**Invitation to Tender: Association of Senior Children’s and Education Librarians (ASCEL)**

**Title: Developing a Library Toolkit of Resources to Promote Good Health and Wellbeing in Children Aged 5-11 Years**

**Deadline for receipt of proposals: 5pm on Friday 12 January, 2017**

**Summary**

The Association of Senior Children’s and Education Librarians (ASCEL) is seeking to produce a toolkit of resources focusing on activities in libraries to help combat childhood obesity as part of the Universal Health Offer <http://goscl.com/universal-offers/health-offer/> . Library staff will use the resources with families to encourage healthy behaviours.

**Background**

In early 2017 ASCEL commissioned The Reading Agency to research recommendations for a possible children and young people’s strand of the Universal Health Offer. The Universal Health Offer is a strategy which expresses the public library contribution to the positive health and wellbeing of local communities. It is delivered by the Society of Chief Librarians in partnership with The Reading Agency and is one of the six Universal Offers available in English public libraries.

The [report](Children%20and%20Young%20Peoples%20Health%20Offer%20Development%20Report.pdf), Developing a Children and Young People’s Strand of the Universal Health Offer was published in March 2017. A recommendation from the report for library support for children’s (5-11 years) health and wellbeing is:

* Activities and events promoting healthy living, physical activity and oral health

**Specification and scope**

ASCEL is looking for individuals/organisations to research and develop a range of 10-12 creative and engaging family learning activities to be used by library staff for events focussing on combating childhood obesity and that can be accessed from the ASCEL website <http://www.ascel.org.uk/>

As a result of this toolkit library staff will be able to:

* Confidently run fun activities for families in the library. These should be of little, or no cost to libraries
* Signpost to other online resources
* Encourage further activity and learning in the home
* Support local health priorities

**Methodology**

ASCEL welcomes innovative proposals of how to achieve the above, but the following elements would need to be incorporated into proposals:

* A clear timeline
* Budget breakdown
* Consultation with health organisations
* Consultation with library services currently supporting local health agenda’s (ASCEL can supply contact details)

**Budget**

A budget of up to £4,500 including all expenses and VAT, is offered and will be available between January-March 2018.

**Skills and experience**

ASCEL wishes to appoint an individual or organisation who can demonstrate the following:

* A good knowledge and understanding of both the library and health sectors
* An understanding and track record of working with organisations to develop activities for children
* Good project management skills and ability to work to a clear deadline and budget
* Good interpersonal and professional communication skills.

**Application submissions**

All correspondence in relation to this exercise (including general enquiries, questions of clarity and final submissions) should be addressed to Sue Ball, ASCEL national committee chair – [sue.ball@staffordshire.gov.uk](mailto:sue.ball@staffordshire.gov.uk).

Your expression of interest (800 words limit with separate budget sheet, separate timeline and one page CV with any links to your work) should arrive no later than 5pm on 12 January 2018. Your submission should include:

* Your understanding of the brief
* An outline methodology for achieving the brief
* A statement of your skills and experience in context of this brief. Examples and links to relevant reports you have written or contributed to should be included
* If you are working alone a C.V will be expected. If you are part of a team, the team leader should submit a C.V alongside short overviews of members of the working group and their expected role in this project
* An outline work plan and timetable for this work is necessary and this should include a proposal of days spent on tasks
* A clear breakdown of costs which includes all rates, fees and expenses you are anticipating for the project. If you are VAT registered this must be included in your costings
* Two contactable referees who could provide a relevant reference of your suitability to work on this project

**Evaluation criteria**

All applicants will be assessed on the material they supply in relation to this ITT and any supplementary information they are asked to provide. The selection panel will assess all responses to this ITT across four broad areas; methodology and meeting the brief, skills and experience, contextual understanding, and the cost effectiveness of the submitted bid. The criteria are explained below:

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| **Criteria** | **Weighting** |
| **Methodology:**  A high-quality understanding of the brief and how you will develop the range of activities.   * A realistic timeline * Knowledge and experience of working with families in either public libraries/education/health * Knowledge of health priorities | 35% |
| **Contextual understanding:**  Demonstration of how you will work with key stakeholders, partners and organisations. | 25% |
| **Cost:**  The proposal represents good value for money and is considered fit-for-purpose. Including:   * A breakdown and justification of costs * Clear value for money | 25% |
| **Skills and experience:**  How your expertise and track record has led to successful and tangible outcomes for organisations | 15% |

**Process**

Timetable

* Deadline for submissions: 12 January 2018, 5pm
* Appointment process 13 – 16 January 2018
* Commencement of project: 22 January 2018
* Duration of project: We would expect this work to be completed by April 2018.

Project management

The suppliers will report to the ASCEL national committee. This group will provide the top-level steer to the successful bidder for the project.

**Compliance**

ASCEL reserves the right to disqualify any provider’s response to this ITT if it does not fully comply with the requirements contained therein. This is particularly relevant in relation to the stated closing date and time of applications.

ASCEL is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the application preparation, visits, negotiations or interviews in relation to this procurement process. It is your responsibility to ensure that any consortium member, sub-contractor and adviser abide by the conditions set out by ASCEL.

In submitting a response to this ITT it will be implied that you accept all the provisions of this ITT including these conditions.

If ASCEL needs to change any information contained within this ITT before the closing date, you will be written to advise you of these changes, which includes the extension of any submission deadlines. ASCEL reserves the right to cancel or suspend this ITT process at any time but will notify you in writing as soon as possible if this occurs.