

**SOCIAL ENTERPRISE EXCHANGE  
INVITATION TO TENDER**

**SOCIAL ENTERPRISE REPORTER**

**1. Project Summary**

Social Enterprise Exchange (SEE) is a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region (SCR). It is delivered by a community-based consortium in collaboration with Sheffield City Region Growth Hub and is part funded by the European Regional Development Fund 2014 - 2020

Social Enterprise Exchange will promote social entrepreneurship, through awareness raising events, knowledge exchange and peer networking; it will provide support for start-ups, including hot-desks, start-up grants and mentoring; and it will offer specialist enterprise support for existing social enterprises to grow and to develop new products and services.

Within the Social Enterprise Exchange programme, Sheffield Live! is responsible for promotional activities and for marketing and communications support to clients. As part of this work we are now seeking to recruit a freelance journalist with an interest in business and social enterprise to join the Sheffield Live news team. The person appointed will be responsible for collecting social enterprise case stories and for reporting on topical issues relating to business and social enterprise for both broadcast and online publication.

**2. Specific objectives of the Social Enterprise Reporter**

- A. To record, edit and produce a minimum of 72x video case stories of 4 minutes in length highlighting the work of selected social enterprises in Sheffield City Region.
- B. To record, edit and produce a minimum of 176x video news reports of 3 – 5 minutes in length on topical issues relating to business and social enterprise in Sheffield City Region.

**3. Duration and targets**

The contract is for a total duration of 22 months with time allocated and targets as follows:

Months 1 – 6 (60 days)

4 days per month on video news stories, delivering at least 8 stories per month

6 days per month on video case stories, delivering at least 6 case stories per month

Months 7 – 18 (84 days)

4 days per month on video news stories, delivering at least 8 stories per month

3 days per month on video case stories, delivering at least 3 case stories per month

Months 19 – 22 (16 days)

4 days per month on video news stories, delivering at least 8 stories per month

#### 4. Contract value

The contract is based on a fixed day rate of £100 (inclusive of all taxes and holidays) amounting to a total value of £16,000 subject to meeting performance targets.

Subject to requirements and available budget the contract may be further increased by up to a maximum of 50% based on the same fixed day rate and pro rata targets.

Reasonable expenses will be paid for travel to and from assignments.

Contract for the work will commence May 2017 and end March 2019.

#### 5. Selection criteria

All tenders will be required to demonstrate that they sufficiently meet the following gateway selection criteria to demonstrate their capability to deliver the services offered:

- (i) Previous experience and track record in video journalism
- (ii) Availability for the period May 2017 to March 2019
- (iii) Agreement to the fixed rate set for this contract
- (iv) Ability to provide a reference from at least two 2 previous clients

#### 6. Award criteria

Selected proposals will be awarded on the basis of Most Economically Advantageous Tender and responses will be evaluated using the criteria/weightings set out below.

Item No	Essential Criteria	Gross Score
C1	Qualifications and/or previous experience in video journalism	25
C2	Awareness and understanding of business and social enterprise	25
C3	Quality of previous work demonstrated by examples	25
C4	Technical skills in video recording, editing and production	25
	Total maximum score	100

#### 6. Return of tender responses

All tenders should be sent by email to [tenders@socentxchange.net](mailto:tenders@socentxchange.net)

The tender schedule is as follows:

Invitation to tender advertised	12 April 2017
Deadline for queries	28 April 2017
Return of tender responses	12 May 2017
Interviews	17 May 2017
Notification of decision	19 May 2017
End of standstill period	29 May 2017

**The deadline for receipt of proposal is 12.00 noon on 12 May 2017**

Please include all the information in your tender response below:

Contact information	Name and main contact details of provider including address, email, telephone plus business name and website where applicable.
Track record and experience	Please provide the name(s) and CV(s) of the individual provider(s) who are proposed to undertake the work as external evaluator. Please focus, in particular, on experience of similar monitoring and evaluative work.
Samples	Please provide URLs for a selected sample representative of your work
References	Please provide contact details for at least two referees who are familiar with your work, including name, address, email and telephone

**7. Contractual arrangements**

Payment	Service provider would operate under a freelance contract with Sheffield Live with payment on a monthly basis subject to meeting performance targets. Evidence of freelance status will be required.
Copyright	The copyright in all materials recorded for the purpose of this work will rest exclusively with Sheffield Local Television Ltd (t/a Sheffield Live!)
Audit requirements	We are required to maintain evidence relating to the financial and non-financial aspects of the SEE project and will retain original copies of invoices and other evidence for the extended life time of this project

