



Tender Document
Sandwell Cultural Compact Consultant
Deadline: 16th July 2023 (12.00 midday)
July 2023 – December 2023
Fee: £15,000

Introduction

Sandwell Cultural Education Partnership (SCEP) hosted by Powered by CAN, and Sandwell Council, acting on behalf of the Sandwell Cultural Forum, is looking to appoint a contractor.

Sandwell Cultural Education Partnership (SCEP) is a partnership of sector professionals from education and Arts, Culture & Heritage, culture enthusiasts and creative advocates who are working with children and young people (aged 0-25 yrs) in Sandwell. You can find out more here – www.sandwellcep.co.uk.

Sandwell Cultural Education Partnership (SCEP) has received funding from Arts Council England to develop the Sandwell Cultural Compact, on behalf of the Sandwell Cultural Forum. The group supports the local cultural sector and enhances its contribution to economic and cultural development, with a special emphasis on cross-sector engagement beyond the cultural sector itself. It is a cross-sector group with current membership across Arts, Culture & Heritage, Health and Wellbeing, social enterprises and public bodies, including the local authority and Sandwell College.

The SCEP on behalf of the Sandwell Cultural Forum is seeking to appoint a contractor who has the experience, capacity and ingenuity to lead on the strategic development of a new Cultural compact for the Borough by undertaking the requirements of the tender.

Specification

Delivery of the development of the new Sandwell Cultural Compact and engagement with the appropriate stakeholders across multiple sectors with the aim of cultural and economic growth in Sandwell for the benefit of residents.

Background for the proposal

Sandwell Cultural Compact is the next step following Sandwell Council's Cultural Prospectus which had a priority to set up a Cultural Leaders Group in 2018/19. As a result, this has led the development of the Sandwell Cultural Forum group to develop and design a common approach for Arts, Culture & Heritage in Sandwell. Now, in 2023, there is commitment to create a strategic group and infrastructure, with leadership of place at its core. The group is currently governed by a simple terms of reference.

The Sandwell Cultural Forum's overarching aim:

- To co-create and co-deliver a holistic vision for culture in Sandwell.

The Cultural Forum's priorities and key aims are:

- **Leadership:** to provide strong and sustained collaboration between strategic borough partners to support collective, coordinated action – to grow Sandwell's cultural eco-system and to drive lasting social and economic benefits.
- **Investment:** to align activity and funding programmes/capital projects (public and private investment streams) by leveraging new resources towards civic outcomes and to increase cultural capital investment in Sandwell through advocacy and evidence gathering.
- **Talent:** to enable a co-ordinated approach to talent development and pipelines to create greater diversity of opportunities in training, skill development and employment.
- **Place:** to explore the strategic potential of the Borough's present and proposed future cultural property assets and to inform and engage cultural policy and infrastructure through strategy setting that is informed by community voice.

The Group engages stakeholders in a wide range of sectors beyond Arts, Culture & Heritage to convene, advocate, and plan within Sandwell. This is a key moment for the Group. Sandwell is an ACE designated priority place, and as funding comes into the region, the new Compact will support the Cultural Forum and others engaged in the delivery and development of cultural activity to secure new opportunities based on the strategic needs of the Borough.

We are seeking to appoint a Contractor to build on the current momentum to support ongoing activity that advocates and builds participation in the Arts, Culture & Heritage in the area and the region. This role will be responsible for building relationships with local stakeholders, drafting the new Cultural compact / strategic approach based on the needs of the area and opportunities for the sector, identifying potential Cultural Forum members, funding opportunities, and supporting strategy setting and Levelling Up initiatives.

A successful applicant to this tender will have a strong understanding of the cultural landscape in Sandwell and be passionate about promoting Arts, Culture & Heritage. This role offers a unique opportunity to impact the cultural landscape of Sandwell and shape the future of the region.

The contracted work will run from Summer 2023. All activity should be fully completed and invoiced by 31 November 2023.

Scope of works:

The contractor will develop the Cultural Compact to ensure it is aligned to the strategic needs of the Borough and guides the development of the in order to provide a framework for the development of participation and engagement in cultural activity across and beyond the Borough, to impact and grow the offer in Sandwell for Arts, Culture & Heritage. The challenge to increase cultural engagement and develop improved links for investment in the area, with a clear plan for greater partnership working to develop a joined-up vision and strategy for cultural development.

