



## **INVITATION TO TENDER: Glasgow's Historic Environment Scoping Study**

Glasgow City Heritage Trust wishes to engage a suitable professional to conduct a study into the state of Glasgow's built environment and the landscape of organisations and community groups involved in the sector within Glasgow. This study would form the framework and supporting background documentation for an event in Spring 2018 and would inform GCHT's strategic direction. The final document would also be disseminated online to anyone with an interest, allowing them to evidence and develop their own activities in the sector.

### **Glasgow City Heritage Trust**

Glasgow City Heritage Trust (GCHT) is an independent charity supported by Glasgow City Council and Historic Environment Scotland. Established in 2007, we have a clear mission whereby "through our conservation grants programmes people will enjoy, understand and care for Glasgow's historic built environment and will be able to access funding and expertise which will ensure the sustainability of the City's heritage for current and future generations".

Over the past 11 years the Trust has awarded £10.5 million in grant aid to 576 properties (levering £87 million from other sources); helped over 1,600 people and organisations restore or repair Glasgow's historic buildings; awarded £380,000 in educational heritage grants, which have assisted 132 heritage organisations to develop education projects; held 156 lectures and talks, 40 lunchtime CPD sessions, 15 workshops, 28 exhibitions and three conferences, published three books and run 20 photographic competitions for Glasgow schoolchildren.

### **Aims of the study**

- To result in the production of a comprehensive audit and develop a database of contacts and stakeholders who operate in the historic built environment in Glasgow
- To result in the creation of a body of statistical and supporting background information for dissemination and display at the Forum event
- To result in a report which can be disseminated online.
- To set the framework and provide practical support for the Trust's Historic Built Environment Forum event.
- To inform GCHT's strategic direction.
- To inform the wider heritage community in Glasgow and beyond about the current context

### **Proposed outcomes of the study**

- Our understanding of the Historic Environment, its opportunities, and solutions to existing emerging challenges is enhanced
- Knowledge disseminated informs better decision making processes

This role reports directly to the Development Officer.

### **Our Vision**

This study will suit a variety of professionals and the Trust is flexible in the appointment of this contract. This research study may suit a sole trader or alternatively a consultancy firm. Where the work is undertaken by a consultancy firm, the Trust requires the work to be undertaken by dedicated/named individual. The appointed individual will be expected to engage with a wide range

of professionals, community representatives and organisations working in, and associated with, the heritage sector in Glasgow. They will also be required to establish statistical and background information for the area, organise, facilitate and collate community feedback and identify priorities for the historic environment in Glasgow.

This information would then be used to shape the agenda for the GCHT-led Historic Environment Forum event in April 2018, to which the same group of consultees will also be invited. The event will invite attendees to answer the challenge - what do we need to do together to improve the state of the city's built heritage? The Forum event will allow discussions to happen around the agreed discussion topics and the identification of strategic priorities and actions to be taken forward, as well as performance measures. The appointed individual would take a lead role in the preparations and organisation of the Forum event.

The output from the Forum will be incorporated into a final report which would be disseminated as widely as possible in the heritage and related sectors in Glasgow and beyond. This report will also be used by the GCHT team and Board to inform the strategic direction for the organisation.

### **Key outputs/milestones**

**1st Feb** - Appointment

**Week beginning 12th Feb 2018** - work begins

**Feb - April 2018** - Background Research phase and draft report (to be submitted by mutually agreed date)

**25th April 2018** - Glasgow's Historic Environment Forum event

**May 2018** - Final report submitted incorporating findings of the Forum event.

### **Contractor specification**

#### **Essential qualifications and experiences:**

- Experience of engaging with communities
- Event management experience would be an advantage
- Experience of PR and managing media relations or the demonstration of understanding of the issues
- A proven track record of delivery of projects for similar organisations

#### **Essential skills, aptitudes and abilities:**

- Proven ability to communicate successfully at all levels and build a network of contacts and partnerships with other organisations
- Strong report writing and research skills
- Excellent written and oral communication skills and customer service skills
- Informed interest and knowledge of Glasgow's historic built environment
- Innovative, flexible, enthusiastic, approach, able to initiate action
- Excellent planning and organisational skills with the ability to initiate, plan and manage projects and meetings
- Team player also able to work effectively alone with minimum supervision
- Must be IT literate and able to use Apple Macintosh computers
- Ability to compile, analyse and manipulate data accurately
- Appropriately handle sensitive and confidential information and situations both internally and externally

### **Practical considerations**

- The total budget available for consultant's fees and all other costs is up to £5,000 inc VAT.
- The Trust requires a minimum of 20 days work between 12th February 2018 and 31st May 2018
- The successful candidate must be able to spend at least one day per week in the GCHT office, to be agreed with the Development Officer.
- The successful candidate must be available to work on the 24th and 25th April 2018.

- GCHT can provide a desk space and desktop Apple Macintosh computer for the duration of the contract.
- The successful candidate must be available to start work in week beginning February 12th.

**Tenders are invited for professional services to:**

- Carry out the study as outlined in this brief.
- Ensure the works are carried out within the agreed budget.
- Communicate regularly with other members of the GCHT team to monitor progress.

**Tenders must include the following information.**

- Qualifications and experience of the person delivering this project.
- Proposed approach to the study, including methodology, work programme and reporting arrangements
- Your full contact details.
- Proposed fee (fixed price is required)
- Analysis of fee into number of days' work and daily rate, expenses and other costs, VAT if applicable
- An indicative timetable for the work

**Selection process**

Shortlisted contractors will be invited to interview on **Tuesday 30th January 2018** to discuss their proposals/experience with the Project team.

A contractor will be appointed by the 7th February 2018.

Further information can be provided or an informal telephone discussion can be arranged with Sarah Kettles, Development Officer.