

A creative project to support the participation of children and young people from across Europe to express their views about the impacts of austerity in the realisation of their rights

For: The Council of Europe and the European Network of Ombudsmen for Children

SPECIFICATION

Scotland's Commissioner for Children and Young People seeks to commission an organisation with relevant experience and skills to undertake delivery of a creative participatory project with children from eight European countries. This specification and call for responses is being sought on behalf of the Council of Europe and the European Network of Ombudsmen for Children.

The creative process and linked outcomes of the project will result in the creation of a new influential media resource which will, in the first instance, form an exhibition in October 2014 in Edinburgh. The project will use creative approaches with children and young people from across Europe to create a range of engaging media outputs with the involved children. The media outputs will channel and creatively express the views and experiences of children in relation to how austerity measures are affecting them.

Once created, these new resources will be accessible to the Council of Europe and ENOC for use in exhibitions, events, meetings and awareness raising activities on screen, as projections and through other digital technologies.

This is an invitation to submit a proposal including a quotation to undertake and deliver this project to completion.

April 2014

Introduction

The focus of the European Network of Ombudspersons for Children (ENOC) work programme for 2014 will be **the impact of austerity on the realisation of children's rights**, particularly in respect to:

- access to, quality and costs of public services for children and young people – e.g. education, recreation, culture, health, housing, and transport
- access to, quality and costs of the business sector provision of relevant services – e.g. household gas and electricity, and childcare
- cutbacks in public or private service provision
- the obligations of governments at national and local level on the prevalence of child poverty
- the obligations of governments regarding the impact of the business sector on the prevalence of child poverty

All ENOC members will be able to make an informed contribution to this theme as there are, to varying degrees, children living in poverty in all member states. In most instances, the financial crisis has exacerbated the position for children and families and in some instances this has had a very significant negative impact.

The impact of austerity measures on vulnerable groups of people and especially on children is one of the principal concerns of the Council of Europe Commissioner for Human Rights. As a consequence of austerity measures, the capacity to uphold the realisation of the basic rights and needs of children is diminished. Children, young people and their families are those suffering most from budget rationalisations, and this affects many aspects of their daily life. Budget cuts and austerity measures affect access to services for children and young people such as education, health, justice, transport, and social services.

While the Council of Europe 2012-2015 Children's Rights Strategy promotes child-friendly services and systems, the basic existence of services available to children and young people seem in many countries to be compromised. Children who are disproportionately affected by the economic crisis are a distinct category of vulnerable children and special attention is required to guarantee respect of their rights and needs.

One of the core objectives of the Council of Europe strategy is to promote meaningful participation of children in situations, topics and decisions that directly affect them in their lives and the realisation of their rights. In this context, it is proposed to assess which aspects and austerity measures affect children by providing them with the channel to express their views through different media, using multiple creative multiple tools and technologies.

Context

The 2014 ENOC Conference will be held in Edinburgh in October 2014. The event will be hosted by Scotland's Commissioner for Children and Young People, who will chair the Network from October 2014 – October 2015.

Scotland's Commissioner for Children and Young People promotes and safeguards the rights of children and young people in Scotland under the age of 18, and those under 21 who have ever been looked after by a local authority.

The current Commissioner is Tam Baillie, appointed by the Queen on the nomination of the Scottish Parliament in May 2009. He is independent of Government, but is accountable to Parliament for the work he does. The responsibilities and powers of the Commissioner are laid out in the Commissioner for Children and Young People (Scotland) Act 2003.

Under the Act the Commissioner has a responsibility to:

- promote and safeguard the rights of children and young people
- have regard to the United Nations Convention on the Rights of the Child, and act in a manner that encourages equal opportunities, and
- encourage the involvement of children and young people in the work of the Commissioner, in particular those who otherwise might not have their views known or included, and consult relevant organisations.

The Commissioner has the power to:

- carry out an investigation into whether a service provider has regard to the rights, interests and views of children and young people generally, or of particular groups of children and young people.

