



OnFife (Fife Cultural Trust) - Work in Progress: Changing Your Library Service Community Engagement Project

Introduction

OnFife is seeking expressions of interest from those with suitable experience to support the delivery of a user-centred library project, funded by the Scottish Government and administered by the Scottish Library & Information Council.

OnFife (Fife Cultural Trust) is an ALEO (Arm's Length External Organisation) and registered charity that supports culture across Fife. We work with a range of partners, artists and local communities, both directly in our libraries, museums and theatres services, and by supporting the wider cultural community. From theatre performances to library services, museum collections to festivals, exhibitions to unique events, we continue to deliver on our strategic priorities throughout Fife.

Our project – Work in Progress: Changing Your Library Service – has been informed by recent research in to OnFife library users and non-users via a data led library leadership project. Through the Work in Progress: Changing Your Library Service project, OnFife needs to change the library services, opportunities and spaces offered to attract back lapsed users and encourage new users focusing on teen parents (aged 16-25) and older men.

This project will target these three groups living in closest proximity to three libraries - Cowdenbeath, Cupar and Templehall (Kirkcaldy) - to better understand and respond to their needs.

Work in Progress aims to

- change the way we develop services in response to local needs resulting in changes in how people perceive and use their local library.
- engage with the communities in Cowdenbeath, Cupar and Templehall to develop a working model to base how services, spaces and resources are co-created, developed and offered across OnFife Libraries.
- Use co-design process with community groups and library staff, making no assumptions about their needs and what activities and resources they would value in their library, focussing on tackling social isolation and making a positive impact on mental health and wellbeing.

The Brief

Interested parties are invited to outline how they would achieve the following in the three Fife communities (Templehall, Kirkcaldy; Cupar; Cowdenbeath) we will work with for this project, providing evidence of timetabling and planning to deliver these

key milestones between April and November 2022 (our project is funded by SLIC to December 2022 with final reporting expected that month):

- design sessions to be held with groups to engage with them and discover what they would like their library to look like and offer and make it feel like theirs. (Links to community groups which include the key groups we would like to work with will be provided).
- collate the information from engagement with groups in each locality to inform planning going forward
- co-design changes to layout of library spaces with community members and Library staff (separate budget available for materials, equipment, etc)
- co-design programme of activities, building in how these could become sustainable in the long term
- offer support and guidance to Library staff to build and maintain positive relationships with the target groups including an understanding of the codesign process
- agree resources required in each library
- create model of how to engage with community groups to benefit all parties, ensuring services are relevant and sustainable to local communities.
- evaluation of this approach in these 3 libraries to ensure these libraries are relevant to the communities they serve
- Final analysis and report to be submitted by mid-December 2022

Budget

We have a fixed fee of £24,500 [TWENTY-FOUR THOUSAND FIVE HUNDRED POUNDS] (excluding VAT) to undertake the work detailed.

There is a separate budget to be managed by OnFife staff that includes refreshments, travel/expenses (for community engagement); purchasing any resources, materials, or equipment; appointing freelance Creative Facilitators and Marketing.

Returned Evidence Checklist

The following evidence should be included as part of the completed tender document (please initial/check each item):

Item	Initialed
Budget breakdown including hourly/daily rates, number of days	
Deadlines, timescales, and details of milestones	
Example session plans for using with the different target groups	
How there will be a legacy for this method of engaging with local communities which could be replicated in the future	
Evidence of previous work on similar projects	
Reference or testimonials from previous clients for similar project work	
Indication of who will work on the project, if more than one team member will be assigned different elements of the project	
Evidence of self-employed status or registered company status	

List of Company's policies and/or self-employed individual's documents that OnFife may wish to see as part of the tender evaluation:

Health and Safety Policy Statement

Public and Employment Liability – Proof of Insurance

Environmental Policy

Mission and Vision Statements

Code of conduct for employees

Standard terms and conditions for employees

PVG Scheme membership

By submitting a tender for this contract, you are agreeing to fulfil this contract in a way that complies with all national and international legislation.

Evaluation Criteria

This tender will be evaluated by scoring each of the elements below. Each element will be scored out of 5 and then multiplied by the weighting percentage as detailed in the second column below:-

Element	Weighting
Experience of delivering community consultation	40%
Business plan including costs, timescales	25%
Experience of supporting staff to develop skills/confidence	15%
Presentation	10%
Reference	10%

The tender with the highest total score shall be awarded the contract, providing it is seen as being of acceptable quality. OnFife reserves the right not to award this contract if no tender received is deemed acceptable.

Instructions to tenderers

Email tenders only. The tender must be emailed to yvonne.melville@onfife.com, no later than 14:00 hour on Monday 18 April 2022

The email must be entitled Tender for Contract (Ref WiPLib)

We will review all submissions on Monday 18 April and aim to have online conversations with short-list tenderers between 9am-10:00am and 3:45pm-5:30pm on Tuesday 19 April.

The short-listing Panel will be:

Dan Brown, Head of Creative Development

Yvonne Melville, Service Development Team Leader, Libraries (Adults)

Christine McLean, Head of Cultural Heritage & Wellbeing

We would hope to appoint and start working with the successful tenderer no later than Monday 25 April.