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**TENDER REFERENCE NO: ESP/ESA/PHF01**

**CULTURAL RESEARCH & ENGAGEMENT**

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**PART 1: INSTRUCTIONS TO TENDERERS**

1. **Completion and Submission of Tender Documentation**

* The documents completed as directed should be returned to Gillian Neill by email to [gillian@eastsidepartnership.com](mailto:gillian@eastsidepartnership.com).
* The closing date for receipt of tenders is **12pm (noon), Monday 13th March 2023.** Late tenders will not be considered.
* **The contract will commence on 20th March 2023** for a maximum period of 12 months.
* Tenders must be fully compliant with the requirements detailed in the tender documentation.
* Tenders may be rejected if the required information is not given at the time of tendering.

1. **Economic and Financial Standing**

Tenderers may be required to furnish information as to economic and financial standing prior to the acceptance of any tender.

1. **Costs and Expenses**

Tenderers will not be entitled to claim from EastSide Arts (ESA) any costs or expenses which may be incurred in preparing their tender whether or not it is successful.

1. **Period of Validity**

Tenderers are required to keep their tenders valid for acceptance for a period of ninety days from the closing date.

1. **Confidentiality**

Tenderers should treat the tender documents as private and confidential between the tenderer and ESA. Tenderers should note that ESA shall use the tender documents for the purposes of evaluating the bids and that the tender documents will be destroyed in line with the organisation’s disposal schedule.

1. **Official Amendments**

Should it be necessary for ESA to amend the tender documentation in any way, prior to receipt of tenders, all tenderers in receipt of documents will be notified simultaneously. If deemed appropriate, the deadline for receipt of tenders will be extended.

1. **Canvassing**

Any Tenderer who directly or indirectly canvasses ESA concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other tender will be disqualified. This should not, however deter any supplier seeking clarification in relation to the tender.

1. **Assumptions**

Tenderers must not make assumptions that ESA has experience of their organisation or their service provision even if on a current or previous contract. Tenderers will only be evaluated on the information provided in their response.

1. **Compliance**

Tenders must be submitted in accordance with these instructions. Failure to comply may result in a Tender being rejected by ESA.

1. **Conflict of Interest**

Tenderers will be required at all times to adhere to high standards of propriety, including impartiality, integrity and objectivity. This means that any private, voluntary, charitable or political interest that might be material or relevant to the work of the project should be declared. Both real and perceived conflicts of interest must be declared, as the appearance of a conflict could be as damaging as the existence of an actual conflict.

It is important therefore that all potential conflicts of interest are declared at the beginning of the appointment process. All submissions will be assessed on merit and not treated more or less advantageously because of an actual or perceived conflict of interest.

1. **Contact Details**

The person to contact for further information is **Rachel Kennedy, Manager, EastSide Arts.**

Any questions or clarifications relating to this procurement should be communicated by email to [rachel@eastsidepartnership.com](mailto:rachel@eastsidepartnership.com). This will give you an audit trail of all discussions/clarifications. Any clarifications must be sought at least 5 days prior to the tender return date.

**PART 2: TERMS OF REFERENCE**

1. **Client:** EastSide Arts (ESA)
2. **Location:** East Belfast
3. **Background Information**

EastSide Arts is part of EastSide Partnership, a broad-based regeneration charity working across physical regeneration, education, poverty alleviation, arts, tourism and heritage. Formed in 1995 (founded in 1996) EastSide Partnership has led high impact, strategic regeneration initiatives across east Belfast for the last 25 years.

EastSide Arts is a Company Limited by Guarantee and is a Charity recognised by the Charity Commission for NI and HM Revenue and Customs. It is a not-for-profit organisation and one of 7 wholly owned subsidiaries of EastSide Partnership. EastSide Arts was constituted in January 2015 and registered as a charity with the Charities Commission NI in 2021.

EastSide Arts shares EastSide Partnership’s organisational mission, *’to make east Belfast a better place’* with the specific overall aim of ‘*creating an east Belfast that is a thriving cultural hub; where the arts are valued, creativity is for everyone and people are connected with each other and the wider world*.’

In 2023/24 EastSide Arts has the following objectives:

1. To understand how to improve equity of opportunity for people in east Belfast to engage with creative activities;
2. To create a variety of meaningful, open and inclusive opportunities for people in east Belfast to explore creativity and connect with others;
3. To celebrate the past, present and future of east Belfast;
4. To develop relationships that ensure the long-term stability of EastSide Arts and create investment in the arts and artists in east Belfast
5. **Period of Contract**

The successful tenderer will be awarded the contract week commencing 20th March 2023.

Contract will commence on 20th March 2023 for a maximum period of 12 months. Progress will be reviewed monthly with the provider to ensure that the work is meeting the expectations of both parties to the contract.

1. **Specification of Services Required**

***Cultural Research and Stakeholder Engagement to inform the***

***Creative Citizens Programme***

EastSide Arts are excited to have received funding for this service from Paul Hamlyn Foundation as part of our 4-year Creative Citizens programme. This programme aims to increase the engagement in and impact of arts and creativity across east Belfast by non-traditional arts audiences by increasing equity of access for everyone.

We believe that there is a lack of accessible, affordable creative opportunities in neutral spaces in east Belfast and that people face different and varied barriers to participation. But there is a lack of evidence or information that helps us understand the nature of these barriers, and how to best overcome them. The first year of Creative Citizens aims to gather this essential data and the role of the appointed tenderer is to lead this area of research.

