

Time & Tide: Invitation to Tender

Dear Bidder,

I am pleased to invite you to submit a proposal for the requirements below.

Requirements:

We are seeking an established storyteller who is interested in science and in the development of their practice through collaboration and social engagement. Applicants should possess relevant experience in working with young people from challenging backgrounds and, potentially, students with physical and/or learning disabilities. The opportunity includes the development of a narrative behind the local tidal phenomenon and the engagement of the local community. The details are included in Annexe 1 – Scope of Work.

Please make a submission in a single Word or PDF document outlining the following:

1. Your fee and proposal for this project, outlining how you would engage with young people and help draw together a final performance that could be filmed.
2. Describe your practice and work method in no more than 200 words.
3. Outline a collaborative or socially engaged project that has pushed your practice forward and your key highlights in no more than 300 words.
4. Include up to four images illustrating previous performances and/or links to up to three websites that show your work.
5. Evidence that you have successfully worked with young people.
6. The risks you foresee and the mitigating actions that you will take to reduce or eradicate the risk.
7. Details of 2 client references where you have undertaken similar work.

Please send submissions and enquiries to bev.bradley@katalytik.co.uk with “Time & Tide – your name” in the subject line, by no later than midnight on **2 November 2014.**

Interviews will take place on the 13th of November 2014 in Christchurch, Dorset and reasonable travel costs will be paid.

Yours faithfully,

Bev Bradley,
Project Co-ordinator

Please find included:

Appendix 1 - Scope of Work.

Appendix 2 - Terms and conditions

Annexe 1 - Scope of work

Introduction

Applications are invited from storytellers to participate in Katalytik's 'Time & Tide' project based around Christchurch Harbour in Dorset. Tenders are sought from those working to the highest standards in community and education across the South East and South West of England, and the successful applicant will be interviewed and selected by a panel.

Background

'Time & Tide' is a science-based story and performance piece about Christchurch Harbour's double high tide and the role it plays within the area. Young local people – engaged through project partners Christchurch Activities for Young People – and the local authority will be involved in the exploration of the science of the seas, tidal concepts and amphidromic points.

Our aim is to use storytelling to engage the public with science and the environment. There are two target groups for Time and Tide:

- **Young people** will work with scientists who are currently studying the harbour and will explore the science of the harbour's waterfront through research and model making, and will work to develop a narrative to communicate the science.
- The project will also engage **independent adults** within local groups such as Christchurch's U3A (the largest in the country), The Friends of Stanpit Marsh and Christchurch History Society.

Scientists from Katalytik and the National Oceanography Centre will work with the storyteller / narrator and young people on the science that will form an essential element of the final story.

The opportunity

We are looking for proposals that will develop the storyline, capture the science and engage young people in doing so.

We seek a confident and professional storytelling artist who will be able to guide the story development, work with the young people on the performance and then refine the story enabling it to be taken to a wider audience, eg at science festivals.

The storytelling and art development of the 'Time& Tide' project will commence in November 2014 with a steering group of young people led by a project team member, on Wednesday evenings from 5-7pm. A series of science exploration workshops are planned for Saturday mornings, in the Christmas and February half term holiday. Younger people (likely to be in the age group 10-14) will be able to explore both the science of water and get creative about why things happen. The Youth Leader has a creative background and proposes to encourage the development of art work and models alongside the final story.

We seek your assistance in bringing together the science and activities into a story that can be transformed into a performance piece to communicate the science of the local area. Your role will be as performer and / or narrator, and you will be required to deliver the final piece.

The project funding finishes at the end of March 2015. The performance weekend is scheduled for 21/22 March 2015.

Our aim is that the story will endure throughout 2015, most likely including East Dorset's 'Sting in the Tale' and a science festival or two.

The proposed audience size for the main performance will be 50 people at two events plus (we estimate) half of the workshop participants. The successful candidate will also be required for a further day, over a weekend and in the Christchurch locale, to engage with the public and interact with an estimated audience of 150.

The detailed work programme, interaction with young people and final performance piece(s) will be shaped through workshops with young people and the storyteller.

Location of the activity

The project will be based around Christchurch Harbour in Dorset and include the Stour and Avon river catchment areas; the Avon River originates in Wiltshire and cuts through Hampshire into Dorset. The project reach or narrative may extend to include an area around Stonehenge where the local theoretical zero point of the tidal curve is located.

Considerations

Time and Tide will awaken and connect people with our local environment and the science that drives the changes across the landscape. You are invited to make suggestions and help shape the final outcomes and ways of engaging with the two key audience types: young people and independent adults. You should consider including in your proposal:

- Two evening performances
- A day at a public event over a weekend
- Attending 2-3 steering group meetings with young people in years 10 and 11 (Wednesday 5-7pm)
- Attending 3-5 Saturday workshops with young people in (approx.) years 5-9 (11-1pm)
- Meeting with scientists, possibly at the Oceanography Centre in Southampton
- Story development and rehearsals

You may like to take into account the following considerations:

- The facts around the Christchurch harbour tide
- The impact on local people in the past and present
- The harbour and its history of smuggling
- Weaving science into the story as well as myth and legend

Time Scale

Action	Date
Issue Invitation to Quote	15 October 2014
Submission deadline	2 November 2014, midnight
Notification	5 November 2014
Interviews	13 November 2014
Commence work (steering group meeting, 5-7pm)	19 November 2014
Project final reporting to funder	10 April 2015

Annexe 2 Terms and conditions

The Time and Tide project is funded from the Business Innovation and Skills' Science and Society Community Challenge Fund; for more information visit the website: <https://www.gov.uk/science-and-society-community-challenge-grant-scheme>

The supplier will be selected on the basis of the response that is considered to provide the most exciting yet deliverable solution. Katalytik Ltd does not bind itself to accept the lowest bid.

Katalytik Ltd will not be liable for any costs incurred by suppliers responding to this ITT.

The preparation of the Quotation will be made without obligation by Katalytik Ltd to acquire any of the items or services included in the Quotation, or to select any supplier's response, or to discuss the reasons why a Quotation is accepted or rejected.

Katalytik Ltd is committed to the promotion of equality, diversity and inclusion principles and to ensuring that those principles are embedded in its culture and work. Katalytik Ltd expects its suppliers to demonstrate a similarly high level of commitment to promoting equality, diversity and inclusion.

Confidentiality

Please ensure that the following confidentiality requirements are adhered to:

- All documents and information provided to you (by whatever means) are kept strictly confidential;
- Confidential information is disclosed only to those of your employees who need to see it to enable you to submit a response;
- Documents and information provided by either party in connection with this tender must not be disclosed or allowed to be disclosed to any third party.

Katalytik Ltd may require the return or destruction of any materials in your possession in which its confidential information is contained. Should you not wish to submit a response, then we request that you return the document promptly or destroy.

Intellectual Property

Intellectual Property ownership will reside with Katalytik Ltd under a creative commons license that will be agreed with the performer.

Payment terms

Reasonable travel costs will be paid for attending meetings, workshops and performances.

A fixed price contract will be agreed.

All quotations will be inclusive of any relevant taxes.

Payment will be upon receipt of itemised invoices and any expenses incurred, and will be made in line with the grant payment schedule in mid January and April 2015.

Payment will be made by BACS transfer into a notified bank account.