



Glasgow Social Enterprise Network Pocket Guide Edition 2 Brief for Proposal

January 2020

Introduction

GSEN is a membership led network of Greater Glasgow social enterprise leaders who believe that social enterprise can transform the economic, environmental, social, and cultural life of Glasgow. We encourage ambition and contribute to strengthening the social enterprise community by supporting, promoting and developing with an overarching aim in creating an environment in Glasgow in which social enterprise is able to flourish.

Our vision

For Glasgow to be a leading city in social enterprise creation, development and support.

Our Mission

Connecting people and supporting social enterprise, we provide those who have a passion and a purpose with possibilities and support.

We are small yet agile team working across Greater Glasgow with a membership of approx. 185 and growing. Our membership is extremely diverse and cover three categories:

- Full Membership
- Aspiring Membership
- Associate Membership

Our main aims are to provide quality and reliable services that:

- Facilitate a safe space for members to come together to share resources, ideas and experiences
- Offer a platform for members to form partnerships and collaborations.
- Provide information and signposting to specialist services
- Provide an outlet for awareness raising of social enterprises, their products and services through our events and communication channels
- Engage with social enterprises to ensure their views are represented at the appropriate levels, locally, nationally and internationally
- Influences local and national strategy and policy development and delivery
- Enables opportunities for trading between members, the community, public sector and private sector
- Provides and enables access to events and training
- Undertakes research to influence strategic and policy development

For full information on the Glasgow Social Enterprise Network refer to our webpage:

<http://www.gsen.org.uk/>

Background

In 2017 GSEN commissioned a paper based and PDF [Pocket Guide to Glasgow Social Enterprise Network](#) complete with information on social enterprise in Glasgow, GSEN and individual profiles of members. This was the first time GSEN embarked on a printed and downloadable guide, with the reception from this being overwhelming positive.

Anecdotally we are aware this guide reached new audiences and has brought new connectivity, trading and partnership opportunities.

In light of this, GSEN are committed to developing Edition 2 and are now looking to commission the collation of information, proof reading, design and interactive version for 2020.

For more information on social enterprise member's directory please see:

[Sector Directory](#)

[Trade Directory](#)

[Edition 1 of the Pocket Guide can be found here](#) – hardcopies can be sent to those interested.

Aims and Objectives

The overarching aim of the proposal is:

To collate relevant information from GSEN members to create Edition 2 – Pocket Guide to GSEN available in print and an alternative available for online download.

The objectives underpinning this aim are:

1. To carry out desk based activity to collate all member's information
2. To proof read information for inclusion in the pocket guide
3. Depending on agreed design, information may include but not limited to:
 - a. Logo
 - b. Brief synopsis
 - c. Trading categories
 - d. Contact information
4. To design a user friendly Pocket Guide for print
5. To create an interactive online version

Data ownership and copyright

- All new information (in statistical and written form) that has been collected under the terms of the proposal will become the property of Glasgow Social Enterprise Network on completion of the proposal, subject to the safeguarding of respondent confidentiality. Data should be handed over at the conclusion of the work in an appropriate and usable format.
- The information/data collected may not be passed to a third party without the consent of Glasgow Social Enterprise Network. The contracted party acquires no title to the intellectual property rights (including copyright) in any reports supplied to Glasgow Social Enterprise Network under the terms of the contract.
- Design of the map and ownership of original programmes used to create the directory will become the property of Glasgow Social Enterprise Network.

Proposals should include:

- A detailed plan of how the data collection methods proposed
- An outline of the type of support you require from GSEN and the GSEN Board.
- A proposed design format for both print and online.
- Detail of experience in carrying out this type of work
- Budget including a breakdown of each element (showing VAT separately where applicable)
- References

Proposed timetable for this work

The dates are open to limited negotiation, but the successful party should commit to meeting the timetable once agreed.

Timetable	Date achieved by
Agreed tender brief circulated	5 th February 2020
Submission of proposals	26 th February 2020
Scoring of proposals	Week commencing 2 nd March
Interview with presentation (if required)	Week commencing 2 nd March
Contract awarded and Briefing Meeting	Week commencing 2 nd March
Design and conclusion	By June 2020

Reporting arrangements

Representatives from the GSEN Finance Subgroup will award the tender. The successful party will be required to meet the representative(s) at the following stages:

- Following the award
- Halfway through
- On completion of the fieldwork
- On an exception basis should issues arise

Regular up-dates (in electronic format) should be made available to the GSEN Director.

Proposal Returns

Proposals should be submitted by email on or before **26th February 2020** to Elizabeth Docherty, Director on Elizabeth.docherty@gsen.org.uk

Questions

Any questions or points of clarification about the proposal should be directed to:

Elizabeth Docherty

Director

Glasgow Social Enterprise Network

Email: Elizabeth.docherty@gsen.org.uk

Telephone: 07584 422775