As the title suggests, this piece of work will be focussed on assessing both the areas in east Belfast which have successful, open and inclusive opportunities for creative engagement - what works, and why people engage; and those areas in which there are gaps, where work needs to be done to improve the equity of access. The appointed tenderer will lead on the creation of an impact framework that will inform the entire 4-year programme and shape how we define and measure the impact of a long-term approach to arts-led regeneration. *Please see an overview of the 4-year Creative Citizens Programme at Appendix D.*

Specifically, the outputs of the work are as follows -

|  |  |
| --- | --- |
| **Output** | **Date of Delivery** |
| An asset map of the cultural, geographic, economic, social and sectoral assets of east Belfast, including a comprehensive list of existing shops, organisations, facilities, companies and businesses where local people meet and gather | 4th September 2023 |
| A report detailing who and why people engage, and don’t engage, in culture and the arts in east Belfast | 4th September 2023 |
| Impact Evaluation Framework for the 4-year project and specifically for the first year of the Everyday Creativity and Benchmark Training Programmes | 1st November 2023 |
| Identification of a group of Delivery Partners interested in co-designing pilot creative programmes to be rolled out in years 2 and 3 of the project (2024 & 2025) | 1st November 2023 |
| Development and facilitation of a network of Research Partners who are interested in cultural regeneration and community engagement practice to encourage sharing of knowledge and information | April 2023 – March 2024 |
| Monthly updates including any issues, risks and opportunities. | Monthly |

1. **Budget**

6.1 The budget available for this contract is **£32,000 (inclusive of VAT)**

6.2 Payment Schedule

|  |  |  |
| --- | --- | --- |
| **Delivery** | **Fee** | **Date of Payment** |
| 50% completion of research phase (April – August 2023) | £8K | 16th June 2023 |
| Successful completion of Asset Map and Report | £8K | 22nd September 2023 |
| Impact Evaluation Framework and Delivery Partner report | £8K | 17th November 2023 |
| Completion of Project incl. Research Network, monthly and bi-monthly meetings | £8K | 31st March 2024 |

1. **Response Instructions**
   1. General Instructions

* Fully completed tender proposals must be received by **12pm (noon), Monday 13th March 2023.**
* Tenders to be submitted by email to [gillian@eastsidepartnership.com](mailto:gillian@eastsidepartnership.com).
* Tenders received after the above deadline will not be valid.
* Only tenders in English will be accepted.
  1. Format of Response

Tenderers must submit a response which addresses the following:

7.2.1 Detailed information about the Lead Consultant who will be undertaking the work and any other staff directly involved in delivery. This should include details of relevant qualifications and experience ***(Max 2 A4 pages per CV)***

7.2.2 Evidence of the proposed consultants’ track record by providing examples of -

* Relevant experience within the past 2 years of arts and cultural research and stakeholder engagement ***(Max 2 A4 pages in total)***
* Relevant experience within the last 2 years of producing final reports and recommendation documents ***(Max 2 A4 pages in total)***

7.2.3 Methodology including indicative timeframe ***(Max 2 A4 pages in total)***

7.2.4 Confirmation in writing that services/ outputs outlined in section 5 will be delivered within budget

7.2.5 Completed Authorised Representative Form ***Appendix B*** (page 28)

7.2.6 Completed Acceptance of Terms & Condition Form ***Appendix C*** (page 29)

The overall assessment shall be the aggregate score of the individual criteria weighted in accordance with the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Weighting %** |
| Calibre of proposed team (see section 7.2.1) | 20% |
| Demonstrated relevant experience of arts and cultural research and stakeholder engagement (see section 7.2.2) | 40% |
| Demonstrated relevant experience of producing final reports and recommendation documents (see section 7.2.2) | 20% |
| Methodology including timeframe (see section 7.2.3) | 20% |
| **Total** | 100% |

* 1. Award Criteria

Following receipt, submissions will be assessed against the above criteria. Applicants may be called for further clarification of the information provided.

The panel’s decision is final. All tenderers will be notified of the outcome of their tender following the completion of the tender evaluation.

**PART 3: TERMS AND CONDITIONS OF CONTRACT**

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**1. Interpretation**

1.1 In this Contract the following words shall have the following meanings except where the context otherwise requires:

|  |  |
| --- | --- |
| a. Acceptance | Confirmation in writing by EastSide Arts (ESA) that a Service has been accepted by ESA. |
| b. Amendments | The amendments (if any) to the Contract which may be agreed by the Contractor and ESA. |
| c. Authorised Representative | The nominated representative of ESA and the Contractor. |
| d. Contract | The tender completed by the Contractor (which incorporates the Terms of Reference), these Terms and Conditions of Contract; [the Specification or Operational Requirement; the Drawings, if any,] [the Schedule of Prices or Rates or Lump Sum as submitted by the Contractor,] the Letter of Acceptance issued by ESA to the Contractor together with such correspondence, if any, between the Contractor and ESA, as may be agreed by both parties to form part of the Contract. |
| e. Contractor | The person, firm or corporate body whose tender shall have been accepted by ESA in the Acceptance and shall include the Contractor’s personal representatives, successors, and permitted assigns. |
| f. Contractors Staff | Employees, sub-contractors employees and agents or representatives of both the Contractor and sub-contractor. |
| g. ESA | EastSide Arts |
| h. Equipment | All materials, plant, equipment, and consumables other to be used by the Contractor in the provision of the Services. |
| i. Premises | Land or buildings where the services are performed. |
| j Services | The provision of the Services defined in the Contract. |
| k. Site | The area within the Premises in which the Services are performed. |
| l. Days | Calendar Days |
| m. Terms of Reference | The terms of reference submitted to the Contractor with ESA’s invitation to tender |

1.2 Words importing the singular shall also include the plural, and importing the masculine shall also include the feminine and vice versa where the context requires.

