



Title: Creative Engagement Facilitation for LocalMotion
Commissioner: Torbay Community Development Trust
Contract period: January – March 2020
Deadline for submissions: 10 December 2020
Client contact details: Simon Sherbersky, Strategic Director, Torbay Community Development Trust (TCDT) Email: simonsherbersky@torbaycdt.org.uk www.torabaycdt.org.uk

1. Background

Torbay has a history of working collaboratively and creatively to help address social and community challenges, but there remains a considerable amount of work to be done. As part of this, Torbay is one of six areas working with a collaborative funder initiative called LocalMotion. This initiative is intended to help local people address social, environmental, and economic issues on their doorstep. LocalMotion was created by a group of six national funders. Their vision is to find out what would be possible if they put their collective expertise and resources together with local places to support long term, systemic change on the social, environmental and economic issues that matter to local communities. The funders are keen to take a strengths based perspective and to help shape future philanthropic practice. Subject to local scoping work the six funders will then decide on a long term investment in Torbay.

[Information about LocalMotion model](#)

To help inform LocalMotion's priorities we are keen to understand the perspective of local people on the strengths of Torbay and what would make Torbay work better for people, particularly people from more disadvantaged backgrounds. We are looking for practitioners who will engage with Torbay people in a creative and innovative way during early 2021 to help assess the local aspirations of people experiencing inequality or disadvantage and inform the next steps.

There have been successful creative initiatives such as Ageing Well Torbay; Celebrate Chelston (part of the Torbay Culture/Great Place Scheme); and consultations by partners like Healthwatch Torbay and Play Torbay. Bidders are not bound by those approaches. For this brief we are especially keen to use creative participation techniques to engage with people

and encourage interest from voices that may previously not have been heard such as those with more chaotic backgrounds and/or complex, multiple needs.

2. This brief

This brief is for a freelance **creative engagement facilitation to inform the development of the LocalMotion initiative**. It needs to gather views from the different areas of Torbay on local strengths, aspirations and challenges to inform future LocalMotion activity. We are open to collaborations delivering this brief.

The successful bidder will work in consultation with the team from Torbay Community Development Trust (TCDT). The TCDT can provide resources in terms of people, connections and kit (e.g. lounge, transport, gazebos, assist with sourcing spaces if appropriate) if required.

3. Commission brief

3.1. Key outputs and activities

The contractor will be responsible for delivering the following:

- To use creative approaches, based on your experience of the local area, to reach and involve local people and gather their views (see indicative questions below)
- Engage and involve a range of people, with a focus on those communities which may be excluded from other processes, through in person consultation (where permissible and practical in line with the public health guidance),
- A summary report with images, presenting the findings from the project, including supporting evidence and stimulus material where appropriate will be required. This output could take various forms. Proposer's should suggest their preferred medium to report on the project. Creating stimulus materials that could be replicated elsewhere would be an advantage.

3.2. Objectives and outcomes

The outcomes we are seeking through this contract are:

- Torbay residents from more disadvantaged backgrounds will have an opportunity to meaningfully shape plans for the future of Torbay
- A better, more representative, understanding of current issues including the impact of the COVID-19 pandemic on the local area and what an ideal or thriving future Torbay looks like from local people's perspective
- TCDT, LocalMotion and other stakeholders are aware of the community's ideas for potential future investment in local communities

Key questions or lines of enquiry:

The emphasis of this brief is on people with more complex needs or from more disadvantaged backgrounds. Key questions the brief would be expected to answer are:

- What do people from more disadvantaged backgrounds feel are Torbay's strengths and key assets?
- What are the main challenges they would like to see addressed?
- What is their vision of a 'thriving' Torbay that works for everyone? What do they think might be needed to make that happen?

Indicative supplemental questions might be:

- What would enable you to thrive in Torbay?
- What gets in the way?
- What needs to change?
- What do we need more of? What is great?
- What would make Torbay a better place to live?
- What about Torbay are you proud of?
- What can you contribute?
- What do you dream of for the future?
- What would help you realise your dreams?

4. Key relationships

To deliver the brief successfully, the contractor will engage with:

- Individual members of the public
- organisations which are involved in related activity or supporting relevant people,
- the team at the TCDT and LocalMotion

5. Fee and contractual requirements

The maximum budget for the contract, including expenses, is £ 5,000 plus VAT if applicable. The agreed fee would be paid at intervals according to an agreed delivery plan between the successful contactor and TCDT and on receipt of an invoice. The contractor is required to have relevant insurances in place including Professional Indemnity and Public Liability Insurance to the value of £5,000,000 and, if appropriate, Employers' Liability Insurance as required by law.

On appointment, the contractor will need to provide a statement about how they manage personal data to GDPR standards. Please note, in the event that they are unable to perform

the services themselves, the successful contractor will be expected to provide (at their cost) a suitably skilled and qualified substitute to perform the services on their behalf in order to comply with the terms of the contract. The substitute must be able to meet all of the criteria of this brief and be approved in writing by TCDT.

5. Outline project timeline

Activity	Description	Dates (estimated)
Contract start date	Inception meeting with TCDT	5 January 2020
Contract delivery	Activity will take place, timings to be determined in consultation with TCDT	January to mid February 2020
Contract conclusion	Summary “report” will be produced	12 March 2020

6. Submission and selection process

6.1 To apply

Please submit the following by email to

- a) Name and whether applying as sole trader, limited company, partnership, etc. if appropriate, include company name and address.
- b) A written statement, 500 words / maximum 2 sides of A4, detailing:
 - your approach to delivering the brief
 - evidence of your successful track record in delivering similar work elsewhere
 - your capacity to deliver the brief, including estimated time commitment and confirmation of your availability
- c) brief CVs of the key individuals to be involved
- d) An outline budget indicating costs for delivery of the brief, bearing in mind the total fee available.

6.2 Selection process and timetable

Activity	Description	Dates
Brief issued	Via TCDT and Torbay Culture website	20 November 2020
Closing date for submissions	Applications to be sent by email to TCDT and Please state ‘Creative Consultation Contract’ in the title of the email.	10 December 2020
Shortlisting		11 December 2020

Interview	Shortlisted applicants will be invited to interview via video call (panel members TBC)	w/c 14 th December
Contract awarded/start date	TBC – anticipated start date	Week commencing 5 January 2021

These dates are given as a guide only and may be subject to change by TCDT