

4. Terms and Conditions of the Contract

Partner Eligibility

The CSC is looking to recruit one delivery partner to deliver the programme over the two-year pilot period.

To be eligible to apply the Delivery Partner(s) must:

- be either a publicly funded organisation (including public bodies, universities, research institutions, local government departments and NHS Trusts) or a Charity (registered with the Charities Commission)
- Be able to demonstrate they have cash funds of at least £30,000 available and that the previous year's income was greater than £50,000.
- Be based in the UK

The CSC welcomes consortium bids with in-country partners, but due to the restrictions of our funding, lead partners must be UK based and meet the above criteria to be eligible to apply.

Payment Details

The programme will run in financial years 2024/25 and 2025/26. A total of £300,000 (inclusive of all taxes) is available for the Delivery Partner per year, coming to a total of £600,000 (inclusive of all taxes) for the pilot period. Payments schedules will be finalised post selection.

Payment must cover all activities the Delivery Partner is responsible for including but not exclusive to:

- All internal staff costs
- All facilitator costs
- Staff/facilitator and participant travel to in-person portion of the programme
- Staff/facilitator and participant accommodation during the in-person portion of the programme
- Any costs associated with recruitment of participants
- All technology requirements

Summary of The Division of Responsibilities

The Delivery Partner will be responsible for:

- Programme development
- Advertisement of the opportunity and recruitment of participants
- Logistics of programme delivery

The CSC will be responsible for:

- Hosting the application system

- Coordination of the selection procedure
- Organisation of the Capstone event
- Evaluation of the scheme

Advertisement of the Programme

Responsibility for advertising the fellowship will reside with the Delivery Partner. However, the CSC will offer any support it can through its existing Commonwealth networks. Promotional material will be prepared by the Delivery Partner in consultation with the CSC. It should be ensured that the CSC and FCDO get equal and adequate prominence in all correspondence and publicity for the fellowship.

Application Process for Participants

Applicants will apply for the CEF through the CSC online application system in alignment with our existing fellowship programme. The application form will be co-created by the CSC and the Delivery Partner, as will the application timeline. There is no expectation that candidates must be interviewed however, where possible, the CSC will support the delivery partner's recruitment strategy if this includes interviews. The timetable will be fixed and all parties are expected to commit to ensuring all activities are concluded before the specified deadlines.

Selection of Participants

The selection of the fellows will run in accordance with CSC selection policies and procedures and the selection panel will include representatives from both the CSC and the Delivery Partner. The CSC will formally notify applicants of selected, reserve, and unsuccessful status via email. If a selected candidate withdraws from the process, then the highest-ranking reserve candidate should be upgraded in their place.

Accessibility

It is expected that the Delivery Partner will consider accessibility requirements and inclusivity within their training and recruitment plan (this refers to ensuring that the recruitment, selection, and programme delivery is accessible for participants from different contexts, including, but not limited to, considerations around gender and disability).

Contract signatories

Please note that the delivery partner will enter into a contract with the Association of Commonwealth Universities who host the Commonwealth Scholarship Commission in the UK secretariat. The agreement and all processes and procedures will be handled by the CSC secretariat.

Timetables

Programme Timetable:

Activity	Indicative Date
Tender awarded	Oct-24
Programme 1 Begins	Mar-25
Programme 1 Ends	Aug-25
Evaluation Process	Sep-25
Programme 2 Begins	Mar-26
Programme 2 Ends	Aug-26

Selection Timescale:

Item	Week	Date
Consultation Meeting	-1	25/07/2024
Tender Opens	0	06/08/2024
Clarification Questions Submitted	0-2	20/08/2024
Clarification Questions Responded to	3	27/08/2024
Tender Closing Date	4	09/09/2024
Internal Processing	4-6	20/09/2024
Selection Meeting	8	04/10/2024
Contract Award Notice Issued	9	10/10/2014
Standstill	10	20/10/2024
Contract Signed		