* 1. A reference to any statute, enactment, order, regulations or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as subsequently amended or re-enacted.

**2. Entire Agreement**

2.1 The Contract constitutes the entire agreement between the parties relating to the subject matter of the Contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Condition shall not exclude liability in respect of any fraudulent misrepresentation.

**3. Period of Contract**

3.1 This Contract shall take effect from the date stated in the Acceptance and shall be for the term set out therein, unless it is otherwise terminated in accordance with the provisions of these Conditions.

**4. Services**

* 1. The Contract is for work to be undertaken by the Contractor in accordance with the provisions of the Contract.

4.2 Requests to provide the Services may be transmitted in writing by post, fax or other electronic means as may be agreed by both parties. In cases of urgency verbal instructions may be given pending written confirmation.

**5. Conditions Affecting Provision of Services**

* 1. The Contractor shall be deemed to have satisfied himself as regards the nature and extent of the Services, the means of communication with and access to the Site, the supply of and conditions affecting labour, the suitability of the Premises and the equipment necessary for the performance of the Services, subject to all such matters being discoverable by the Contractor.

**6. Contractor Status**

6.1 Nothing in the Contract shall be construed as creating a partnership, a contract of employment or a relationship of principal and agent between ESA and the Contractor.

**7. ESA Property**

7.1 All ESA’s property shall remain the property of the ESA for unlimited use.

**8. Equipment**

8.1 The Contractor shall provide all the equipment necessary for the provision of the Services.

8.2 The Contractor shall maintain all items of equipment in good and serviceable condition.

8.3 All equipment shall be at the risk of the Contractor and ESA shall have no liability for any loss of or damage to any equipment unless the Contractor is able to demonstrate that such loss or damage was caused or contributed to by the negligence or default of ESA.

**9. Staff**

9.1 The Contractor warrants and represents that all staff assigned to the performance of the Contract shall possess such skill and experience as is necessary for the proper performance of the Contract.

9.2 Where the Contract provides that the work shall be done by named staff the Contractor undertakes to take all reasonable steps to ensure that his staff remain for the full period of this Contract. Unavoidable changes in the Contractor’s staff proposed by the Contractor and agreed by the Authorised Representative shall be subject to not less than one month’s written notice.

9.3 If for any other reasons changes in the Contractor’s staff become necessary in the opinion of the Authorised Representative such changes shall be subject to 1 week’s written notice by the Authorised Representative to the Contractor.

9.4 In the event that the Contractor is unable to provide replacement staff acceptable to the Authorised Representative within sufficient time to enable the Contractor to complete the work on time then ESA may obtain replacement staff from other sources or terminate the Contract at its discretion.

**10. Co-ordination**

10.1 The Contractor shall co-ordinate his activities in the provision of the Services with those of ESA and other contractors engaged by ESA.

**11. Manner of Providing the Services**

11.1 The Contractor shall perform the Services with all due care, skill and diligence, and in accordance with good industry practice. Timely provision of the Services is of the essence of the Contract.

11.2 The Services shall be performed only on approved sites.

11.3 The signing by the Authorised Representative of time sheets or other similar documents shall not be construed as implying the Contractor’s compliance with the Contract.

**12. Standards**

12.1 Materials and processes used in connection with the provision of the Services shall be in accordance with the standards and quality specified.

12.2 At the request of the Authorised Representative, the Contractor shall provide proof to ESA’s satisfaction that the materials and processes used or proposed to be used, conform to those standards.

12.3 The introduction of new methods or systems which impinge on the provision of the Services shall be subject to prior approval.

**13. Progress Reports**

13.1 Where progress reports are required to be submitted under the Contract, the Contractor shall render those reports at such time and in such form as may be specified or as otherwise agreed between the parties.

13.2 The submission and receipt of progress reports shall not prejudice the rights of either party under the Contract.

**14. Payment**

ESA shall pay the Contractor for work completed at the rates or prices contained in the pricing schedule or other interest documentation. Where payment is based upon daily rates the Contractor and his staff will be expected to work 7½ hours per day, exclusive of meal breaks, unless alternative arrangements are agreed with ESA.

Payment shall be due within thirty (30) days of receipt by ESA of a correct application for payment or invoice or as otherwise specified in the Contract.

ESA reserves the right to withhold payment against any invoice which is not submitted in accordance with the Contract or which covers or purports to relate to services which have not been provided in accordance with the Contract and shall forthwith notify the Contractor accordingly in writing.

**15. Value Added Tax**

15.1 ESA shall pay to the Contractor, in addition to the charges due for the work performed under the Contract, a sum equal to the value added tax as may be properly chargeable on the value of the supply of goods and services provided in accordance with the contract. Please see cost schedule.

15.2 Any invoice or other request for payment of monies due to the Contractor under the Contract shall, if he is a taxable person, be in the form and contain the same information as if the same were a tax invoice for the purposes of Regulations made under the Value Added Tax Act 1994.

* 1. The Contractor shall, if so requested by ESA, furnish such information as may reasonably be required by ESA as to the amount of value added tax chargeable on the value of goods and services supplied in accordance with the Contract and payable by ESA to the Contractor in addition to the charges for work. Any over payment by ESA to the Contractor shall be a sum of money recoverable from the Contractor.
  2. If the costs of the Contract are increased or decreased any monies thereby payable shall have added to them a sum equal to any appropriate adjustment in respect of value added tax due on the final value of the work.

