

HistoryHubUlster

BELFAST SOMME 100



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TENDER REQUEST

Appointment of Project Management Services for Somme 100

Following the recent decision by Belfast City Council to fund History Hub Ulster's proposal for Somme 100 events across Belfast, History Hub Ulster is requesting tender proposals from individuals or companies to manage the day to day running of the project.

Somme 100 will produce a programme of commemorative events for the 100th anniversary of the Somme, and its place within 1916 events during World War One. The programme aims to raise awareness of previously overlooked or submerged stories and personal connections that both the Somme and the events of 1916 have had with the broader history and development of Northern Ireland.

The project's guiding principles are:

- Reflect the importance of global connections as well as local relevance
- Contemporary methods of production
- Community based and shared space events
- Collaboration
- Partnership across the city
- Inclusion, access and diversity

The programme will work towards outcomes of Equality, Good Relations and Mutual Understanding:

- Dispelling myths and stereotypes
- Breaking down prejudices and assumptions
- Promote and encourage dialogue within communities and with other communities
- Allow participants to learn about others
- To enable the development of friendships
- Allow for the exploration of shared values
- Addressing issues of mutual interest across the City

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To create a space which allows the development of mutual understanding
Improving shared spaces and opening up spaces perceived to not be shared
Inspire others
Providing equality of access to all communities

History Hub Ulster with the input of an advisory panel will remain responsible for the creation of the programme content with the Project Manager co-ordinating and delivering the programme outputs and providing end of programme evaluation.

Programme content will be under these headings:

Hedge School
Walks and Talks
City Wide Programme
Community Arts Projects
Legacy Project
Selected Lectures
Children's Programme
Libraries in the City
Great War at Home
Arts and the First World War
Conference
Music and Drama
Film Performance

The successful company/individual (s) will work closely with the History Hub Ulster team and therefore must have proven experience in collaborative working. A summary of required services for this engagement is attached as Schedule A.

The successful applicant will ideally be able to commence work immediately. History Hub Ulster reserve the right to extend this contract depending on funding and in consultation with the appointee.

You are therefore invited to submit a proposal based on the below notes and instructions.

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Notes and Instructions

1. Applicants should note that it is their sole responsibility to ensure that their proposals are complete and accurate. Where the information requested has not been provided, and no explanation has been given as to its omission, History Hub Ulster reserves the right to disqualify that applicant from the process.

2. Proposals must be submitted by email to Karen O’Rawe at research@historyhubulster.co.uk **by 5pm on 16th March**. Submissions by email should not exceed 3MB.

3. History Hub Ulster may, in exceptional circumstances and at its own absolute discretion, extend the closing date and time for the submission of proposals. Any such extension would apply to all applicants and would be communicated as such via email.

4. Attention is drawn to Schedule A, which contains a Summary of Services for the required engagement. Supporting documentation illustrating how applicants’ best meet these services and criteria should be included with applications. It is however mandatory to include details of the individual applying or nominated individuals within applicant organisations that will be charged with the responsibility of delivering both the entire contract and specific service elements of it. As such, CVs of all individuals involved should be submitted with the application.

5. The fee quoted in Schedule B (Pricing and Information Schedule) should be on a 'best-bid' basis and should remain fixed for 60 days from the closing date for submissions.

6. The criteria for the award of the contract shall be the most economically advantageous proposal based on the following:-

- Proposed fee
- Relevant experience
- Completeness of services offered in relation to Schedule A.

7. Applicants may be required to attend for interview, following evaluation of their proposals, and will be notified of the requirement to attend for interview within 7 days of the closing date for submission of proposals.

8. Attention is drawn to the Conditions of Contract enclosed as Schedule C. Applicants should ensure that any documentation submitted with the proposal does not contain, or bear printed thereon, terms and conditions or general restrictions which conflict with these terms and conditions.

9. Applicants must be explicit and comprehensive in their responses as this will be the single source of information on which proposals will be evaluated. Applicants are advised neither to make any

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assumptions about their past or current supplier relationships with History Hub Ulster, nor to assume that such relationships will be taken into account in the evaluation process.

10. All information provided by History Hub Ulster, either within this exercise, or during any resultant contract, shall be treated as confidential and should not be disclosed to any third party without History Hub Ulster's prior permission. Similarly, all information provided by the applicant will remain strictly confidential.

11. History Hub Ulster is committed to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to History Hub Ulster may need to be disclosed and/or published. If you consider that any of the information included in your application would give rise to an actionable breach of confidence and/or would prejudice your commercial interests, and/or constitute trade secrets ("commercially sensitive") please identify it and explain (in broad terms) what harm might result from the disclosure and/or publication. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose and/or publish it, whether or not your application is accepted. Whilst information of a sensitive nature will not normally be disclosed and/or published, in certain circumstances History Hub Ulster may be required to disclose and/or publish such sensitive information where the public interest in its disclosure and/or publication outweighs the public interest in keeping such information confidential.

