

1. Financial Methodology. How will you ensure that value for money (VFM) is evident in your proposal and delivery and that effective governance is present? Max 400 words. 25pts (0-4 scale). Using examples as necessary, consider:

- a. Benchmarking of Fee rates. How have you structured them for this requirement? Evidence of reduction or discount.
- b. Economies of scale / shared platform or services for the requirement
- c. What safe guards do you have in your supply chain? What systems are in place, including procurement policy, to demonstrate good commercial governance for this requirement?
- d. Any other added value or competitive financial approaches, such as sustainable costs over the longer term etc
- e. Provide monetarised value for the savings you have identified on an annual basis. At the request of the Authority bidders should be able to provide a detailed breakdown to justify the response.

BBC Media Action achieves value for money following the principles of economy, efficiency, effectiveness and equity. We continually seek ways to reduce project costs whilst improving quality. This project is no exception – our activities merge training and production with three national broadcasters and one regional news web portal to increase knowledge sharing and enhance output fostering a stronger and more resilient network of broadcasters, meeting our Russian language objectives, for the expenditure.

New projects mean increased cost efficiencies. Our capacity strengthening project with Eesti Rahvusringhääling (ERR) in Estonia with their Russian language channel ETV+ will be able to enhance training and reinforce objectives and editorial principles. This will allow a greater focus on production of quality output in the second six months of this project, improving beneficiaries exposure to new, impartial and accurate Russian language programming through increased efficiency.

We have a global procurement policy which ensures an appropriate number of quotes are obtained and that the tender, bid and evaluation processes are fair and competitive. In any procurement we consider quality against price. Being part of the BBC means that we also get preferential rates on some equipment (items that are in demand across the BBC can be purchased at up to 20% lower rate).

Monthly financial reports produced by project teams are consolidated into monthly management accounts for the whole organisation. The HQ Finance Team supports country-based finance staff in ensuring effective project financial management as well as providing clear guidance and training around bribery, fraud, conflicts of interest and compliance. It also ensures value for money across all projects, through careful cost management, best practice procurement, and leveraging cost sharing.

BBC Media Action operates a zero-tolerance approach to bribery and has rolled out extensive anti-bribery training across its country offices. Our finance manuals, BBC standard policies and intranet resources provide clear guidance related to conflicts of interest and fraud. We have a standardised approach for the reporting of any bribes paid. BBC Media Action has an independent Assurance and Risk function, which reports directly to a Finance and Audit Committee made up of Trustees. This function provides advice, identifies risks, improves effectiveness of internal controls and works to the Institute of Internal Auditors' standards.

Through using BBC World Service airwaves and partnerships with local stations, we rarely pay any transmission costs for broadcasting our programmes. In 2014/15 we received free airtime to the value of £6.53 million.

(Words: 400)

2. Please detail your full costs for the period to 31 March 2017. Total 175pts. Made up of:

Competitive Average Fee rate = 25 points. Scored on an inverse percentage e.g. lowest priced /price x 100 x .25

Competitive Management Fee = 25 points. Scored on an inverse percentage e.g. lowest priced /price x 100 x .25

Efficiency Ratio of activity costs vs total costs = 25 points. Scored on an inverse percentage e.g. Highest percentage / bid percentage x 100 x .25

Total Costs = 100 points. Scored on an inverse percentage e.g. lowest priced bid /price of bid x 100 x .1.00

Notes:

i. Staff costs are inclusive of all indirect labour costs. This means all costs associated with those employed (as per original Framework guidance). The costs will include all taxes and contributions required by law and employer's liability and insurance (including life insurance and Medevac). All costs associated with the Contractor's standard employment benefit such as sick leave with pay, pension, non-working days, travel days, health and life assurance. All costs associated with the recruitment and dismissal of Staff, HR, training (such as HEAT/SAFE) and any other consumable costs associated with their employment. All contributions to any Head Office overheads, management and administration of the Contractor. This includes (if appropriate) management information costs, area management and account management costs, operational finance function, management/financial accounting function including banking department, information technology and specialist consultancy advice. Do not include mobilisation/deployment costs, or transport, as this will be included under Operational costs and expenses.

ii. Operational Costs and Expenses: Including flights, transport, accommodation, and any other living costs associated with this requirement. Add additional rows as necessary to table below. Split out Staff Costs, Operational Costs and Expenses. Include m/ment fee on separate line (if applicable). M/ment fee/ profit % should only be applied to total labour costs as opposed to operational and costs and expenses.

