

Invitation to tender for Creative Words for Wellbeing in Scotland Project Co-ordinator

Project start: May 2019

Project end: April 2020

Consultant's fee: £8K incl. VAT

Deadline for expressions of interest: 12 noon Monday, 22nd April 2019

Interviews: week commencing 29th April 2019

The Scottish Poetry Library (SPL) and LAPIDUS Scotland are looking for a freelance project co-ordinator to conduct research and produce an action plan for the strategic development of words for wellbeing (bibliotherapy) activity across Scotland.

Scope of work

The SPL, in partnership with LAPIDUS Scotland, was awarded a grant from the Scottish Libraries and Information Council's Innovation and Development Fund to undertake a mapping study of the words for wellbeing landscape in Scotland, and to work with key stakeholders including libraries, publishers, public health bodies and voluntary organisations to develop a shared vision and plan of action for realising this vision.

Objectives:

1. Map current words for wellbeing projects and initiatives across Scotland
2. Facilitate the co-creation of a jointly owned vision and action plan across stakeholders
3. Lay the foundations for a collaborative, multi-sectoral network of bibliotherapy services across Scotland

The consultant will undertake the following tasks:

- **Literature review**

This will include a review of any previous mapping studies, current/recent strategy and policy documents, and reports on recent words for wellbeing projects

- **Desk research**

This will include gathering data about the number/ range of writers and storytellers working in the field

- **One-to-one interviews** with key sector stakeholders in the literature sector. Interviews will capture current bibliotherapy activity across sectors; gather views on the potential benefits of a words for wellbeing network and creation of a collective vision and action plan; and Identify opportunities for collaborative action, alongside potential challenges and enablers
- **Online survey** of freelancers and organisations involved in some form of words for wellbeing activity in Scotland. The survey will capture current bibliotherapy activity, gather stakeholders' views on a words for wellbeing network and the creation of a collective vision and action plan; and identify opportunities for collaborative action, alongside potential challenges and enablers
- **Roundtables** with invited participants from the literature, health and social care, and voluntary sectors. These will be held across Scotland. These roundtables will bring together the findings from the mapping and consultation exercises, and will facilitate initial scoping of vision and actions
- This final stage of the project will be a **National Roundtable** involving high-influence leaders from each of the sectors, to reach consensus on the vision and action plan and to agree responsibilities for taking actions forward

Project outputs include:

- A shared vision statement and action plan with agreed responsibilities to deliver on that vision
- A report providing a comprehensive overview of the words for wellbeing landscape in Scotland and the findings from the consultation
- An online directory of facilitators and organisers and a map of Scotland showing activity/key contacts region by region
- Proposals for a network of words for wellbeing services and practitioners

Project outcomes include:

- Raising the profile of words for wellbeing across culture and health sectors and make its contribution to current health and social care agendas more visible so that policy makers can integrate these services into new community-focused models for health and care
- Building a greater sense of community and mutual support amongst words for wellbeing practitioners and services
- Initiating an action-focused collective words for wellbeing endeavour with shared responsibility that will increase impact and resilience of these services and enable them to reach a wider range of audiences

- Enabling the SPL and LAPIDUS Scotland to learn more about the current challenges and opportunities facing the sector and develop a clear focus and set of priorities for their future work
- Supporting SPL and LAPIDUS Scotland to make a strong case for future core funding so that work in this area can move away from short term project-based activity and become more strategic

Project Milestones

Milestone	Output	Date
Project initiation	Project initiation document	May 2019
Literature review complete	Literature review report	June 2019
Mapping study complete	Report of mapping exercise	August 2019
Stakeholder interviews complete	Report of stakeholder interviews	August 2019
Interim report	Interim report	September 2019
Regional roundtable events complete	Report of regional roundtable events	December 2019
National roundtable event completed; vision and action plan drafted	Report of national roundtable. Draft vision and action plan	February 2020
Complete consultation and feedback on draft vision and action plan	Report on consultation	March 2020
Final report, vision and action plan	Final report, vision and action plan	April 2020

Fee: The consultant will receive £8K (incl VAT) comprised of payments in May 2019 (50%), Oct 2019 (25%) and April 2020 (25%)

At the start of the project, budgets will be agreed for travel expenses, room hire and recommended resources.

Reporting structure

The consultant will report to the Director of the Scottish Poetry Library. A steering group of key partners will be established to review and make recommendations on the priority areas of work.

Place of work

You will be expected to work from your own premises and the venues for the roundtable discussions.

How to Apply

All expressions of interest should include:

- a) Brief background on you/your organisation, including any relevant professional qualifications

- b) Your understanding of the context and drivers for the project.
- c) How you intend to deliver on the requirements.
- d) The methodology you propose to use
- e) How you will work in collaboration with key leads and stakeholders.
- f) Current and former clients to serve as referees
- g) Two brief case histories of similar work that illustrate your experience
- h) The expertise and experience of the team undertaking the work. This should include CV[s] and statement of availability of the individual/s who will undertake the work.
- i) Key risks and challenges and how you will address these.
- j) A breakdown of costs, including any expenses.

Expressions of interest should be returned by Monday 23rd April 2019 via email to:
asif.khan@spl.org.uk

Interviews

Interviews will be conducted with shortlisted candidates during the week commencing Monday, 29^h April 2019 with a view to work commencing as soon as possible afterwards.

Correspondence will not be entered into following the short-listing.



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