As part of the Commissioner's general function, the Commissioner also promotes, commissions, undertakes and publishes research on issues relating to the rights of children and young people.

Project background

One of the Council of Europe's core objectives is to promote meaningful child participation in situations, topics and decisions that directly affect them.

The production of the film for 'Children on the Move' provided a powerful medium for the views of children and young people to be part of the ENOC Conference in 2013. This allowed the voices of an excluded group of children and young people to be heard and considered seriously at the conference by the delegates. This approach overcame some of the logistical and language challenges for their inclusion in the conference. It is expected there will be similar challenges for children and young people living in poverty and for this reason it is suggested that a similar approach is adopted for the ENOC Conference 2014.

Outline of the vehicle for participation of children and young people for ENOC 2014

The voices of children and young people will be represented in 2014 through a number of short audio and visual films created from still and moving images and audio representations of their experiences and views. These experiences and views, and the resulting short films, will be set within the framework of the 2014 ENOC work programme as outlined in the introduction to this specification (page 2).

At the ENOC Conference, and potentially at other Council of Europe and ENOC Members events, the films will be combined to form a unique maze-like, multi-screen exhibition, through which

delegates will walk together, in complete silence. The exhibition will feature 32 short stories (4 per participating country). The short stories will be played on a loop over a large number of monitors.

The exhibition will use assistive technology normally used by museums and galleries seeking to widen access to artifacts and exhibitions, and young people attending silent discos. Each film's audio will be carried on individual audio channels and will be experienced by individual delegates through their own headphone set. Each delegate will choose their own journey through the screens, walking in silence between children's stories, and switching audio channels from one film experience to the next.

The short stories will not feature the children telling their stories in documentary style. Rather, the children will have had the opportunity to work with expert media artists to express the impacts of austerity on their lives through images, photographs, sound, animation and other creative elements. The elements created by the children through their work with the artists will be edited professionally to industry standard, culminating in powerful and engaging media experiences for all who watch them, despite language differences or barriers.

The children's personal anonymity will be protected, while their stories will be expressed through a powerful and contemporary medium. These will not be reliant on verbal language-based communication, and therefore will not require translation or subtitles.

Additional product creation required from the expert creative organisation

The children and young people's stories will additionally be edited and appropriately formatted into individual digital stories. The digital stories will be made available to all Commissioners and Ombudspersons for advocacy use in their own countries, and to the Council of Europe for use in any events which they think appropriate.

The digital stories will enable broader access to the children's experience for people beyond a physical event or conference where the stories are being shared through monitors in an exhibition format. They will also be made available to advocates, educationalists and others through the internet on key websites and through agreed social media channels.

Ensuring the privacy, dignity of and respect for children and young people who choose to share their stories and experiences

All children and young people who become involved in the creation of the exhibition and associated web-based resources must be assured of their privacy and dignity. To that end their stories will be represented creatively on screen through a combination of audio representations, children's artwork and digital animation based representations of their stories.

These elements will be created and decided by the children working with the expert artists. They will then be combined to create short, effective and coherent films. Each participating child will sign off their finished story.

As a consequence of the visual and audio presentations from children and young people, there will be no requirement for ENOC members to arrange for children and young people affected by austerity measures to travel to Scotland to attend the Conference.

Project stages

Phase 1: April 2014

Informing Commissioners and Ombudsmen

All countries or regions (institutions) participating in the 2014 ENOC Conference will be invited to express an interest in being part of the project. They will receive information on the aims and purposes of the process, as well as information about how to engage with it. ENOC will provide them with guidance which they can use with children and young people in their jurisdictions to compile a list of examples which illustrate how their rights are being affected by austerity. The consultation will focus on the ENOC work programme areas outlined in the introduction.

Each institution can go about this task in the way most suitable to their own situation, through their own or associated reference groups, or via schools, local organisations, associations or structures.

Through these discussions problems to be addressed and the interventions required in order to preserve the rights and guarantee the best interests of children will be identified. This information will form the basis of the children's interaction with the project's creative team.