**16. Recovery of Sums Due**

16.1 Whenever under the Contract any sum of money is recoverable from or payable by the Contractor (including any sum which the Contractor is liable to pay to ESA in respect of any breach of this Contract), ESA may unilaterally deduct that sum from any sum then due or which at any later time becomes due to the Contractor under this Contract or under any other contract with ESA.

16.2 ESA shall give at least 21 days’ notice to the Contractor of its intention to make a deduction under Condition 16.1 giving particulars of the sum to be recovered and the contract under which the payment arises from which the deduction is to be made.

16.3 Any overpayment by ESA to the Contractor, whether of the contract price or of value added tax, shall be a sum of money recoverable by ESA from the Contractor.

**17. Price Adjustments**

17.1 [Prices quoted shall remain firm for the initial contract period set out in the Acceptance.]

17.2 In the event that the contract period is extended a price review shall take place and any increases or decreases shall be agreed by both parties and recorded as a Variation in line with Condition 33.

**18 Intellectual Property Rights – Assignment and Indemnity**

18.1 The Contractor hereby assigns to ESA all Intellectual Property Rights owned by the Contractor in any material which is generated by the Contractor and delivered to ESA in the performance of the Services and shall waive all moral rights relating to such material. The Contractor shall not reproduce, publish or supply any such material to any person other than ESA without prior approval.

18.2 In performing the Services the Contractor shall obtain approval before utilising any material which is or may be subject to any Intellectual Property Rights other than those referred to in Condition 21.1.

18.3 Subject to Condition 18.4, the Contractor shall indemnify ESA against all claims, proceedings, actions, damages, legal costs (including but not limited to legal costs and disbursements on a solicitor and client basis), expenses and any other liabilities arising from or incurred by the use by the Contractor, in the performance of the Services, or the use by ESA following delivery by the Contractor, of any material which involves any infringement or alleged infringement of the Intellectual Property Rights of any third party.

18.4 The provisions of Condition 18.3 shall not apply in respect of any material which ESA has supplied to the Contractor or which ESA has specified for use by the Contractor or for delivery to ESA.

18.5 ESA shall indemnify the Contractor against all claims, proceedings, actions, damages, legal costs (including but not limited to legal costs and disbursements on a solicitor and client basis), expenses and any other liabilities arising from or incurred by the use by the Contractor, in the performance of the Services, of any material referred to in Condition 18.4 which involves any infringement or alleged infringement of the Intellectual Property Rights of any third party.

18.6 Where any claim is made by a third party in respect of any material referred to in Condition 18.3 or 18.5, the party which is required to provide an indemnity under those provisions shall have the right to conduct, or take over the conduct of, the defence to the claim and to any proceedings or action brought by the third party.

**19. Security**

19.1 The Contractor shall take all measures necessary to comply with the provisions of any enactment relating to security which may be applicable to the Contractor in the performance of the Services.

19.2 The Contractor shall take all reasonable measures, by the display of notices or other appropriate means, to ensure that staff have notice that all provisions referred to in Condition 19.1 will apply to them and will continue to apply to them, if so applicable, after the expiry or earlier termination of the Contract.

**20. Confidentiality**

20.1 Each Party: **-**

1. shall treat all Confidential Information belonging to the other Party as confidential and safeguard it accordingly; and
2. shall not disclose any Confidential Information belonging to the other Party to any other person without the prior written consent of the other Party, except to such persons and to such extent as may be necessary for the performance of the Contract or except where disclosure is otherwise expressly permitted by the provisions of this Contract.

20.2 The Contractor shall take all necessary precautions to ensure that all Confidential Information obtained from ESA under or in connection with the Contract:-

1. is given only to such of the Staff and professional advisors or consultants engaged to advise it in connection with the Contract as is strictly necessary for the performance of the Contract and only to the extent necessary for the performance of the Contract;
2. Is treated as confidential and not disclosed (without prior Approval) or used by any Staff or such professional advisors or consultants otherwise than for the purposes of the Contract.

20.3 The Contractor shall ensure that Staff or its professional advisors or consultants are aware of the Contractor's Confidentiality obligations under this Contract.

20.4 The Contractor shall not use any Confidential Information it receives from ESA otherwise than for the purposes of the Contract.

20.5 The provisions of Clauses 20.1 to 20.4 shall not apply to any Confidential Information received by one Party from the other:-

1. which is or becomes public knowledge (otherwise than by breach of this Condition);
2. which was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
3. which is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;
4. is independently developed without access to the Confidential Information; or
5. Which must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA, or the Environmental Information Regulations pursuant to Condition 24.3 (Freedom of Information).

20.6 Nothing in this Condition shall prevent the Department: -

A. disclosing any Confidential Information for the purpose of:-

* 1. the examination and certification of the Client’s accounts; or

ii. Any examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which ESA has used its resources; or

20.7 Nothing in this Condition shall prevent either Party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business, to the extent that this does not result in a disclosure of Confidential Information or an infringement of Intellectual Property Rights.

20.8 In the event that the Contractor fails to comply with this Condition 20, ESA reserves the right to terminate the Contract by notice in writing with immediate effect.

20.9 The provisions under this Condition are without prejudice to the application of the Official Secrets Acts 1911 to 1989 to any Confidential Information.

**21. Freedom of Information**

* 1. The Contractor acknowledges that ESA and project funders may be subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Department (at the Contractor’s expense) to enable the Client to comply with these Information disclosure requirements.

**22. Publicity**

22.1 The Contractor shall not make any public statement relating to the existence or performance of the Contract without prior approval, which shall not be unreasonably withheld.

**23. Right of Audit**

23.1 The Contractor shall keep secure and maintain until two years after the final payment of all sums due under the Contract, or such longer period as may be agreed between the parties, full and accurate records of the Services, all expenditure reimbursed by ESA and all payments made by ESA.