We are looking for a Contractor to deliver all elements of the Cultural Compact, including and not limited to:

- Creating a delivery plan in agreement with the Cultural Forum and other identified interested stakeholders that meets the timeline.
- Recruiting additional members to and supporting the Cultural Forum to appoint to Chair and Vice Chair roles
- Reviewing membership through consultation and conversations (at least one consultation with each current Cultural Forum member).
- Connecting with representatives from every sector within Sandwell through online or in-person meetings, forums, and surveys and brokering new relationships.
- Hosting six Cultural Forum meetings to include the newly identified individuals and organisations (one per month).
- Liaising with the wider Cultural Networks to further develop an understanding of possible options and direction.
- Maintaining relationships with partners and stakeholders while acting on behalf of the Cultural forum.
- Mapping activity, past and current, to reflect investment, working in conjunction with Sandwell Council.
- Working with Sandwell Council and stakeholders to collect and report cultural programmes and activity and all related events.
- Developing a new Cultural Compact / Strategy on behalf of the Cultural Forum that outlines a shared vision and ambition for Sandwell, a pledge for the sector, and the objective it aspires to achieve. (This piece of work will be informed by community and cross-sector partners. This will build on the current Sandwell Council Cultural Prospectus to reflect the context of current affairs).
- Informing future annual action plans through the Compact/Strategy and strategic planning.
- Identify potential funding opportunities to share with the Cultural Forum.
- Writing, in partnership with relevant Cultural Forum members, any funding applications as opportunities arise and at the request of the group.
- Managing allocated funds and report on the budget.
- Any other reasonable duties as required for the successful delivery of the outputs required for the four areas (outlined below).

The Contractor will be responsible for ensuring that the new Compact/Strategy has input from young residents and that consultation and engagement is consistent and meaningful to all relevant decision-making processes. This should include updates and reflections from

Youth Voice representatives for Sandwell, such as youth board members from key organisations.

Geographical focus: the work undertaken will take place across Sandwell, and represent Oldbury, Rowley Regis, Smethwick, Tipton, Wednesbury, and West Bromwich.

The successful applicant must be willing to attend meetings in Sandwell as required. Any travel costs incurred must be included in the total fee of £15,000.

Our expectations and outputs

As a result of the work completed as part of this brief, we would expect to see in the following four areas delivered:

- **Project Management**
 - A robust delivery plan and timeline, with a programme of engagement in Year 1 of the new Cultural Compact.
 - A budget and final report.
 - Actions completed on behalf of the Cultural Forum.
 - Provision of regular updates to be presented to the Cultural Forum.

- **Leadership: Forum Governance and structure**
 - Overseeing the process of appointment of chair and vice chair.
 - Review the constituted or un-constituted models and suggest a plan to move forward.
 - Review and recruit board members and host a total of six monthly meetings.
 - Attend Network meetings, such as West Midlands Cultural Compact Network.

- **Investment**
 - Landscape map for Arts, Culture & Heritage including previous and current investment and activity to act as a report that collates current cultural activity within the region.
 - Agreement with stakeholders for how this may be maintained in the future.
 - One or more funding applications written in partnership with Cultural Compact key stakeholders to deliver Arts, Culture & Heritage activity in Sandwell, including a potential Place Partnership Fund for Sandwell.
 - Outline and seek resources to sustain the Cultural Forum and the new Compact/Strategy.

- **Talent and Place: Arts, Culture and Heritage Strategy Plan**
 - Develop a Pledge and Cultural Compact or Strategy that:
 - Communicates a shared understanding and messaging around Culture in Sandwell.
 - Instigates cross-sector activity and connections.
 - Uplifts Arts, Culture & Heritage as key elements for Sandwell to be referred to in all region-wide planning.
 - Informs future annual programmes of activity.
 - Have clear actions set out as a business plan for 2023-2026.

Pricing: the total for this contract is £15,000. We cannot accept applications above this fee. Your quote should be inclusive of all costs associated with performing the duties of this role. That includes your day or half day fee (where a day consists of 8 hours), travel, subsistence, accommodation, VAT (if applicable) and any other cost.

The Contractor will be responsible as self-employed subject to IR35, for their own tax and NI.

The Contractor will need to have the following in place to undertake this contract:

- appropriate public liability Insurance;
- a valid DBS check.

How to apply:

All applications must be submitted by: **Sunday 16th July 2023 (12.00 midday)**

to Heddwen Creaney:

heddwen@sandwellcep.co.uk

Applications to be made using the Response Form below along with the Pricing Form.

Interviews will take place on 20th July 2023 in person (venue in Sandwell to be confirmed); based on availability. We will let you know shortlisting outcomes by the end of 17th July 2023.

RESPONSE FORM

		SCORING METHOD	QUESTION WEIGHT
Question 1	Your relevant skill and competencies, including knowledge of the Sandwell cultural sector	Scored	20%
Response 1	Word count: Max 500		
Question 2	Your track record of successfully delivering similar work.	Scored	20%
Response 2	Word count: Max 500		
Question 3	Your overall plan and proposed timeline to complete the relevant work	Scored	20%
Response 3	Word Count: Max 700		

Question 4	Your plan for recruiting new members and maintaining pre-existing relationships to fully participate in this piece of work	Scored	20%
Response 4	Word Count: Max 500		
Question 5	Can you suggest any efficiencies in the requirements or share what additional support or resources from stakeholders may be required to meet the outcomes for this work	Scored	10%
Response 5	Word Count: Max 500		

PRICING FORM

Please provide a brief breakdown of estimated costs on how you would budget the £15,000. This should include fees, travel costs, activity costs, VAT (if applicable), and any other associated costs. Please note we are not able to consider bids that exceed £15,000.

Weightage: 10%

Task	Cost