It is anticipated that many institutions will already have engaged with children and young people about the impact of austerity. It will be up to each institution to decide how much new activity they need to initiate to identify and engage with children and young people for involvement in the project.

Steering Group

Scotland's Commissioner for Children and Young People will organise a Scottish Project Steering Group to oversee and steer the project and ensure support to the creative organisation. The Steering Group will act on behalf of the ENOC Bureau and have all delegated responsibility for delivery of the project. The key aims of the Steering Group will be to:

- ensure smooth communications between the creative organisation and ENOC Bureau
- ensure smooth communications between the creative organisation and ENOC members participating in the project
- ensure communications between the creative organisation and technical organisation commissioned to construct and staff exhibition experience in October are in place
- receive regular reports on progress from the creative organisation
- ensure the creative organisation is delivering the project experience and outputs to the standards and quality desired
- oversee payments to the creative organisation in line with the contractual agreement.

Phase 2: April - May 31st 2014

Identifying children who would like to participate in creating the stories for the exhibition

The budget for this proposal must allow for eight participating countries providing up to four children's stories from each country. Each interested country or region (institution) will consider an invitation to bid for a place in the exhibition.

In expressing an interest, the participating countries will be asked to confirm they can:

- work with the themes identified
- identify up to four children or young people who would be willing to share their experiences creatively by working with expert artists in workshops to create the elements of their story
- ensure that each participating child and their families (where appropriate) understand and give permission for their stories to be featured in a short film for the exhibition that will, among other Council of Europe and ENOC platforms, open the ENOC Conference.

If more jurisdictions express an interest than are budgeted for, the bids will be considered by the ENOC Bureau. The bids allowing for the widest representation of the impacts of austerity on the lives of children will be combined to create the project's final participants.

ENOC will recruit participation in the project from members of the network. The Project Steering group will receive ENOC recommendations and make the final decision on range and reach of participating countries. The Project Steering Group will inform the expert creative organisation contracted to deliver the project which countries have been chosen to participate in the work.

Phase 3: May – 30th June 2014

The creation and collection of children's stories: Preparation for workshops

The participating countries' Ombudspersons or Commissioners will seek and find the four children or young people who will take part in their country's engagement in the project.

The creative organisation commissioned to develop, collect and manage the audio-visual representation of the children's stories will liaise with participating countries or regions and ensure a full briefing and understanding of the role and responsibilities of each country or region.

These responsibilities include:

- ensuring all appropriate permissions are in place
- ensuring participating children fully understand the purpose and potential use of their short films
- ensuring participating children fully understand the children's rights context for the project.

It is expected that participating countries will be in a position to provide workshop space for the artists and, where necessary, the provision of translators to support the communications between the children and artists. It is expected that these costs will be minimal and will not fall

on the artists.

Supporting involvement of children and young people

Participating countries will be expected to support the artist-led workshops and ensure the quality and safety of the experience for participating children.

This will include ensuring:

- appropriate ratios of adult support
- child protection procedures are in place
- the venue is appropriate to the needs of participating children and the needs of the artists
- appropriate transportation and support for children is available to and from the workshops and to and from any 'on location' activity
- all relevant liaison with artists is undertaken before, during and after the workshops are delivered.

Each participating institutions will, therefore, take responsibility for ensuring the practicalities involved in the children and young people sharing their experiences and stories with ENOC are considered and evidenced. This will be done by using a check-list for each situation which will include the following:

- Name and age of the young person
- Country of origin
- Mother tongue and capacity to express her or himself in English (including the possibility to be assisted by a translator if necessary)
- If a child or young person has a story to tell but cannot audibly tell it themselves, whether that child can be supported through the provision of an interpreter, assistive technology or advocate at the cost of the participating institution
- Any other problems or barriers that would make it difficult for the child or the young person to participate in the audiovisual gathering of their story or participation in the creation of their own artwork.