23.2 The Contractor shall grant to ESA or its authorised agents, such access to those records as they may reasonably require in compliance with the Contract.

**24 Data Protection Act 1998**

24.1 The Contractor shall not disclose or allow access to any personal data provided by ESA or acquired by the Contractor during the course of tendering for or executing the contract, other than to a person employed or engaged by the Contractor or any sub-contractor, agent or other person concerned with the same.

24.2 Any disclosure of or access to personal data allowed under Condition 24.1 shall be made in confidence and shall extend only so far as that which is specifically necessary for the purpose of the Contract.

**25. Indemnity and Insurance**

25.1 The Contractor shall indemnify ESA to a limit of £100,000 in respect of any one incident or series of incidents arising out of his performance of the Contract against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities in respect of any loss of or damage to property which is caused directly or indirectly by any act or omission of the Contractor. Indemnity in respect of death or personal injury shall be unlimited. This condition 25.1 shall not apply to the extent that the Contractor is able to demonstrate that such death or personal injury, or loss or damage, was not caused or contributed to by his negligence or default, or the negligence or default of his Staff or sub-contractors, or by any circumstances within his or their control.

* 1. The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor, arising out of the Contractor’s performance of the Contract, in respect of death or personal injury, or loss of or damage to property. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor.
  2. The Contractor shall hold employer’s liability insurance in respect of Staff in accordance with any legal requirement for the time being in force.
  3. The Contractor shall produce to the Authorised Representative, on request, copies of all insurance policies referred to in this Condition or other evidence confirming the existence and extent of the cover given by those policies, together with receipts or other evidence of payment of the latest premiums due under those policies.
  4. The terms of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Contract. It shall be the responsibility of the Contractor to determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability referred to in this Condition.

**26. Statutory and Other Regulations**

26.1 The Contractor shall be deemed to have acquainted himself with any and all Acts of Parliament, Statutory Regulations, or other such laws, recommendations, guidance or practices as may affect the provision of the service(s) specified under the Contract.

26.2 The Contractor shall be deemed to have acquainted himself with British/European Standards, Codes of Practice as may be relevant to this Contract.

26.3 The Contractor shall adequately train, instruct and supervise staff to ensure that so far as is reasonably practical the standards and codes of practice are observed.

**27. Equality of Opportunity**

27.1 The Contractor shall comply with all applicable fair employment, equality of treatment and anti-discrimination legislation, including, in particular: -

Equal Pay Act (Northern Ireland) 1970;

Sex Discrimination (Northern Ireland) Order 1976 (as amended);

Health and Safety at Work (Northern Ireland) Order 1978;

Disability Discrimination Act 1995 and the Disability Discrimination (Northern Ireland) Order 2006 (as amended);

Employment Rights (NI) Order 1996;

Race Relations (Northern Ireland) Order 1997;

Fair Employment and Treatment (NI) Order 1998 (as amended);

Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;

Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;

Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003;

The Employment (Northern Ireland) Order 2003

The Employment Relations (Northern Ireland) Order 2004;

Equality Act (Sexual Orientation) Regulations (Northern Ireland) 2006;

Employment Equality (Age) Regulations (Northern Ireland) 2006;

**The Work and Families (Northern Ireland) Order 2006.**

and shall use his best endeavours to ensure that in his employment policies and practices and in the delivery of the services required of the Contractor under this agreement he has due regard to the need to promote equality of treatment and opportunity between: -

a. Persons of different religious beliefs or political opinions.

b. Men and women or married and unmarried persons.

c. Persons with and without dependants (including women who are pregnant or on maternity leave and men on paternity leave).

d. Persons of different racial groups (within the meaning of the Race Relations (Northern Ireland) Order 1997).

e. Persons with and without a disability (within the meaning of the Disability Discrimination Act 1995).

f. Persons of different ages; and

g. Persons of differing sexual orientation.

27.2 The Contractor shall take all reasonable steps to ensure the observance of the provisions of the above clause (27.1) by all servants, agents, employees, consultants and sub-contractors of the Contractor**.**

**28. Health and Safety**

The Contractor’s attention is drawn to the provision of the Health and Safety at Work (Amendment) (Northern Ireland) Order 1998 and in particular to Article 4 “General Duties of Employers to their Employees”.

**29. Conflict of Interest**

29.1 Provided that there shall be no conflict of interest and the Contractor shall fulfil his obligations to the Department the Contractor shall be at liberty to enter into agreement with other public sector organisations elsewhere in the United Kingdom for the provision of services.

29.2 The Contractor warrants that he is not at the date hereof retained by any interest that could be in conflict with the work of ESA and that for the duration of this Contract he will not accept instructions from any such interest either directly or indirectly nor do any other act which may give rise to conflict of interest.

**30. Transfer, Sub-Contracting and Assignment**

30.1 The Contractor shall not transfer or assign this Contract or a part thereof and shall not sub-contract any part of the provision of the services without the prior written consent of ESA.

* 1. It is a condition of such consent that the sub-contractor must undertake directly to perform the terms of the Contract in respect of the sub-contracted services as if he were the contractor.
  2. Any consent to sub-contract will not release the Contractor from any liability to ESA in respect of the sub-contracted section and the contractors shall be responsible for the acts, defaults or neglect of any sub-contractor or their agents or employees in all respects as they were the acts, defaults or neglect of the contractor or their agents, or employees.
  3. Where the Contractor enters a sub-contract with a contractor for the purpose of performing the Contract, he shall cause a term to be included in such sub-contract which requires payment to be made to the contractor within a specified period not exceeding 30 days from receipt of a valid invoice as defined by the sub-contract requirements.
  4. ESA may assign or in any other way dispose of its rights and obligations under this Contract or any part of it to any Department, Office or Agency of the Crown or any other body provided that any such assignment or other disposal shall not increase the burden of the Contractors obligations under this Contract.

