stand to benefit in any way from you becoming a supplier to the British Council? If yes, please explain

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Have you or any of your key employees or senior management member of your organisation, ever been convicted of a felony or any serious crime in the country where the services will be delivered or in any other country (other than traffic violations)? Are there any legal proceedings of this nature pending?

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| **Declaration** |
| I/We hereby certify that the information supplied is accurate to the best of my/our knowledge and understanding. I/We understand and accept that false information could result in exclusion from the selected list of suppliers.  |
| Name |  |
| Position |  |
| Date |  |