The creative organisation will negotiate with each participating country or region and will agree with them a timeline through which the four children's stories will be captured, recorded and the artworks created. They will also enter into early liaison with the creative organisation and technical team commissioned to build and set up the exhibition infrastructure and run the exhibition at the ENOC conference venue.

Phase 4: June 2014 – 31st August 2014

The Workshop Delivery*

The creative organisation's artist(s) will travel to each of the participating countries and meet and work with the four children in each through a series of creative workshops. Through these they will gather the creative elements that will tell the child's story through images, artworks, sounds and digital animation.

Phase 5: August 2014 – 10th October 2014

Editing and agreeing on final versions of films for exhibition*

The materials will be edited by the expert artists to create a short film with each participating child that will express how austerity is impacting on that child's life experience. Each participating country or region (institution) will ensure the four children or young people who have offered their audio stories and artworks to the project have seen and confirmed they are happy with their story and its representation, including any changes which may have been requested.

The expert creative organisation will continue liaison between the creative organisation and the technical team commissioned to build and set up the exhibition infrastructure and run the exhibition at the ENOC conference venue.

The individual institutions will feed direction or affirmation to proceed back to the expert creative organisation. The ENOC Bureau will sign off all final edits of all films.

* There may be scope for Phase 4 and Phase 5 to merge if the creative organisation has the capacity to enter into post production of material while still travelling to deliver the workshops with participating children and young people.

Final draft edit of additional products (digitally accessible versions of the children's stories for fullest possible use across the Council of Europe and ENOC members)

The ENOC Bureau will agree on where the digitally accessible versions of the children's stories will be hosted on the Internet and through which social media sites the products will be accessible for download. Final content and layout for the digital products will be approved by the ENOC Bureau. Access protocols will also be agreed by the ENOC Bureau.

The Scottish steering group and ENOC Bureau will agree final edits to be made with the creative origination prior to finalising products.

The final edit of films for exhibition use and digitally accessible versions of the children's stories for fullest possible use across the Council of Europe and ENOC members will be agreed by Steering Group and ENOC by 8th October at the latest.

Phase 6: October 2014

Exhibition launch and dissemination of product

- Final pre-event liaison between creative organisation with technical team commissioned to build and set up the exhibition infrastructure and run the exhibition at the ENOC conference venue
- Exhibition experience opens the ENOC Conference followed by interactive sharing workshop led by young people
- Digital exhibition materials or e-book chapters uploaded to the internet on approved websites
- All Commissioners and Ombudspersons receive hard copies of films.

Phase 7: November 2014 – January 2015 reporting and evaluation

- report on the creative project elements structure agreed with ENOC
- report of the creative project elements created and submitted to ENOC
- participation in evaluation process led by the Scottish Steering Group towards final project and conference report publication in 2015.

Timetable

The indicative timetable* is as follows:

Specification issued	16 th April 2014
Submission of proposal	25 th April 2014
Date of interview	1st May 2014
Appointment of contractor	2nd May 2014
Inception meeting	week beginning 5 th May 2014
Initial update sent (Phases 2 and 3)	2 nd June 2014
Update meeting (Phases 2 and 3)	5 th June 2014
Progress Update sent (Phase 4)	1 st September 2014
Update meeting (Phase 4)	4 th September 2014
Progress Update sent (Phase 5/6)	26 th September 2014
Update meeting (Phase 5/6) – show of draft products	30 th September 2014
Final comments from ENOC members on draft products received	5 th October 2014
Pre conference meeting (Phase 6) – final sign off of products	8 th October 2014
Exhibition of work opens ENOC Conference	22 nd or 23 rd October 2014
Draft final creative project report sent to the Commissioner's office with all related paperwork, receipts and invoices	31 st October 2014
Final creative participation project report presented to Project Steering Group	9 th November 2014
Evaluation meeting	30 th January 2015

* subject to alteration only with the permission of Scotland's Commissioner for Children and Young People and the Project Steering Group.

Project management

The project will be managed by the expert creative organisation and will be overseen by a Steering Group which includes the Commissioner, staff representatives and one external appointment.

