

INVITATION TO TENDER

GREATER MANCHESTER ARTS 'SPIRIT' PROGRAMME

EXTERNAL EVALUATOR

Issued by Salford Community Leisure Ltd on behalf of GM Arts Network

Issue Date: Tuesday 23/01/2024
Submission Deadline: Tuesday 20/02/2024 at 5pm

Introduction

Greater Manchester Arts (GM Arts) is inviting tenders for a freelance Evaluator for the period 1 April 2024 – 31 March 2026. The Evaluator will lead on the development of an evaluation framework and toolkit for the GMCA SPIRIT funded programme of work, assessing the effectiveness, efficiency, and impact of this project.

Tenders must adhere to the instructions outlined in this document. Salford Community Leisure Ltd, on behalf of GM Arts Network, reserves the right to reject any tender that does not fully comply with these instructions. Their decision on such matters will be considered final.

All information received in connection with this tender application will be treated in the strictest confidence.

The tenderer shall be prepared to commence the works as soon as possible, dependent on availability, and no later than Monday 1 April 2024.

Background Information

Greater Manchester Arts (GM Arts) is a unique network made up of all ten GM districts arts development provision. Members include both Local Authorities and Cultural/Leisure trusts. Legally we are an informal partnership with Salford Community Leisure Ltd acting as accountable body. GM Arts acts as a crucible for the sharing of expertise, the exchange of information and use of skills and contacts for the mutual benefit of all districts and residents. Members come together and use shared insight and expertise to commission and deliver additional cultural content with the aim of increasing cultural opportunity across all of GM.

The GMCA funded 3-year programme will enable us to deliver a focused, place-based approach to supporting artistic talent across GM with partnerships activated around a cohort of practitioners and organisations across GM. Coming out of COVID, the artistic/creative workforce was identified as one of the most affected groups, and within all our local recovery plans this cohort is identified as still in need. This need presents many opportunities for the sector to work together to improve and augment the overall health of the creative sector across GM. SPIRIT will enable the network to:

- 1) Create new capacity centrally to strategically support the GM 'talent pipeline' and connect to opportunity. All 10 districts can benefit from investment in culture across GM and develop strategic partnerships that will deliver to GM priorities.
- 2) Consequently, the network can more effectively partner to connect underrepresented talent to existing offers and opportunities across GM more effectively. We can support the wider ambitions to 'join the dots' to nurture talent and improve access to the industry more widely.

3) Focus new activity on developing a cohort of artists/organisations across the 10 districts to become strong and resilient (for example to apply for the Arts Council of England National Portfolio Organisation status or Elevate programme to address under representation within NPO's). We will do this by developing authentic placebased partnerships with local authority service teams, education providers, The Growth Hub and Factory Academy which will contribute to the recognition of Greater Manchester locally, nationally and internationally to attract new investment, new visitors and new talent to Greater Manchester.

4) In 4 districts, we will pilot new place-based approaches to commissioning opportunities for talent in GM – securing local partnerships and supporting other recipients of the GMCA funding to achieve the highest quality outputs for our audiences. The result will be a model that all 10 districts can access or achieve by 2026/27.

Overall, this programme will be a catalyst for developing place-based approaches to job creation and commissioning new, inclusive and accessible, opportunities. It will help the network to secure additional investment and a new, place-based, sustainable model that will benefit GM creative practitioners and audiences across all 10 districts.

Over 3 years the programme will:

- Support the development of artists in all 10 districts - by connecting locals to GM talent and business development offers and empowering local artists and networks to 'scout' and better connect and meet opportunity across GM.
- Support a cohort of under-represented practitioners to develop strong and efficient proposals that deliver Arts Council of England Lets Create strategy and respond to place- based opportunities.
- Support practitioners to recognise sustainable business requirements and access appropriate support, such as around governance, financial management systems, management training and peer learning through networks in GM through Factory Academy's programmes) therefore making a positive contribution to improving skills and employability of residents in GM.
- Commission work from selected artists within the cohort for a festival context in 4 districts.
- Articulate and promote the impact, and associated value, of our artists and organisations across GM, using appropriate data and insights to develop a wider talent pool of creatives for the benefit of local areas and wider cultural partners (more sustainable, better skilled and more visible and coordinated workforce) to achieve a more equitable approach across GM.
- Increase ambitions by showing how the workforce makes a difference and, by doing so, enable them to have wider horizons regarding income generation, profile and opportunities through our and partners' platforms and voices.

- Use commissioned insights, economic, community wealth-building and social impact data to inform place-based approaches to commissioning and support a pipeline of practitioners equipped with knowledge, networks and skills ready to deliver and respond as new opportunities evolve.
- Have a role in the selection of GMCA grant programme Inspire recipients, so we are well placed to maximise these investments and support the development of seed ideas from a cohesive GM perspective.
- Maximise the investment of GMCA grant funded Spirit and Sustain recipient organisations by working with them to deliver impact and onward opportunity.
- Help to facilitate and support local networks to step into a more knowledgeable and effective delivery role as GM wide connected, locally impactful networks.

