

Consultant community archivist – Big Local

Invitation to tender (7/11/19)

Overview

Local Trust would like to commission an expert consultant on a short-term contract to stimulate and inform our approach as we design and pilot the creation of an archive capturing 10-15 years of community-led activity across 150 communities in England.

This is an opportunity to put forward a proposal which must include:

- Your response to this brief
- An example of similar work you have done in the past
- Your method or approach
- Your requirements, if you have any
- The names and profiles of any key team members
- Your outline budget, including details of day rates and any fixed costs
- Your suitability as our partner organisation

Please send your proposal to Jessica.wenban-smith@localtrust.org.uk by **12.00 (noon) on Friday 29 November 2019**.

About Local Trust

Local Trust was established in 2012 to deliver Big Local, a National Lottery Community Fund-funded programme which committed £1m each to 150 neighbourhoods across England. The £217m originally provided by The National Lottery Community Fund to support this programme is the largest single-purpose Lottery-funded endowment ever made, and the biggest ever investment by a non-state funder in place-based, resident-led change.

In terms of scale, time horizon and ethos, nothing like Big Local has ever existed. Designed from the outset to be radically different from other funding programmes, at the heart of Big Local is a vision of empowered, resilient, dynamic, asset-rich communities making their own decisions on what is best for their area.

Typically, the communities we work with tend to be more deprived than the average across England. Most, prior to Big Local, haven't received their fair share of funding from the National

Lottery or from government. Big Local areas have 10-15 years (until 2026) to use their funding to meet local needs. A map of where we work is available on our website.

Our belief is that there is a need to put more power, resources and decision-making into the hands of people living in local communities, to enable them to transform and improve their lives and the places where they live.

We do this by trusting local people. Our aims are to demonstrate the value of long term, unconditional, resident-led funding through our work supporting local communities make their areas better places to live, and to draw on the learning from our work to promote a wider transformation in the way policy makers, funders and others engage with communities and place.

Background and objectives for this work

Big Local will come to an end in 2026. As the programme reaches its halfway point, a few areas will 'spend out' of their £1m in early 2020, and towards 2023-25 this will rapidly increase. Spend-out marks the end of Big Local funding for these communities – and often the decommissioning or transformation of organisations and activities that have been supported by the programme. It is therefore a vital moment to engage with Big Local areas as they reflect on their achievements and future plans.

We are seeking to design an archiving approach which can be integrated into our established programme support and organisational systems as each area reaches the end of its Big Local funding. To do so, we intend to work closely with the first Big Local areas reaching spend out, so we can learn from them and formulate an approach which is valued, informative, proportionate and sustainable for the remainder of the programme.

This work is not about impact evaluation, before/after statistics nor meeting mandatory funder requirements. Rather, we would like to capture what has been achieved in a way that will help Big Local areas to reflect and comment on their experiences and learning, collate the stories, ephemera or digital content that matter to them, and ensure their community is represented in a Big Local archive – probably digital in nature – that celebrates and records the national achievements of the programme.

Critically, it will need to achieve high take-up by Big Local areas because it is seen as relevant, interesting and fun, not unnecessarily boring or burdensome (or they won't participate). At the same time it needs to be capable of providing a national scale resource Local Trust can use to highlight and celebrate, and allow others to explore, the incredible range and breadth of amazing things that local people have made happen over the 10-15 years of the Big Local programme.

Creating an archive is one of several activities which will contribute to an over-arching framework of 'key questions' about the Big Local programme. Given the scale of the project being undertaken, Local Trust's intention is to directly employ staff (if necessary) to support the creation of the archive. This contract is to imagine, co-create, help commission, test and then handover the process, approach and architecture to create the Big Local archive.

Project objectives:

- Confirm Local Trust's organisational needs for a Big Local archive
- Understand the archiving needs, capacity and interests of Big Local areas reaching spend out

- Identify and assess relevant information held within our existing systems
- Design an archive approach which will be valued by Big Local areas and Local Trust's external stakeholders
- Test the approach by piloting it with the first 2 Big Local areas reaching spend out
- Develop recommendations to create and maintain the Big Local archive for the remainder of Big Local

Scope

The focus for this work will be the first few areas reaching spend out – the Big Local partnership, chair, worker, residents and reps.

Local Trust staff are important contributors to the design of the archive and internal stakeholders.



Local Trust

Provides long-term, resident-led funding with almost no strings attached. Each Big Local area receives £1.1m and a programme of support over 10-15 years.



Resources

Within Local Trust we hold rich information (including data, stories, reports and digital content) about each Big Local area, generated since the start of the programme by our research, communications and programme delivery teams.

We have strong relationships with the communities we work with and can provide access to helpful contacts, including residents, partnership chairs and Big Local reps.

With only a short time remaining for us to work closely with the first 2 areas that are close to spending out, we want to ensure we capture these first experiences. We are providing tailored additional support to the first 2 areas that will spend out in March 2020. Our consultant archivist will work collaboratively within this context to ensure resident volunteers experience coordinated communications and do not become over-burdened.

A member of staff will be available to provide full time support for this project for one month (January 2020) to support our archiving consultant, collate material and provide access to knowledge of Local Trust's information and systems.

Activities and deliverables

Expected activities:

- Meet Local Trust teams to understand the opportunity, resources and priorities of each team and identify goals and learning points for the pilot project
- Work with Local Trust staff to map information sources, identify, collate and assess relevant information held within our existing systems
- Work with Big Local reps to further understand the needs and constraints of Big Local areas reaching spend out
- Help to design an exciting archive approach which will be valued by Big Local areas and Local Trust's external stakeholders
- Identify suitable opportunities to engage with Big Local areas reaching spend out
- Test the pilot approach by working with the first 2 Big Local areas reaching spend out – these are located in Cumbria and Northants – in collaboration with Big Local reps
- Present a range of options or recommendations for a platform or vision of a Big Local archive to be integrated into programme delivery.

We anticipate a high level of interest in the emerging archive content from Big Local partnerships, reps and stakeholders from the outset. An appropriate format and platform for a future Big Local archive is under discussion, and our consultant archivist will help us further develop this vision and options to be proposed to Local Trust's board.

Deliverables:

- Goals and timeline for pilot project
- Written outline of the approach and outcomes
- Map of relevant information sources
- Plan for testing the pilot approach
- Report on test of pilot approach, including lessons learned and recommendations for future

Timeline

Proposals deadline: Friday 29 November

Shortlist interviews & selection: w/c 2 December

Kick off meeting: w/c 9 December 2019

Project delivery: December 2019 to March 2020

Final report and recommendations: w/c 30 March 2020

Criteria for selection

This contract will be awarded based on the most responsive service provider whose offer is assessed to be the most advantageous in terms of cost, methodology and relevant experience. We are expecting proposals to include an outline budget IRO £12,000 including VAT

We will assess your proposal using the following criteria:

- Skills, resources and experience to carry out all elements of the work
- Understanding of the needs of Big Local communities
- The extent to which the proposal delivers what is needed
- Evidence of understanding of our ethos, mission and strategy
- Understanding of who the work is aimed at and the most effective approaches to engage them.
- Value for money (we are not bound to accept the cheapest proposal).