



INVITATION TO TENDER ANNANDALE AND NITHSDALE COMMUNITY BENEFIT COMPANY

DATE: 20TH OCTOBER 2023

CLOSING DATE FOR TENDERS: 30th November 2023

1) Background and Introduction

Annandale & Nithsdale Community Benefit Company (ANCBC) was incorporated in November 2014 (company number SC492185). The company has been established to administer community benefit funds from ScottishPower Renewables Harestanes Wind Farm. The fund primarily supports community projects located within or directly benefiting one or more of 42 community council areas in Annandale and Nithsdale. The fund began grant-making in 2015. It is anticipated that an annual amount of £300,000, index-linked, will be paid into the fund for the windfarm's operating life, estimated to be 25 years. In 2020, the annual contribution to it was just over £343,000.

ANCBC is managed by a voluntary board of up to 12 directors elected by its members. ANCBC members are nominated by those established community councils within the area of benefit. The company distributes funds in accordance with its contract with ScottishPower Renewables (SPR), as follows:

- a) An open main grant fund for larger grant applications for awards between £500 and £20,000 over seen by the board. Any constituted voluntary organisation in the ANCBC area of benefit will be eligible to apply.
- b) A local fund administered by each participating community council enabling them to quickly respond to locally identified needs with an annual top up to £4,000 against recorded expenditure.

Secretariat support to the board and provision of the out-sourced main fund and local grants programmes are provided by Foundation Scotland, a national charity with expertise in grant-making and community benefit funds.

In line with the Scottish Government Good Practice Principles on Community Benefit from Renewable Energy Developments (published May 2019), an ANCBC fund review took place in Spring 2021, which included analysis of grant-making over the last six years and surveys sent out to members, applicants, and grantees. In response to the findings of the review, a number of changes to ANCBC funding criteria, grant-making arrangements, processes and procedures have been implemented.

The review findings also highlighted the need to enhance publicity and promotion and improve communications and awareness raising, particularly about the fund's impact and achievements in the 42 communities it serves using social and other media, and this tender forms a part of that work.

2) Purpose and Scope

The aim of this commission is to assist ANCBC to promote the positive impact of the fund's work with the production of a suite of funded project images and short films which can be used online and in print media.

ANCBC requires an experienced photographer, videographer, and editor, to:

- Contribute to the creative development of photography and film projects
- Organise shoots as necessary to get the elements required, including:
 - Obtaining the required consent and permissions to conduct shoots
 - Arranging their own travel and accommodation
 - Sourcing equipment and additional support where necessary
 - Running shoots whilst on site
 - Managing their H&S requirements on site (inc. conducting risk assessments where necessary)
- Capture and edit:
 - A suite of photographs of 8 grant funded projects, for use suitable for both print and online format. The projects do not need to be photographed all at one time (although they can be); but should take no longer than 12 months to compile. If photographed across the course of the year, production of at least one set of images every 2 months would be required.
 - Four short films (2-3 minutes or less) about funded projects, suitable for use on social media and as case studies on the ANCBC website.
- Produce finished images and films suitable for publication on the ANCBC website, social media channels and documents.

The provider should be able to demonstrate a range of stills and video work in their portfolio. An understanding of how film and images can be used in communications campaigns would be an advantage, as would an understanding of ANCBC's audiences and stakeholders in rural and coastal communities.

The images gathered during the commission shall remain the sole property of ANCBC. ANCBC will own copyright.

3) Timescales

The anticipated timetable for the commission is:

Milestone	Date
Issue ITT	20th October 2023
Final date for tender submissions	30 th November 2023
Inception meeting	Early 2024
Agreed delivery plan	Early 2024
Contract end	Date to be agreed with supplier

Details of timescales will be agreed with the selected consultant before the contract is issued.

4. Fees

Contractors are requested to provide information on:

1. The total cost of the commission
2. A breakdown of the cost of the photography versus the films
3. A breakdown per film/per set of photographs reflecting the costs being incurred (i.e., day rate, travel time, shooting time, editing time etc.)
4. Whether VAT is included.

Payment schedule will be agreed with the contractor before the contract is issued.

5. Management of the contract

The commission will be managed by Foundation Scotland, ANCBC's fund administrators, on behalf of ANCBC; and all outputs should be submitted to the fund manager using the contact details below.

The successful contractor will keep the Board updated throughout the term of the contract on a regular basis to be agreed with the ANCBC chair at inception.

6. Procedure for tendering

Tenders will be assessed on the following criteria:

- Demonstration understanding of ANCBC's operating context and the commission
- Skills and experience
- Approach to delivering the scope and management of the project
- Price - based on detailed costings and value for money

Submissions should include:

- Name, contact details and background of the contract lead
- A summary of your understanding of the services / work required
- A description of your relevant experience for delivery of these services including required knowledge and experience of key people who will be working to provide these professional services if a team is undertaking the work
- A photo/video portfolio, including examples of:
 - previous images which you have shot and edited, with outputs from at least two distinct shoots.
 - other images which you believe demonstrate the skills ANCBC is seeking.
 - At least two previous film products which you have shot and edited, in their full form.
- Confirmation if you foresee any conflict-of-interest issues with this work and how any such issues would be mitigated or managed.
- Cost information
- Confirmation that all relevant and statutory insurance is in place including professional indemnity to a minimum of £1M.
- Two referees, from two separate organisations for whom similar or related work has been undertaken, one to be within the past two years.

7. Submission of responses

Responses to this brief should be emailed to Sam Bramwell, ANCBC fund manager, using sam@foundationscotland.org.uk by 5pm on the 30th November 2023, with the subject heading 'Response to ANCBC ITT'. Receipt of submissions will be acknowledged.

Applicants should prepare to be available for an online meeting to discuss their submission if required.

If required, an interview stage (if required) will be held following submission date via Zoom. Those attending the meeting should be limited to individuals who, it is proposed, would be actively involved in the delivery of the contract. Interviews will be no longer than 60 minutes.

If you wish to discuss this opportunity before tendering, please contact, sam@foundationscotland.org.uk in the first instance to arrange.

We would ask all bidder to ensure the living wage, an hourly rate of pay set independently and updated annually by the Living Wage Foundation, is being paid or offered to any sub-contractors. More information about the living wage can be found on www.scottishlivingwage.org