12. History Hub Ulster shall not be responsible for the payment of expenses incurred by any applicant.

13. History Hub Ulster is not committed nor required to accept the lowest or indeed any proposal.

14. History Hub Ulster shall not be responsible for any additional payments over and above the agreed price for the successful appointee.

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Schedule A

Appointment of Project Management Services for Somme 100

Summary of Services Required

- To manage all aspects of the programme, including booking and liaising with artists, speakers, community leaders, History Hub Ulster and key partners
- To prepare contracts for all elements of the programme.
- To book accommodation and travel where required.
- To be the main point of contact for all participants, resolving any issues that may arise.
- To administrate all licensing and permissions.
- To support the use of community volunteers within the project
- To process the relevant financial information in a prompt and efficient manner
- To manage the budget relating to the project
- To ensure the effective administration of all aspects of the programme
- To attend meetings and take minutes as required
- To carry out project research, prepare reports, briefings and analyse data as required
- To assist with post event evaluation, mid-term reports and other funder administration
- To maintain appropriate and accurate records as required
- To undertake any other duties as required that are commensurate with the general level of responsibility of this post
- Marketing; to include development of a printed programme, updating of website, administration of ticketing provider and general promotion of events as well as use of social media
- Developing the project brand and identity
- Directly managing all PR related activities (with other agents and all delivery partners where appropriate)

Applicants must meet the following requirements:

- Experience of project management in an Operations or Events role
- Experience of marketing, publicity and PR
- Recent knowledge and experience of working with a broad range of organisations in the Cultural, Heritage and Community sector
- Be sufficiently experienced to ensure this brief is delivered on time and to budget;
- Have experience of handling similar accounts or roles

Applicants must demonstrate:-

- Excellent project management skills such as time management, prioritising a busy workload and collaborative working
- Excellent oral, presentation and written skills
- Good computer literacy skills
- Experience of problem solving and complaint handling

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Applicants must also:-

- Be flexible with working hours to suit the role
- Be available from 1st April 2016 – 31st December 2016
- Have use of own laptop, office, telephone, as this role is not based in an office environment

Schedule B

Appointment of Project Management Services for Somme 100

Pricing and Supplementary Information Schedule

1. Please provide a financial breakdown for each service requirement as outlined in Schedule A.
2. The total all inclusive fee is budgeted between £18,000 - £21,000 including VAT, for 9 months full time working.
3. Please advise on your proposed fee (this fee must be inclusive of all services, materials, travel and telephone charges and all other expenses related to the delivery of this contract)
4. Please provide details of relevant experience, enclose your Curriculum Vitae and/or details of your practice history, current and past clients, and a minimum of two references which should clearly illustrate and support how you meet the requirements outlined in Schedule A.

Schedule C

Appointment of Project Management Services for Somme 100

CONDITIONS OF CONTRACT

1. The Work

- 1.1 The appointee shall complete the work with reasonable skill, care and diligence in accordance with the contract.
- 1.2 The appointee shall provide History Hub Ulster with such reports on the work at least on a weekly basis in whichever form as History Hub Ulster may from time to time require.
- 1.3 The nominated individual, responsible for management and operation of the overall contract, shall remain in that capacity unless by prior agreement with History Hub Ulster, or in the event of circumstances beyond the appointee's control.
- 1.4 History Hub Ulster reserves the right, by notice to the appointee to modify its requirements in relation to the work, and any alteration to the contract price or the completion date arising by reason of such modification shall be agreed between the parties. Failing agreement, the matter shall be determined by arbitration in accordance with the provisions of Condition 10.
- 1.5 History Hub Ulster reserves the right to extend this contract, on agreement with the appointee, to extend the engagement should funding allow.

2. Fees and Expenses

- 2.1 History Hub Ulster shall pay to the appointee fees at the rate specified in the contract and/or the

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Purchase Order.

2.2 History Hub Ulster shall reimburse the appointee the amount of all expenses reasonably and properly incurred by him in the performance of the work, in line with the expenses detailed in the tender proposal.

2.3 Unless otherwise stated in the contract and/or the Purchase Order, payment will be made by the end of the month following that in which a valid and accurate invoice is received, for work completed to the satisfaction of History Hub Ulster.

3. Indemnities and Insurance

3.1 The appointee shall indemnify and keep indemnified History Hub Ulster against all actions, claims, demands, costs and expenses incurred by or made against History Hub Ulster in respect of any loss or damage which arises from any advice given or anything done or omitted to be done under this contract to the extent that such loss or damage is caused by the negligence or other wrongful act of the appointee, his servants or agents.

3.2 The appointee (if an individual) represents that he is regarded by all relevant crown bodies and agencies, such as Her Majesty's Revenue & Customs, as self-employed and accordingly, shall indemnify History Hub Ulster against any tax, national insurance contributions or similar impost for which History Hub Ulster may be liable in respect of the appointee by reason of this contract.