**31. Severability**

31.1 If any provision of the Contract is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of the Contract shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated. In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of the Contract, the parties shall immediately commence negotiations in good faith to remedy the invalidity.

**32. Waiver**

32.1 The failure of either party to exercise any right or remedy shall not constitute a waiver of that right or remedy.

32.2 No waiver shall be effective unless it is communicated to the other party in writing.

32.3 A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Contract.

**33. Variations**

33.1 The Contract shall not be varied unless such variation is made in writing by means of a Variation to Contract Form as set out at Appendix A.

33.2 In the event of an emergency ESA shall have the right to vary the Contract by oral instructions given by ESA’s Authorised Representative, which shall be confirmed by the issue of a Variation to Contract Form within 7 days.

33.3 ESA shall have the right to vary the Services at any time, subject to the Variation being related in nature to the Services being provided, and no such Variation shall vitiate the Contract.

33.4 The Contractor may request a Variation provided that:

a. the Contractor shall notify ESA’s Authorised Representative in writing of any additional or changed requirement which it considers should give rise to a Variation within 7 days of such occurrence first becoming known to the Contractor;

b. Any proposed Variation shall be fully supported by a quotation as detailed in Condition 33.5

33.5 The Contractor, within 14 days of being requested by ESA’s Authorised Representative or where requesting a Variation pursuant to Condition 33.4, shall submit a quotation to ESA, such quotation to contain at least the following information:

a. A description of the work together with the reason for the propose Variation;

b. The price, where applicable;

c. Details of the impact, if any, on other aspects of the Contract.

33.6 The price for any Variation shall, unless otherwise agreed between the Parties, be calculated in the following order of precedence:

a. Using the Prices or Rates;

b. Prices pro-rata to the Prices or Rates;

c. Prices based on the Prices or Rates.

33.7 ESA shall either approve or reject any Variation proposed by the Contractor.

33.8 In the event that the Contractor disputes any decision by ESA to reject a proposed Variation or contends that a proposed Variation is outstanding or continues to be required, the Contractor shall update the information contained in his quotation for the proposed Variation every Month and shall send the updated information to ESA.

**34. Performance Monitoring**

34.1 The performance of the Contractor will be subject to monitoring and review against agreed quality aspects.

34.2 Where applicable performance and or price indices may be applied by ESA to measure the performance of the Contractor.

34.3 The Contractor shall ensure that information, records, and documentation necessary to monitor effectively the performance of the Contract are maintained and are available at all times to the Authorised Representative.

**35. Force Majeure**

* 1. Neither party shall be liable to the other party by reason of any failure or delay in performing its obligations under the Contract which is due to Force Majeure, where there is no practicable means available to the party concerned to avoid such failure or delay.
  2. If either party becomes aware of any circumstances of Force Majeure which give rise to any such failure or delay, or which appear likely to do so, that party shall promptly give notice of those circumstances as soon as practicable after becoming aware of them and shall inform the other party of the period for which it estimates that the failure or delay will continue.
  3. For the purposes of this Condition, “Force Majeure” means any event or occurrence which is outside the control of the party concerned and which is not attributable to any act or failure to take preventive action by the party concerned, but shall not include any industrial action occurring within the Contractor’s organisation or within any sub-contractor’s organisation.
  4. Any failure or delay by the Contractor in performing his obligations under the Contract which results from any failure or delay by an agent, sub-contractor or supplier shall be regarded as due to Force Majeure only if that agent, sub-contractor or supplier is itself impeded in complying with an obligation to the Contractor by Force Majeure.

**36. Bankruptcy**

36.1 In the event of the Contractor becoming bankrupt or making a composition or arrangement with his creditors or having a winding up order made or (except for the purpose of reconstruction) a resolution for voluntary winding up passed or a receiver or manager of his business or undertaking duly appointed, or possession taken, by or on behalf of the holders or any debentures secured by a floating charge of any property comprised in or subject to the floating charge, ESA may at its discretion forthwith determine the Contract. The Contract may be reinstated and continued by ESA and the Contractor, if his trustee in bankruptcy, liquidator, receiver or manager, as the case may be, so agree.

**37. Termination on Default**

37.1 ESA may terminate the Contract, or terminate the provision of any part of the Services, by written notice to the Contractor with immediate effect if the Contractor is in default of any obligation under the Contract and:

a. the Contractor has not remedied the default to the satisfaction of ESA within 30 days, or such other period as may be specified by ESA, after service of written notice specifying the default and requiring it to be remedied; or

b. The default is not capable of remedy; or

c. The default is a fundamental breach of the Contract.

**38. Break**

38.1 ESA shall have the right to terminate the Contract, or to terminate the provision of any part of the Services, at any time by giving 1 Months’ written notice to the Contractor. ESA may extend the period of notice at any time before it expires, subject to agreement on the level of Services to be provided by the Contractor during the period of extension.

**39. Consequences of Termination**

39.1 If ESA terminates the Contract under Condition 37.1, or terminates the provision of any part of the Services under that Condition, and then makes other arrangements for the provision of the Services, ESA shall be entitled to recover from the Contractor the cost of making those other arrangements and any additional expenditure incurred by ESA throughout the remainder of the Contract Period. Where the Contract is terminated under Condition 37.1, no further payments shall be payable by ESA until ESA has established the final cost of making those other arrangements.