The Commissioner's Head of Participation and Education is leading this project.

The Scottish Steering Group will act on behalf of the Bureau and should have all delegated

responsibility for the delivery of the project. The Bureau can decide on how the resource is used. The expert creative organisation is accountable to the Scottish Steering Group.

The steering group will liaise with ENOC and ensure reports are received by the ENOC Bureau. ENOC will liaise with members in the first instance to ensure participation. ENOC will liaise with the Council of Europe.

Output

The output of this commissioned work will be a new resource of 32 short, creative, audiovisual industry standard media outputs created by children from eight different countries with ENOC member institutions working with creative experts from Scotland.

The media outputs will channel, project and creatively express the views and experiences of children in relation to how austerity measures are affecting them, while ensuring the protection of their anonymity and dignity. They will be used as a combined resource as an exhibition or can be used in part in conferences, events, meetings and other awareness raising activities. They will be utilised by the Council of Europe and ENOC members.

The following outputs are required:

1. Liaison and project planning with involved ENOC members
2. Project plan
3. Workshop plan
4. Delivery of workshops across eight ENOC principalities, working with up to four children from each area
5. Adherence to standards and principles outlined through 'The 7 Golden Rules for Participation' (see <http://www.sccyp.org.uk/education/golden-rules>)
6. Creation of up to 32 short creative, audio-visual, industry standard media outputs
7. Edit of small groups of films together on a loop system for use on monitors in the exhibition
8. Handover of all audiovisual materials in correct format to technical team for set-up of exhibition at ENOC Conference
9. Formatting and presentation of these as independent digital elements for placement on and download from the internet and approved social media sites
10. Formatting and presentation of these as hard copy digital resources for all ENOC members
11. Liaison with technical partners and agreed planning towards delivery of the exhibition experience
12. Liaison with and preparation of regular reports for the Project Steering Group, ENOC and the Council of Europe as per the project timeline
13. Participation in evaluation processes
14. Presentation of the final report on the project to the Steering Group in a face-to-face meeting or other event following the ENOC Conference in October.

Reporting and evaluation

The structure of the final report should be discussed and agreed with the Project Steering Group in Phase 2 of the project.

Quality assurance

The Project Steering Group will ensure and oversee the quality standards expected from the expert creative organisation.

Budget

This project has a budget in the range of £25,000 to £29,950, including travel, and exclusive of VAT (Value Added Tax). Submissions should indicate if VAT is applicable.

Upon satisfactory completion of the work and agreed milestones the contractor will be required to submit an invoice(s) as noted below. Payments will be made after sign-off by the Commissioner.

We would expect the payment schedule for this work to be in five parts with an invoice submitted after receipt of update report on key phases have been submitted and associated meetings attended. Payments would be made on:

- 6th June 2014 (Phases 2/3)
- 5th September 2014 (Phase 4)
- 1st November 2014 (Phase 5 and 6)
- 24th January 2015 (Phase 7)
- 1st February 2015 Final Payment (on receipt of final report and attendance at final meeting)

Copyright and ownership

The Commissioner will retain ownership and copyright of the report and any related materials. ENOC is the owner of the resource.

Standard Terms and Conditions

A copy of the Commissioner's standard Terms and Conditions is attached with this specification. Please note the Commissioner's Office is subject to the Data Protection Act, The Freedom of Information (Scotland) Act and Public Sector Equalities Duties.

Submission of proposals

Submissions are welcome from suitably skilled and experienced organisations (electronic format is acceptable).

Proposal Assessment Criteria

Requirements to be evidenced by interested creative organisations in their proposals

Scotland's Commissioner for Children and Young People now seeks to commission a creative organisation with relevant and appropriate skills and experience in creative participatory practice with children and young people, to undertake the project described in this document from Phase 1 – Phase 7.