3.3 The appointee shall effect with an insurance company or companies acceptable to History Hub Ulster, a policy (ies) covering all the matters which are the subject of the indemnities and undertakings on the part of the appointee contained in this contract, in the sum of £500,000 at least in respect of one incident and unlimited in total, unless otherwise agreed by History Hub Ulster in writing.

3.4 If requested, a certificate evidencing the existence of such a policy (ies) shall be provided by the appointee to History Hub Ulster.

4. Employment Discrimination

4.1 The appointee shall not unlawfully discriminate within the meaning of any relevant legislation or any statutory modification or re-enactment thereof relating to discrimination in employment whether by race, ethnic or national origin, colour, creed, disability, political belief, membership of or activities as part of a trade union, social or economic class, sex or gender, sexual orientation, marital or parental status or other family circumstance or any other ground not relevant to good employment practice. The appointee shall take all reasonable steps to ensure the observance of these provisions by all servants, employees or agents of the appointee and all sub-contractors employed in the execution of the contract.

5. Confidentiality

5.1 The appointee shall not disclose, and shall ensure that his employees do not disclose, any information of a confidential nature obtained by him by reason of this contract except information which is in the public domain otherwise than by reason of a breach of this provision.

5.2 The provisions of this condition shall apply during the continuance of this contract and after its termination howsoever arising.

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6. Termination

6.1 Either party shall be entitled to terminate this contract by giving not less than thirty days' notice to that effect.

6.2 Termination shall not prejudice or affect any right of action or remedy that shall have accrued or shall thereupon accrue to History Hub Ulster and shall not affect the continued operation of the contract.

7. Recovery and Sums Due

7.1 Wherever under this contract any sum of money is recoverable from or payable by the appointee, that sum may be deducted from any sum then due, or which at any later time may become due, to the appointee under this contract or under any other agreement or contract with History Hub Ulster.

8 Assignment and Sub-Contracting

8.1 The appointee shall not assign or sub-contract any portion of the contract without the prior written consent of History Hub Ulster. Sub-contracting any part of the contract shall not relieve the appointee of any obligation or duty attributable to him under the contract or these Conditions.

8.2 Where History Hub Ulster has consented to the placing of sub-contracts, copies of each subcontract shall be sent by the appointee to History Hub Ulster immediately it is issued.

9. Status of Contract

9.1 Nothing in the contract shall have the effect of making the appointee the servant or employee of History Hub Ulster.

10. Arbitration

10.1 All disputes, differences or questions between the parties to the contract with respect to any matter or thing arising out of or relating to the contract other than a matter or thing as to which the decision of History Hub Ulster is under the contract to be final and conclusive, and except to the extent to which special provision for arbitration is made elsewhere in the contract, shall be referred to the arbitration of two persons one to be appointed by the History Hub Ulster and one by the appointee, or their Umpire, in accordance with the provisions of the Arbitration Act 1950 or any statutory modification or re-enactment thereof.

11. Headings

11.1 The headings to Conditions shall not affect their interpretation.

12. Anti-Bribery and Anti-Corruption

12.1 The appointee shall:

(a) Comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 ('Relevant Requirements');

(b) Not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;

(c) Have and shall maintain in place throughout the term of this agreement its own policies and procedures, including but not limited to adequate procedures under the Bribery Act 2010 (Section

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7(2) and any guidance issued under section 9, sections 6(5) and 6(6) of that Act and section 8 of that Act respectively) to ensure compliance with the Relevant Requirements and will enforce them where appropriate;

(d) Ensure that all persons associated with the appointee, including employees and subcontractors, or other persons who are performing services in connection with this agreement comply with this Clause; and

12.2 In the event of any breach of this by the appointee or by anyone employed by them or acting on their behalf (whether with or without the knowledge of the appointee):

(a) The appointee shall immediately give History Hub Ulster full details of any such breach and shall co-operate fully with History Hub Ulster in disclosing information and documents which History Hub Ulster may request; and/or

(b) History Hub Ulster shall (without prejudice to any of its rights or remedies under this agreement or otherwise) be entitled by notice in writing to terminate this agreement immediately; and

(c) The appointee shall be liable for, and shall indemnify and keep History Hub Ulster indemnified, in respect of any and all loss resulting from such termination.

12.3 In any dispute, difference or question arising in respect of:

(a) the interpretation of this Clause; or

(b) the right of History Hub Ulster to terminate this agreement; or

(c) the amount or value of any gift, consideration or commission

The decision of History Hub Ulster shall be final and conclusive.

13. Governing Law

13.1 These Conditions shall be governed by, and construed in accordance with, Northern Ireland Law and the appointee hereby irrevocably submits to the jurisdiction of the relevant Courts. The submission to such jurisdiction shall not (and shall not be construed so as to) limit the right of History Hub Ulster to take proceedings against the appointee in any other court of competent jurisdiction.