Request for Proposal

Participatory arts project that enables families in Longsight to tell their stories and make calls to decision makers for action.

July 2024

# Section 1: Introduction

## 1.1 Overview of Save the Children

Save the Children is the world's leading independent organisation for children, comprised of 30 international member organisations. Save the Children UK (SCUK) is one of the member organisations. In 2021, through our work with local and global partners, the Save the Children movement directly supported 43 million children in 118 countries around the world including the UK. Further information on our work is available in our [2021 annual report](https://www.savethechildren.org.uk/content/dam/gb/reports/annual-report-2021-save-the-children.pdf).

Save the Children exists to help every child get the chance of a future they deserve. We help children stay safe, healthy and learning – finding new ways to reach children who need us most. We lead the way on tackling big problems like child pneumonia, hunger and protecting children in war, while making sure each child’s unique needs are cared for.

For over a century, we’ve stood up for children and made sure their voices are heard. We wrote the treaty that sets out the rights of every child – and we’ve been upholding them every day since. With children, for children, we change the future for good.

Across the UK, our vision is to make sure families have the money, services and power to end child poverty. It's our mission to help build communities of people who care about children, listen to what’s important to them, and work together to make things better. Save the Children works with families and communities to narrow the gap between children living in poverty and their better off peers.

## **Our values**

* **Accountability**  
  We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.
* **Ambition**  
  We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.
* **Collaboration**  
  We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.
* **Creativity**  
  We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.
* **Integrity**  
  We aspire to live to the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.

We are committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children.

# Section 2: Requirements

Save the Children’s brief is for an art’s organisation or artist that can work in collaboration with us to design a process and run fun, accessible, creative sessions to gather stories and creative outputs that could be used for an “moment or exhibition” to share families views.

We are looking for the following in terms of deliverables:

* Developing a process for delivering art sessions within different parts of Longsight community including with children and dads
* Engaging local artists to facilitate sessions
* Capturing stories through a creative method
* Supporting our participatory research focus groups with creative activities
* Curating a moment around the end output

# Section 3: Proposal

## 3.1 Service Delivery

**Please provide:**

1. Your outline proposal. NB. Ideas do not need to be submitted at this initial stage
2. Your proposed methodology to deliver the brief
3. Proposed team that would deliver the brief
4. Details of any assumptions or dependencies regarding delivery of the brief
5. Agency credentials and relevant experience

## 3.2 Commercials

**Please provide:**

1. An initial proposed budget with details of your cost methodology
2. Agency rate card

SCUK’s financial vision is that every pound (£) counts for children. We are committed to reducing the charity’s operating costs so that maximum resource can be spent on programmes which directly benefit children. Should you be willing to provide any element of the service on a pro bono basis, offer a cost reduction, service enhancement or any other charitable support to the organisation, please set out your proposal.

## 3.3 General Due Diligence

3.3.1 Please provide the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1 Basic Details Of Your Organisation** | | | | |
| 1.1 | Name of the person/organisation submitting the tender: | | | |
| 1.2 | Address:  Post Code: | | | |
| 1.3 | Telephone number: | | | |
| 1.4 | E-mail address: | | | |
| 1.5 | Website: | | | |
| 1.6 | Company Registration number:  Company DnB number: | | | |
| 1.7 | VAT Registration number: | | | |
| 1.8 | Is your organisation:  (Please tick one) | | i) a public limited company? | |
| ii) a limited company?  If a limited company, are you a personal services company? | |
| iii) a partnership | |
| iv) a sole trader  If a sole trader, in which country are you registered for tax? | |
| v) other (please specify) | |
| 1.9 | Name of (ultimate) parent company (if this applies): | | | |
| 1.10 | Companies House Registration number of parent company (if this applies): | | | |
| 1.11 | Insurance type: | Do you have this cover? | | Value insured up to: |
| Public liability | Y/N | |  |
| Employer’s liability | Y/N | |  |
| Professional indemnity | Y/N | |  |
| 1.12 | Please declare any personal connections between you/your staff and staff or trustees of Save the Children that may pose a conflict of interest | | | |
| 1.13 | Please declare any contracts or connections with organisations at potential conflict of interest with Save the Children. | | | |
| 1.14 | Please declare any legal actions against you which are pending or underway. | | | |
| 1.15 | Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries. | | | |

# Section 4: Instructions for bidding

## 4.1 Indicative Procurement Timetable

|  |  |
| --- | --- |
| **Task** | **Date** |
| Request for Proposal issued | Wednesday 24th July 2024 |
| Deadline for agency responses | Monday 5th August 2024 |
| Follow up meetings to discuss tender with shortlisted agencies | Week beginning 12th August 2024 |
| Delivery of creative outputs | Oct 2024 - Oct 2025 TBC |

Save the Children UK (SCUK) reserves the right to amend the procurement timetable.

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## 4.2 General Bidding Information

4.2.1 This Request for Proposal does not constitute an offer and SCUK does not bind itself to accept any proposal. SCUK reserves the right to accept a proposal in part, rather than in full.

4.2.2 Bidders are requested to submit their responses to sections 3.1 - 3.3 to Sarah Fayette, Practice Development Adviser [s.fayette@savethechildren.org.uk](mailto:s.fayette@savethechildren.org.uk) and Gráinne Nechvatál, Evaluation and Learning Lead- Manchester [g.farrell@savethechildren.org.uk](mailto:g.farrell@savethechildren.org.uk) no later than **8am (GMT) on Monday 5th August 2024.**

4.2.3 Save the Children’s key contact in this process is:

Sarah Fayette, Practice Development Adviser [s.fayette@savethechildren.org.uk](mailto:s.fayette@savethechildren.org.uk)

## 4.3 Confidentiality

4.3.1 Documentation in relation to this Request for Proposal and any proposals received by SCUK in response to it shall be treated as private and confidential save where the disclosure is required by law.

4.3.2 Agencies shall not:

* Release any information relating to the Request for Proposal and the proposal that they intend to make; other than with professional advisers who need to be consulted with regards to the preparation of the proposal;
* Canvass directly or indirectly with any other bidder concerning the award of the contract or directly or indirectly obtain, or attempt to obtain information;
* Canvass directly or indirectly with a member of SCUK or any other campaign coalition partners’ staff or their trustees concerning the award of the contract or directly or indirectly obtain or attempt to obtain information from said individuals.

4.3.3 If an agency does not observe paragraphs 4.3.1 and 4.3.2 above, SCUK will reject their proposal and may decide not to invite the agency to bid for future business opportunities.

## 4.4 Contract Award

As a donor funded body SCUK is committed to ensuring our resources are used as efficiently as possible, in order that we can focus them on achieving maximum impact for children and that our arrangements with third party suppliers represent value for money. We expect this approach to be demonstrated from any agency we do business with.

At the conclusion of the evaluation process and subject to the provisos contained in these instructions, SCUK will decide to which agency the contract will be awarded and the successful agency will be contracted to deliver the Services under Save the Children’s standard terms of business.

It is SCUK policy to pay for services in arrears of service delivery on 30-day payment terms.