

Call for Tenders: **On the Ground**

CreaTures (<https://creatures-eu.org/>) is a 3-year research project that includes researchers and creative practitioners. As a consortium, we produce creative works, and conduct academic research to explore the potential of creative practices to bring about more sustainable futures.

Summary:

- We are calling for tenders from creative practitioners, who are working on topics of **sustainability and inequality** that include or build on **long-term partnerships**.
- The goal of our research is to understand the impacts generated through long-term and place-based creative work, that includes a focus on how sustainability and the dynamics of inequality intersect.
- The call for tenders is particularly aimed at those working in ‘creative practice’ (including the fields of art, design, culture, citizen activism, and social change).
- The funding will support 1) project work and 2) documentation and collaboration with project researchers on the given CreaTures research topics.
- The total proposed budget should not exceed £12,500 (excluding VAT, where relevant).

General Objectives:

We cannot bring about sustainable futures without addressing questions of inequality, since the impacts of unsustainable systems tend to fall heaviest on marginalised humans (or non-humans, such as animals and plants). Bringing about transformation requires un-making certain relations, as well as imagining and building something new—perhaps at the same time.

Sustainability policy and activism have not always been responsive to the experiences of those who face various forms of marginalisation, whether that’s through holding a different race, gender identity, sex, and / or class—or those with experiences of economic precarity, place-based marginalisation or trauma survivorhood. This Call for Tenders opens a space for those working from (or with) communities that consider themselves to be marginalised to reflect on those experiences. In this Call for Tenders, we are also interested in exploring long-term relations, perspectives and practices that are specific to place and what can be established within a place over time.

Detailed scope of work:

Therefore, our call is focussed on those who have already been working in a particular locale for longer than 18 months at time of award¹, on topics that touch on both inequality and sustainability in any creative medium (from traditional applied arts and design through to community campaigning and organising).

¹ To be demonstrated as part of the application process.

Critical to the process is reflection, documentation (e.g. audio-visual materials and text) of the project work and process, and close collaboration with the CreaTures team for its development and research.

The subcontracted work and outcomes will be included in the CreaTures Laboratory and Observatory collections of sustainable creative practices on the CreaTures website (<https://creatures-eu.org>).

Key Deliverables:

- Joint project planning (via regular co-ordination meetings with the research team).
- Production and public showcasing of the final work (or related documentation, where appropriate, e.g. in community organising).
- Ongoing documentation of the process (e.g. taking pictures and recordings; self-reflective journaling; observation notes).
- Presentation of the final work in a version appropriate for an artistic exhibition at the CreaTures Final Event to take place in Barcelona, July 2022 (details to be confirmed). Costs for this, if any, must be included in the project budget, incl. time, travel and subsistence for 2 full days (assuming travel is permitted).
- Participation in accompanying engagement activities (e.g. panels, presentations, and / or workshops etc. with specifics to be proposed by Tenderers).
- Participation in research sessions led by CreaTures throughout the duration of the commission (e.g., interviews, observations, internal co-creative workshops). Tenderers should budget for a minimum of one session per month.

Key Dates:

- Proposal due: November 4, 2021 (midnight BST)
- Intended date of notification of award by email by end November 2021
- Expected contract implementation commencement: Between end November 2021 and December 2021

How to apply:

To apply for this CreaTures subcontracted work:

Send an email to Lara Houston (l.houston@sussex.ac.uk) by November 4, 2021 (midnight BST) with the following information:

1. A 3 x A4 page proposal (with text not smaller than 10pts) including:
 - A description of the activities that will be undertaken, including a background to the idea and a full description of the process.
 - A description of the place-based element of the work (at least 0.25 pages).
 - A description of how the work engages with inequality and sustainability (at least 0.5 pages).
 - A description of the documentation that will be produced (this should be as rich as possible).
2. CV (max. 3 pages)
3. Budget, detailing how you will achieve the objectives. The total proposed budget should not exceed £12,500 (excluding VAT, where relevant).

