



Mrs Smith's
Cottage



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North Kesteven District Council

Brief for a Community Arts Practitioner with event co-ordination experience to deliver a 'Lights Off' event as part of Earth Hour 2022

Background

'Rescuing Mrs Smith's Cottage: A unique slice of bygone Lincolnshire life' is a National Lottery Heritage Fund (NLHF) project delivered and match funded by North Kesteven District Council (NKDC).

Mrs Smith was well known and well-loved in Navenby where she lived until she was 102. Her cottage provides a rare insight into the life of a rural Lincolnshire community through an entire century. The contents and appearance have been preserved from when Hilda Smith last lived there in 1995 and demonstrates the ways in which Mrs Smith chose to live very simply, despite the progress of the 20th century around her.

Although she would not have understood the term, Mrs Smith maintained a very low carbon footprint. She did this by never owning a vehicle, a washing machine, or a vacuum cleaner. An inside toilet and a mains water tap were finally installed when Mrs Smith was in her 80s but only under duress!

As part of the NLHF project at Mrs Smith's Cottage Museum NKDC wish to appoint a Community Arts Practitioner with event co-ordination experience to deliver a memorable and exciting 'Lights Off' event next year as part of the Global [Earth Hour | WWF](#) Event which is on Saturday March 26th 2022.

An activity plan developed as part of the NLHF project identifies the site must organise a 'Lights Off' event which will create an opportunity for people, businesses and land marks to set aside an hour at 8.30pm (local time) to host events, switch off their lights and make a noise for climate change.

North Kesteven District Council (NKDC) are working towards reaching net zero carbon emissions by 2030. Following the declaration of a climate emergency in July 2019;

NKDC was the first Council in Lincolnshire to take this step, and many others have since followed suit. The journey continues, with the Council Leader in 2021 signing up to the UK100, a pledge to take the necessary action to resolve the climate crisis.

The Mrs Smith's Cottage Team is keen to join the journey and play their part in cutting carbon emissions and improving the environment in North Kesteven.



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The Brief

NKDC are seeking to appoint a Community Arts Practitioner (CAP) who is an experienced event organiser with a track-record of delivering brilliant community and art events. The successful candidate will focus on and take, full operational responsibility for the creation and delivery of a programme of community engagement, workshops and promotion leading up to the final event. Working in partnership with the Mrs Smith's Cottage project team, local businesses, organisations and stakeholder partners in scoping these activities.

The successful candidate will be responsible for undertaking all Risk Assessments associated with the delivery of the event and for them to be agreed by NKDC H&S Working Group.

Mrs Smith's Cottage (MSC) Museum is operated by North Kesteven District Council who will be able to provide support to the contractor in communications, environmental health regulation, planning and licensing. The contractor will also be able to call on the local knowledge and expertise of the project officers working with businesses and stakeholders.

Key objectives

- 1) **Engagement** For a significant number of local people and businesses to engage in the build up to the event as well as participation in the 'Lights Off' event at MSC and other venues across Navenby.
- 2) **Understanding** For the event to raise awareness of Climate Change action in participants, leading to a reduction in negative environmental impacts and improved sustainability.
- 3) **Impact** To achieve an increased understanding of the significance of MSC within the local community. Helping to build local pride and drawing people together. Boosting the local economy of the village through participation and secondary spend by event participants.
- 4) **Analyse** Work alongside our Evaluation Consultants to capture and analyse information in order to inform audience development activities.

Submission

We want to see your ideas: We encourage you to think big, creatively and inclusively. Make sure your proposals are focused on delivering the core project objectives. Proposals should also seek to complement and enhance existing cultural and heritage assets in the Village.

We want to understand how you will deliver the project:

- How do you propose to deliver the core project objectives?
- What resources will you require and how will they be deployed?
- What engagement strategies will you develop to ensure that the programme is accessible and attractive and inclusive to all?
- How will your proposals fit the main themes of the event?
- What risks do you foresee and how will you mitigate them?
- How will you promote the event?



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- How will you make it a low carbon event?

Quotations

How to apply

If this opportunity is of interest to you and you would like to be considered, please submit a proposal for undertaking the work (max 4 pages of A4) covering the following:

- A methodology/approach for undertaking the work.
- A proposed event idea and how it will be delivered.
- How the allocated budget will be used.
- details of the CAP allocated to the project including:
 - o experience of working on delivery of events
 - o experience of community engagement
 - o experience carrying out similar projects
 - o any specific qualifications they have that may be helpful to this role

Please provide a fixed fee to undertake the work, broken down to show how the budget will be allocated and number of hours expected on the project. Please indicate key budget headings for external costs.

Contract

We expect the project to begin on xx January 2022 and be completed by 27th March 2022.

The budget is £10000 to include all expenses. The contract will be let by North Kesteven District Council.

Payment Schedule:

First Payment	25%	End Of January 2022
Interim Payment	50%	End of February 2022
Final Payment	25%	End of March 2022

This expenditure is subject to the reporting requirements and Guidance of the **National Lottery Heritage Fund** and **North Kesteven District Council**.

Please note; The **National Lottery Heritage Fund** and Council procurement guidelines require at least three detailed quotations for the project.



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Award criteria

Submissions will be considered and scored for shortlisting based on the following:

- 30% cost
- 70% methodology/approach and knowledge and experience

Proposals submitted will be assessed by NKDC against the following questions:

1. To what extent does the proposal demonstrate an understanding of the brief?
2. To what extent are the methodology and methods appropriate to the requirements set out in this brief?
3. What degree of experience does the bidder demonstrate in order to successfully complete the work?
4. How well has the bidder demonstrated that they can deliver the project described, in terms of having an appropriate team available?

Procurement process

The procurement timetable will be:

Brief sent out for quotation – 10th November 2021

Deadline for clarifications to the brief – 12 noon Friday 10th December 2021

Proposal return deadline – 5pm on 17th December 2021

NKDC will notify bidders of our procurement decision by email, week commencing 20th December 2021

Proposals should be emailed to **Emma Clark** at the following address: emma_clark@n-kesteven.gov.uk