* 1. If ESA terminates the Contract, or terminates the provision of any part of the Services, under Condition [38.1], ESA shall reimburse the Contractor in respect of any loss, not including loss of profit, actually and reasonably incurred by the Contractor as a result of the termination, provided that the Contractor takes immediate and reasonable steps, consistent with the obligation to provide the Services during the period of notice, to terminate all contracts with sub-contractors on the best available terms, to cancel all capital and recurring cost commitments, and to reduce equipment and labour costs as appropriate.
  2. For the purposes of Condition 39.2 the Contractor shall submit to the Authorised Representative, within 14 working days after service of the notice, a fully itemised and costed list, with supporting evidence, of all losses incurred by the Contractor as a result of the termination of the Contract, or the termination of any part of the Services, to be updated only in respect of ongoing costs each week until the Contract is terminated.
  3. ESA shall not be liable under Condition 39.2 to pay any sum which, when added to any sums paid or due to the Contractor under the Contract, exceeds the total sum that would have been payable to the Contractor if the provision of the Services had been completed in accordance with the Contract.

**40. Arbitration**

40.1 All disputes, differences or questions between the parties to the Contract with respect to any matter arising out of or relating to the Contract, other than a matter of things as to which the decision of ESA is under the Contract to be final and conclusive, shall after written notice by either party to the Contract to the other be referred to a single arbitrator agreed for that purpose or in default of such agreement within twenty-one (21) days, appointed at the request of either party by the President of the Law Society of Northern Ireland. The decision of such arbiter shall be final and binding on the parties of the Contract.

40.2 The provision of the Arbitration Act 1996 shall apply to any arbitration under this contract and such arbitration shall be conducted solely within Northern Ireland.

**41. Law**

* 1. This Contract shall in all respects be governed by and construed in accordance with the laws of Northern Ireland and the parties hereby agree that the Courts of Northern Ireland shall have exclusive jurisdiction to hear and determine any dispute arising out of or in connection with this Contract.

**PART 4: APPENDICES**

Appendix A: Variation to Contract Form

Appendix B: Authorised Representatives Form

Appendix C: Acceptance of Terms & Conditions Form

Appendix D: Overview of the Creative Citizens Programme

***Appendix A***

(See Condition 33.1)

VARIATION TO CONTRACT FORM

CONTRACT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACT REF: \_\_\_\_\_\_\_\_\_\_\_ VARIATION NO: \_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_

BETWEEN:

The Contract is varied as follows:

Words and expressions in this Variation shall have the meaning/s given to them in the Contract.

The Contract, including any previous Variation(s), shall remain effective and unaltered except as amended by this Variation.

SIGNED:

For: ESP For: The Contractor

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Appendix B***

(See Condition 1.1C)

**AUTHORISED REPRESENTATIVES**

The Authorised Representative of ESA for the purposes of the Contract is:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Authorised Representative of the Contractor for the purpose of the Contract is:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Appendix C***

**EASTSIDE ARTS (ESA)**

**ACCEPTANCE OF TERMS & CONDITIONS**

**CULTURAL RESEARCH & ENGAGEMENT**

**(REFERENCE NO: ESP/ESA/ PHF01)**

I/We the undersigned hereby tender for the above contract in accordance with the Terms of Reference at the prices quoted in the schedule forming part of my/our tender response (“the Tender”).

I/We agree that the Tender together with your written acceptance thereof shall constitute a binding contract between us and ESA in relation to the whole or such part of the Tender as may be specified in your written acceptance.

I/We have read, accept and agree to abide by the attached Terms and Conditions of Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.

I/We understand that ESA does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.

To the best of our belief this submission complies fully with the requirements of the terms of reference. The details and information contained within the submission are true and accurate and best endeavours have been used so as not to mislead the assessors.

I/We agree that all decisions made by the ESA relating to the assessment of the submissions will be final.

I/We understand ESA reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders and in such circumstances may use the negotiated procedure without a further call for competition.

I/We warrant that I/we have all the requisite corporate authority to sign the Tender.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by or on behalf of the Tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Appendix D***

**Creative Citizens Programme**

**EASTSIDE ARTS MISSION**

***To create an east Belfast that is a thriving Cultural hub, where the arts are valued, and people are connected to each other and the wider world***

**BARRIERS TO ACHIEVING OUR MISSION**

* There is a lack of accessible, affordable creative opportunities in neutral spaces in east Belfast
* There is a lack of trained creative practitioners to meet the needs of non-traditional arts audiences
* There is limited opportunity for professional development for artists from non-traditional communities and many barriers to participation
* There is insufficient data to enable us to understand how to overcome these barriers and address gaps in provision

**AIM OF THE CREATIVE CITIZENS PROGRAMME**

We will address these barriers by gaining a full understanding of the gaps in provision and the impediments to participation. This will allow us to build an accessible and sustainable four-year programme which encompasses the scale of the issues and enables the depth of response required to have meaningful impact. The **Everyday Creativity** project will build long-term cultural habits with broad impact. The depth will be realised through a **Benchmark Training Programme,** led by EastSide Arts, which will have inclusion at its heart. It will provide both high quality artistic provision and fully accessible professional development opportunities for creative growth in the east of the city for years to come. In short, Creative Citizens will allow us to embed accessibility, inclusion and excellence into our organisation, our professional practice and our sector.

