



Invitation to tender

The Life Changes Trust and the Baring Foundation invite bids to establish and resource a Dementia Inclusive Choir Network in Scotland.

Details about the proposed network are given below.

Bids must be from an organisation or groups of organisations. If the bid is from one organisation it must:

- a) manage the network's finances and report on a six-monthly basis to the Life Changes Trust
- b) outline the expertise and skills it has to ensure resources and support are of a high quality
- c) explain how it will draw on the expertise of other organisations to enhance any areas in which the organisation may be weaker

If the bid is from a group of organisations they must:

- a) appoint a lead partner who will manage the network's finances and report on a six-monthly basis to the Life Changes Trust
- b) explain how they will pool their expertise and skills to ensure resources and support are of a high quality
- c) have a formal agreement amongst them that outlines who is responsible for what and where lines of accountability lie

Deadline for bids: Friday 16 November 2018 at 4pm

Bids should be sent to andrena.coburn@lifechangetrust.org.uk or posted to:

Andrena Coburn
Life Changes Trust
Edward House
199 Sauchiehall Street
Glasgow
G2 3EX

It is your responsibility to make sure that your bid reaches the Life Changes Trust by the deadline. Bids submitted after the deadline will NOT be accepted.

Enquiries should be directed to Andrena Coburn at the email address above.

Value of the tender

The value of this tender is in the region of £220,000 over 2 years.

Evaluation of the network is being commissioned separately by the Life Changes Trust and the Baring Foundation.

Background

In 2013, the Big Lottery Fund Scotland gave £50 million to create the Life Changes Trust. The purpose of the Trust is to drive real and meaningful improvement in the lives of young people with experience of being in care, people living with dementia and unpaid carers of people with dementia. For more details about the Trust see www.lifechangestrust.org.uk.

The Baring Foundation is an independent Foundation working to improve the quality of life of people experiencing disadvantage and discrimination. The Foundation aims to achieve this through making grants to voluntary and other civil society organisations and by adding value through the promotion of knowledge and influencing others. See <https://baringfoundation.org.uk/>.

Everyone has a fundamental right to take part in cultural activities (Art. 15, International Covenant on Economic, Social and Cultural Rights).

Arts and culture can bring benefits in terms of personal health, happiness and wellbeing.

There is a convincing and growing body of evidence about the benefits of participation in the arts, for example:

- “Creative Health: The Arts for Health and Wellbeing”, (2017) report by the UK All-Party Parliamentary Group on Art, Well-being and Health
See <https://bit.ly/2vjGval>
- “Without a Song or a Dance What are We?” (2018) report from the Commission on Music and Dementia, (International Longevity Centre UK and the Utlely Foundation)
See <https://bit.ly/2mKQylF>

The Life Changes Trust and the Baring Foundation have funded a number of projects that enable older people and people with dementia to participate in the arts. These projects challenge assumptions and stereotypes, address discrimination and provide an opportunity for people to thrive in later life.

Examples of projects funded:

- Orchestras Live (Baring Foundation)
- Luminate (Baring Foundation)
- A Choir in Every Care Home (Baring Foundation)
- Time to Dance – Scottish Ballet (Life Changes Trust)
- Arora Bilingual Arts-based Dementia Friendly Community, Western Isles (Life Changes Trust)
- Heart for Art (Life Changes Trust)

Following a period of scoping work and conversations with people living with dementia and their families, the Trust and the Baring Foundation have decided that there would be real benefit in funding a choir network in Scotland. This network would be made up of existing and new choirs that include people with dementia and their families rather than exclude them.

What are the potential benefits of an inclusive choir for people with dementia?

Based on research evidence to date, benefits could include:

- Targeted, culturally relevant singing opportunities that can enhance mental well-being and decrease depression.
- Increased participation in community singing, which has been shown to improve quality of life and social and emotional wellbeing in adults living with chronic conditions, especially in the longer term.
- Fun, friendship, feeling happier, feeling worthwhile and valued.
- Increased confidence and a sense of belonging.
- Being able to forget about dementia for a while.
- Meeting new people of all ages
- Learning new skills.

- Raising awareness about dementia and the capabilities of people living with dementia.
- A sense of pride in the shared identity of the group and its achievements.
- For some, a sense of family or a place for the family to go to escape the pressures of day to day life for a few hours.

What does 'dementia inclusive' mean?

'Dementia inclusive', or 'dementia friendly', means that:

- People with dementia and carers/families have a significant say in shaping the way the choir works and the content of its programme.
- The choir runs in a way that allows people with dementia to take part in a meaningful way. It is not tokenistic.
- The choir sees people with dementia and their abilities as assets.
- The choir leader and any volunteers have a good understanding of what it means to have dementia, or are willing to undertake relevant training.
- The choir leader and any volunteers understand how people with dementia can be supported to sing, or are willing to undertake relevant training.
- The environment in which the choir is held is dementia friendly. This is an example of an environmental audit tool choirs could use:
<https://bit.ly/2KQQKhW>.

Why a network?

There are already a number of excellent choirs in Scotland that include people with dementia and their families/friends. Some operate quite happily without feeling the need to be connected to other choirs. Others would appreciate being connected to share learning, put on joint performances or just for support and camaraderie.