Scope of Work

The selected evaluator will be expected to:

- **Contribute to GM Arts' Strategic Planning:** Participate in scheduled workshops with a facilitator and GM Arts Network members on Monday 12 March 2024, to refine and articulate the network's overarching goals and objectives.
- **Develop a Streamlined Evaluation Framework:** Create a framework focused on SPIRIT key objectives, and aligned with GMCA and Arts Council England priorities.
- **Collect Essential Data:** Gather and analyse important data to measure project impact.
- **Engage with the GM Arts Network:** Take part in quarterly online troubleshooting sessions with GM Arts Network members, lead an annual evaluation reflection meeting with the GM Arts Network at the end of each year.
- **Engage with Key Stakeholders:** Conduct necessary interviews or surveys with partners and participants, engaging directly with at least 4 commissioned art works across GM to gather impact interviews.
- **Liaise with GM Arts Project Manager:** Meet with the GM Arts Project Manager to monitor progress against an agreed work plan and coordinate information in support of evaluation.
- **Create Select Case Studies:** Develop a few key case studies to exemplify major project successes.
- **Prepare Reports:** Generate interim reports and a final detailed evaluation report.
 - Annual survey and six-month monitoring form for submission on 1/10/2024

- Annual survey and six-month monitoring form for submission on 1/10/2025.
- Final evaluation report before 31/3/2026

Required Experience

The ideal candidate should have:

- Proven experience in project evaluation
- Excellent analytical skills
- Strong written and verbal communication skills

Budget

The total budget is £6,000 (ex VAT)

Indicative Payment Schedule:

Month	Amount
April 2024	£2,000
October 2024	£1,000
April 2025	£2,000
October 2025	£1,000

Instructions to Bidders

1. Tender Format and Content

- 1.1. Please submit a tender proposal (maximum 3 sides of A4) that includes the following:
 - 1.1.1. A brief summary of your understanding of this brief and the context for GM Arts SPIRIT programme
 - 1.1.2. How you will approach the evaluation, and a clear outline methodology that states how the proposed approach will meet our needs, within the context of [guidance issued by GMCA](#).
 - 1.1.3. A summary of your relevant experience in delivering similar activity (please include links to two recent evaluation reports or products)
 - 1.1.4. Your ideas about how you will present the evaluation findings to ensure they are accurate, relevant and accessible
 - 1.1.5. An outline budget that is broken down into the stages or tasks outlined in your methodology
- 1.2. Please attach as appendices:
 - 1.2.1. CV's of personnel assigned to the work and what their role would entail
 - 1.2.2. Two references to be contacted if successful

2. Tender Submission

- 2.1. Tenders must be returned to GM Arts SPIRIT Project Manager Jess Fernhart at projects@jessrotherham.com
- 2.2. Tenders must be returned no later than Tuesday 20/02/2024 at 5pm. Late responses will not be considered.
- 2.3. The tender should be submitted with the understanding that the offer contained within will remain valid for at least two months following the specified tender submission date.
- 2.4. Upon submission, the tenderer commits that if Salford Community Leisure Ltd, on behalf of GM Arts Network, accepts their tender, the tenderer will execute a formal contract within fourteen days of request. This contract will consist of the provided contract documentation. Until the execution of this formal contract, the tender itself and its formal written acceptance by Salford

Community Leisure Ltd Authorised Officer will serve as a binding agreement between the tenderer and Salford Community Leisure Ltd.

- 2.5. If the successful tenderer does not execute a formal contract within the specified timeframe, Salford Community Leisure Ltd reserves the right to declare the contract void.
- 2.6. Tenders must be submitted in good faith as competitive bids. Salford Community Leisure Ltd reserves the right to annul the contract and recover any resultant losses if the tenderer either offers, promises, or gives any form of inducement or bribe to an officer or member of Salford Community Leisure Ltd staff, or if the tenderer discloses the tender amount to anyone outside Salford Community Leisure Ltd, except confidentially for quotation purposes. Additionally, any agreement or arrangement with any third party concerning the tender amount or abstaining from tendering is grounds for contract cancellation. This clause applies to all actions by the tenderer's employees or agents, regardless of the tenderer's knowledge of such actions.

3. Acceptance

- 3.1. Tenderers will be informed about the outcome of their submission as soon as possible.
- 3.2. Salford Community Leisure Ltd is not obligated to accept any tender.
- 3.3. Salford Community Leisure Ltd is not bound to accept the lowest tender.
- 3.4. Salford Community Leisure Ltd reserves the right to cancel all or part of the tender, with no obligation for compensation to Tenderers.
- 3.5. Salford Community Leisure Ltd will not be responsible for any costs incurred by the tenderer during the tendering or re-tendering process.
- 3.6. Tenders must adhere to the terms, conditions, and specifications detailed in these documents.
- 3.7. If a tender is notably low compared to the services offered, Salford Community Leisure Ltd may seek written clarification or details about its components. The company retains the right to reject a tender if, after reviewing the provided explanations and evidence, it is deemed abnormally low.

4. Contact and Queries

- 4.1. For any queries related to this tender, please contact GM Arts SPIRIT Project Manager Jess Fernhart on projects@jessrotherham.com. Queries should be

raised as soon as possible, and in any case not later than 3 days before the due date for return of tenders.

Award Criteria

Proposals will be evaluated based on:

Criteria	Weighting %
A clear outline methodology that states how the proposed approach will meet our needs	40%
Track record and relevant experience of delivering similar activity	40%
Evidence of ability to create interesting and dynamic reports that are accurate, relevant and valid	10%
Cost effectiveness	10%

Awarding of Contract Timetable

Indicative Timetable for Tender and the Awarding of Contract

Stage	Date
Tender document issued	Tuesday 23/01/2024
Tender submission deadline	Tuesday 20/02/2024
Interviews	Week commencing 26/02/2024
Shortlisting and Selection	Week commencing 26/02/2024
Preferred tender selected, unsuccessful parties notified	Week commencing 26/02/2024
Contract Start Date	As soon as possible, dependent on availability, and no later than Monday 01/04/2024.
Contract End Date	Tuesday 31/03/2026