|  |  |
| --- | --- |
| **Year 1 - Learn and Understand** | |
| **What we hope to achieve** | **Impact** |
| Conduct cultural, geographic, economic, social and sectoral asset mapping | Understand where and how we can have most impact |
| Gain an understanding of what provision there is for creative engagement across east Belfast | Challenge our assumptions about who and why people engage, and don’t engage, in culture and the arts  Test the theory that we are correct about the barriers to creative participation |
| Use the asset mapping to identify a group of Delivery Partners who are interested in co-designing creative pilot projects | Using existing community assets where local people meet and gather for greatest reach and impact |
| Develop a network of Research Partners who are interested in cultural regeneration and community engagement practice | Joined-up thinking – greater sharing of knowledge and information |
| Use the data to design our Benchmark Training Programme for Creative Practitioners and begin research into Accreditation | Transformational training programme that is informed by data, not by our assumptions |

|  |  |
| --- | --- |
| **Year 2 – Develop an inclusive, impact-led community engagement practice** | |
| **What we hope to achieve** | **Impact** |
| Agree how impact is measured and design evaluation tools | Embed iterative impact evaluation from the start |
| Co-design & deliver 3 x Everyday Creativity pilot programmes with the Delivery Partners established in year 1 | Build cultural habits and normalise creativity  Increased access to creativity in under-represented areas  Stress test the validity of our approach |
| Roll out the Benchmark Training Programme to the first cohort of creative practitioners  Recruit trainees from the under-represented areas identified in Year 1 and/or facing barriers to participation | 10 artists that would previously have struggled to access professional development opportunities will have completed a year of bespoke creative facilitation training  10 artists are trained in creative facilitation that directly meets local need and gaps in provision |
| Set up a Curatorial Steering Group comprised of creatives from the under-represented areas identified through the project to date to feed into EastSide Arts programming decision | Artist representation across all programmes will become more inclusive and diverse  We begin to embed accessibility and inclusion into creative practice both on stage and off |
| Carry out evaluation | Data is available to inform Year 3 |

|  |  |
| --- | --- |
| **Year 3 – Become an inclusive, impact-led organisation** | |
| **What we hope to achieve** | **Impact** |
| Agree how impact is measured and amend evaluation tools accordingly | Embed iterative impact evaluation from the start |
| Use the evaluation from Year 2 to identify the Everyday Creativity pilot projects with greatest impact | Ongoing evaluation feeds into programme planning |
| Co-design and deliver 3 x fully tested programmes with Delivery Partners | Build cultural habits and normalise creativity  Increased access to creativity in under-represented areas |
| Roll out the Benchmark Training Programme to the second cohort of creative practitioner trainees | 10 additional artists that would previously have struggled to access professional development opportunities will have completed a year of bespoke creative facilitation training  10 additional artists are trained in creative facilitation that directly meets local need and gaps in provision |
| The first cohort of Trainees become mentors to the second cohort | There is a growing network of creative practitioners who share learning and encourage good practice for the benefit of east Belfast and beyond  Good, community engagement practice become sustainable through well-equipped, confident and informed creatives |
| The Curatorial Steering Group informs programming across all EastSide Arts programmes | Artist representation across all programmes is more inclusive and accessible  We have embedded accessibility and inclusion into our creative practice both on stage and off |
| Carry out evaluation | Data is available to inform Year 4 and for final project evaluation |

|  |  |
| --- | --- |
| **Year 4 – Evaluation, Sharing and Good Practice** | |
| **What we hope to achieve** | **Impact** |
| Support Delivery Partners to continue their own Everyday Creativity projects and events | Build cultural habits and normalise creativity  Increased access to creativity in under-represented areas |
| Roll out the Benchmark Training Programme to the third cohort of creative practitioner trainees | 10 additional artists that would previously have struggled to access professional development opportunities will have completed a year of bespoke creative facilitation training  10 additional artists are trained in creative facilitation that directly meets local need and gaps in provision |
| The second cohort of Trainees become mentors to the third cohort | There is a growing network of creative practitioners that share learning and encourage good practice for the benefit of east Belfast and beyond  Good community engagement practice become sustainable through well-equipped and informed creatives |
| The Curatorial Steering Group informs programme across all EastSide Arts programmes | Artist representation across all programmes is more inclusive and accessible  We have embedded accessibility and inclusion into our creative practice, on and off stage |
| Become an example of Best Practice in accessible and inclusive community engagement | We are closer to achieving our regeneration mission for east Belfast through creative community engagement |
| Develop an OCN in Inclusive Creative Facilitation and roll this out | An increasing and sustainable number of creative practitioners are trained in facilitation that directly meets local need and gaps in provision – thereby reducing these gaps and addressing barriers to participation |
| Develop EastSide Arts / EastSide Partnership policies and procedures for diversity, accessibility and inclusion | Embed and formalise accessibility and inclusivity in the governance across our organisation |
| Publish the Creative Citizens Impact Study | Share the learning from the 4 years of the project with stakeholders, cultural leaders, partners and policy makers |
| Deliver a Creative Citizens Celebration Day that showcases the creatives, delivery and research partners there were involved | Impact policy decisions and lead strategic conversations around inclusive community engagement |

**FINAL PROJECT OUTCOMES**

* East Belfast is a model of good practice for inclusive cultural regeneration through community arts practice and artist development
* Citizens in the under-represented areas of east Belfast are engaging in everyday creativity in an independent and self-directed way
* There are pathways to creativity for citizens in under-represented areas and those facing barriers to participation at a variety of levels
* EastSide Arts has an accredited training programme for creative practitioners that addresses local need and supports professional artist development for those that are most excluded
* EastSide Arts has a pool of exceptional, trained creative practitioners that can be accessed by partners and communities

**EASTSIDE ARTS CULTURAL REGENERATION CYCLE**

(see diagram on following page)