Note that the budget should include adequate funding for documentation, and for regular meetings with the research team as described above.

Specific requirements and other conditions:

1. The subcontract agreement terms will require transfer to University of Sussex of ownership of the intellectual property for the commissioned work, which in this case is the **documentation** of the creative and research processes. The subcontracted individual / organisation must agree with the authors of the work on the transfer to University of Sussex of ownership of any results, and any intellectual property to these results.
2. It is important that the person(s) to be involved in realising the work are able to commit on a flexible, part-time basis for the whole program duration November 2021 – June 2022, according to a schedule, which will be defined jointly at the outset of the collaboration (NB: we are flexible too). The expected work time dedication within this period is 1 person month minimum, depending on the content of the proposal.

All instances of the work, and all public communications relating to the work, whether in print or digital format, must acknowledge the funding source with the following text: 'CreaTures project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 870759. The content presented represents the views of the authors, and the European Commission has no liability in respect of the content.' The CreaTures and EU logos should also be displayed when the format permits.

Payment Terms:

1. Payment will be made in British Pounds Sterling under University of Sussex's standard payment terms and timeframes (standard payment terms are 30 days upon receipt of an invoice) via bank transfer. (Currency exchange rate commissions or bank transfer fees will be borne by the subcontracted individual or organisation).
2. Payments will be made in 3 tranches upon the acceptance of the deliverables completed:
 - i. 20% upon acceptance by University of Sussex of the detailed schedule of work, including deliverables and milestones, due by Jan 2022.
 - ii. 50% upon acceptance by University of Sussex of the key deliverables as outlined in the application budget. These would typically be expected to be completed by May 2022 although applicants are free to propose alternative schedules.
 - iii. 30% upon confirmation by University of Sussex that all project documentation has been received, any required intellectual property rights have been transferred to University of Sussex, and that all tasks in the agreed schedule of work have been completed.
3. Should the entire schedule of work not be completed, University of Sussex reserves the right to discount from the final payment amounts proportional to the incomplete work.
4. No costs incurred by the Tenderers in preparing or submitting the proposal are reimbursable. All such costs must be borne by the Tenderer.

Evaluation and Selection Criteria:

University of Sussex will award the contract to the supplier based on the best value for money principle (price-quality ratio) per the EU Horizon 2020 funding conditions.

An expert panel (normally consisting of 2-3 individuals) will rank the proposals based on the received information according to the following selection criteria, which have been devised to meet the funding requirements.

1. Content (30%): Originality and rigor of the proposal
2. Experience (20%): Demonstrated expertise, as shown in CV and proposal
3. Alignment (20%): Addressing the aims and scope of the Call for Tenders and the wider CreaTures project (<https://creatures-eu.org/>)
5. Financial offer (10%): Budget for the work including breakdown of costs to deliver the various components of the work
6. Feasibility (10%): Technical and financial feasibility of the proposed work

Employment Status

The tenderer is required to confirm that the University of Sussex has no liability for the payment of employment tax or national insurance in respect of any individuals working on the project.

Location of work and Equipment

It is accepted that the services will be delivered by remote working. The Tenderer will be expected to provide all IT and telephony equipment necessary to complete the works packages. Any compatibility issues are to be resolved by the supplier with the support of the appropriate department at the University of Sussex.

Terms and Conditions:

The University of Sussex General Conditions for Goods and or Services shall apply to the services. Tenderers must ensure that they take account of the obligations which the contract will impose on them, should they be successful, when preparing their tender response. [Click here](#) to access the Terms as a PDF.

Appeals and Complaints:

Tenderers who believe that there has been an error or irregularity during the award process can file a complaint. Appeals must be addressed to Lara Houston on l.houston@sussex.ac.uk within three (3) days of receiving the letter of notification.

Main Contact:

For any queries, please contact Lara Houston, l.houston@sussex.ac.uk.

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