A network that is overseen by an organisation or group of organisations can help with:

- sharing resources and ideas
- linking up choirs newer choirs with more experienced choirs so they can be mentored
- holding a database of dementia inclusive choirs in an area
- providing opportunities for training and development
- increasing the public profile of dementia inclusive choirs and create opportunities for the abilities of people with dementia to be recognised and celebrated

What kind of choirs could join the network and does the choir need to be established already?

This network is for pre-existing choirs **and** for new choirs. The choirs can meet in any environment but we are keen that they are community choirs in the sense that they help people with dementia sing alongside people who do not have dementia. Ideally they will be multi-generational.

An example of an inclusive community choir:

Every Voice Community Choir, Dumbarton

<https://youtu.be/yZSqOtXXhcQ>

The Dementia Inclusive Choir Network for Scotland should:

- Be a national advocate for the power of the arts in supporting and empowering people living with dementia and their families.
- Promote the network, keep a database of those who decide to join and find effective ways of communicating with and about the network.
- Support pre-existing choirs in any location in Scotland who wish to become dementia inclusive.
- Support people to set up new dementia inclusive choirs in any location in Scotland.
- Provide musical and dementia-related resources that will equip choir leaders and volunteers so they can be excellent at what they do.
- Provide training for choir leaders and volunteers so they are confident in what they do.
- Administer small grants to choirs to enable them to operate – for example, this could be used as an honorarium for a choir leader, or to purchase equipment, or to cover travel costs so that choirs from different areas can meet.
- Provide opportunities for choir members and choir leaders to come together to learn from each other, meet each other and sing together.
- Consider how the network, once developed and running well, could help choirs raise awareness about dementia and the power of the arts in Scotland.

Monitoring and evaluation

Financial monitoring – we will require you to submit six monthly reports to the Life Changes Trust outlining how funds have been spent. This reporting mechanism will also provide the opportunity to reflect on costs and allocation of funds.

Evaluation - the Life Changes Trust and the Baring Foundation requires that this work is evaluated from its early beginnings. This is because, as well as evaluating impact, there is a story to be told about the development of the work which others can learn from. Another tender sits alongside this one for the evaluation of the project. **It is strongly advised that you read it.**

Information that must be included in your bid

- Your bid document can be as long as it needs to be. Please paint a very clear picture of what your vision for the Dementia Inclusive Choir Network is.
- Take account of the information and expectations outlined above but please make the bid your own.
- If the bid is from a group of organisations, it should be completed by the lead partner and all other partners should be named in it. The bid should include letters from the most senior member of staff in every partner organisation that clearly outlines their agreement to be involved in the work.
- Set out a clear approach to the work, with a **project plan, timelines and milestones.**
- Please also submit a **risk register.** We want to see if you are able to identify where potential risks lie and what you will do to mitigate those risks.
- Clearly identify who will do what, when and where.
- Include C.V.s of lead members of staff or any sessional/consultancy workers.
- Include a breakdown of the total cost of the work, **inclusive of VAT where it applies.**
- Outline approaches to any ethical or PVG/adult protection considerations.
- Confirm that you have a Health and Safety Policy and appropriate and adequate insurance cover in place (we will ask for evidence of these upon appointment).

Scoring

The evaluation panel will individually score your bid against the pre-determined scoring criteria. The evaluation panel will rank bidders' proposals by the total score.

Area for Scoring	Maximum score
Value for Money	50
Knowledge of role and aims of the Life Changes Trust and the Baring Foundation	25
Ability to meet requirements of the project specification set by the Life Changes Trust	60
Knowledge of dementia as it relates to the context of inclusive choirs	40
Knowledge and experience that shows the ability to be a national advocate for the power of the arts in supporting and empowering people living with dementia and their families	40
Actual or transferable experience of similar work	35
Clarity of proposal	25
Understanding of tender requirements	25
Ability to deliver to proposed timeframe	40
Total	340

Marks	Description	Award
Unacceptable	No answer given or unacceptable response. The evaluator <u>must</u> record the reason for using this mark.	0/25 0/35 0/40 0/50 0/60
Marginal	Answer does not meet minimum requirements, gaps are evident in the response.	5/25 7/35 8/40 10/50 13/60
Acceptable	Answer addresses ALL of the areas required.	13/25 18/35 20/40 25/50 30/60
Very Good	Answer exceeds requirements.	19/25 27/35 30/40 38/50 48/60
Excellent	Answer demonstrably far exceeds requirements. This mark should be awarded where the answer far exceeds what is required in the question, thus bringing an added value. This could include financial benefits; time and energy saving possibilities; or, where it can be demonstrated and justified, evident strength, capacity or capability in a particular area.	25/25 35/35 40/40 50/50 60/60

Timelines

Tender issued	Tuesday 11 September 2018
Submission of tenders via Public Contracts Scotland website or direct to Andrena Coburn at the Life Changes Trust	By 4pm on Friday 16 November 2018
Interviews with shortlisted applicants	Thursday 6 December 2018
Selection of preferred applicant	Friday 14 December 2018
Due diligence checks carried out	January 2019
Contract awarded	February 2019