The organisation should evidence in their proposal:

- a strong background and experience in creative participatory practice with children and young people

- a strong background and experience in enabling children who face barriers to participation in making their views known and heard through creative experiences
- a professional arts and media expertise developed within a professional creative industries context
- extensive experience in relation to workshops with children and young people, with particular focus on facilitating children's views and voices through a diverse range of creative media
- strong experience in creating accessible and industry standard media and digital resources as vehicles for the expression of children and young people's views and experiences for adults
- experience in and knowledge of children and young people's rights, and in particular Article 12 on the United Nations Convention on the Rights of the Child (UNCRC)
- experience in leading projects and working with children, young people and professional organisations in a cross-cultural capacity. Examples might include working in a national, UK four nations, European and/or International context
- experience in working across and with complex partnerships and networks, including those set in a European or International context
- demonstrable project management skills and experience, including sound financial project management skills and experience
- awareness of the ethical issues in participatory practice with vulnerable children and young people around a sensitive topic
- availability to conduct the work as per phases outlined between May 2014 and January 2015

Any quotation to undertake the work should also include:

- details of an individual identified as the project manager, with full contact details, including postal and email address and phone number
- a clear description of the proposed approach in line with the specification
- a breakdown of costs
- associated fee (including travel costs) that sits within the scope of the associated budget outlined above
- artists/staff involved and details about levels of involvement and experience
- information about the approach to and management of workshops delivery and post production elements

- information about how the quality of the project will be assured and potential risks managed, including child protection
- evidence that all involved artists working directly with participating children and young people will hold satisfactory standard disclosure check/or be PVG cleared and evidence of knowledge and understanding of best practice in child protection within the context of this work
- names of two referees of the project manager from previous work undertaken in the past three years.

A copy of the Procurement Policy for the Commissioner's office is available at http://www.sccyp.org.uk/downloads/SCCYP_Policies/Procurement_Policy_201102.pdf.

Quotation conditions

1. Contractors are invited to submit a fixed price quotation, including all expenses, for providing the services as described in this specification.
2. Financial quotations should be organised under the following headings:
 - Fees (workshops: Preparation and delivery for 8 countries)
 - Fees (post production)
 - Fees (project management and administration)
 - Travel (flights/subsistence for 7 countries) — your quote should assume Scotland will be one of the 8 participating countries
 - Travel (flights/subsistence for 7 countries) — your quote should assume Scotland will be one of the 8 participating countries
 - Total project costs.
3. Potential contractors must meet their own costs of responding to this invitation and any costs they incur from providing demonstrations, presentations or other activities associated with responding to this invitation.
4. Prices quoted must be held firm for at least 45 days from the closing date for submission.
5. The contractor must be willing for any quotation submitted to form part of the contractual relationship with Scotland's Commissioner for Children and Young People.

Deadline for submission of proposal

A quotation for the work described in this specification should be submitted by **5 p.m. 25th April 2014**.

Please address to:

Katie Brown
 Head of Participation and Education
 Scotland's Commissioner for Children and Young People
 85 Holyrood Road
 Edinburgh EH8 8AU
katie.brown@sccyp.org.uk

Selection criteria

Proposals will be considered on the basis of:

- relevant skills and experience
- outline of proposed approach
- how proposal delivers the envisaged scale and scope of the project
- ability to work within the given timescale and budget
- receipt of suitable references

Selection will be made on the basis of information provided in the submitted quotation. Should a shortlist be drawn up, applicants may be invited to interview to discuss their proposals in more detail at the office of Scotland's Commissioner for Children and Young People on 1st May 2014.

Child protection

The contractor will require to comply with the Child Protection Policy of the Commissioner's office.

Additional supporting information is available on request from the Commissioner's Office:

- Annual reports
- Commissioner for Children and Young People (Scotland) Act 2003
- Equalities Outcomes 2013-17
- Annual Accounts
- Child Protection Policy

Key contact

The successful contractor will liaise with:

Katie Brown, Head of Participation and Education (katie.brown@sccyp.org.uk)

For further information please contact Katie Brown by email or at the address below:

Scotland's Commissioner for Children and Young People
85 Holyrood Road,
Edinburgh
EH8 8AU

Tel: 0131 558 3733