EXCLUSIVE OF VAT

Activity/ Strand	Type of Cost	Unit costs (where applicable)	Quantity	April	May	June	July	August	September	October	November	December	January	February	March	Total (£)
As per SoR	Staff broken down by role (add lines as necessary)	Staff daily rate	Total Days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	Monthly total days	
	Senior Projects Manager	509	88	8	8	8	8	8	8	8	8	8	8	8	8	44,792
	Assistant Project Manager	400	154	14	14	14	14	14	14	14	14	14	14	14	14	61,600
	Projects Assistant	364	99	9	9	9	9	9	9	9	9	9	9	9	9	36,036
	Research Manager/Consultant	509	36				18									18,324
	Principal Consultant	509	22	2			2									11,198
	Consultant (Estonia & DELFI)	509	102		2		29	15		14			15	15		51,918
	Consultant (Latvia & Lithuania)	509	116				15	29	14	14			15	15		59,044
			617													282,912
																Average daily Staff rate (25pts) 459
																Management Fee % (25pts) 7%
																Management fee (£) 19,804
	Total staff costs per month incl. M/ment fee				14,944	14,944	48,711	38,907	22,568	39,997	30,193	14,944	31,283	31,283	14,944	302,716

As per SoR	ii Operational costs and expenses, broken down by type (add lines as necessary)	Unit rates	Unit Quantity	April	May	June	July	August	September	October	November	December	January	February	March	
Activity 1	Formative Research															
	Flights	240	1				240									240
	Accommodation	120	1				720									720
	Expenses	28	1				168									168
	Research Activity	10000	1				10000									10,000
Activity 2	Editorial Training															
	Project Management Flights	240	9				720	720	720							2,160
	Project Management Expenses	28	51				476	476	476							1,428
	Project Management Accommodation	120	51				2,040	2,040	2,040							6,120
	Training Materials	2,000	3				2,000	2,000	2,000							6,000
	Trainee Flights	150	15				750	750	750							2,250
	Trainee Accommodation	120	90				3,600	3,600	3,600							10,800
	Trainee Expenses	28	90				840	840	840							2,520
Activity 3	Production Training															
	Flights	240	20				720	720		1,200	1,200		1,200	1,200		6,240
	Expenses	28	188				952	952		840	840		840	840		5,264
	Accommodation	120	188				4,080	4,080		3,600	3,600		3,600	3,600		22,560
	Training Materials	2000	6				2,000	2,000		2,000	2,000		2,000	2,000		12,000
Activity 4	Research															
	Flights	240	1							240						240
	Accommodation	120	1							720						720
	Expenses	28	1							168						168
	Research Activity	10000	1							10000						10,000
Activity 5	Production															
	Production Equipment Costs	12000	5								12000	12000	12000	12000	12000	60,000
	TV Production Costs	26000	5								26000	26000	26000	26000	26000	130,000
	Social Media Production & Promotion Costs	16000	5								16000	16000	16000	16000	16000	80,000
Other	Project Partner Coordination															
	Project Coordination (BCME)	5000	10			5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	50,000
	Project Coordination (DELFI)	3000	10			3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	30,000
	Project Coordination (ETV)	1500	10			1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	15,000
	Project Coordination (LAT)	1500	10			1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	15,000
	Project Coordination (LITH)	1500	10			1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	15,000
	Total		0	0	12500	41806	30678	22926	31268	74140	66500	74140	74140	66500	494,598	

Total Project Costs (100pts)	0	14,944	27,444	90,517	69,585	45,494	71,265	104,333	81,444	105,423	105,423	81,444	797,314
													Activity cost as % of total cost (25pts)
													35.48314175