



## Invitation to Tender

### Ards and North Down PEACE IV - Musical Traditions Programme

#### Terms of Reference for

- Composer and Musical Director
- Performance/ Stage Director  
and
- Choreographer

As one or three separate tenders

January 2020

**Closing date: 12:00 noon, on Friday 7<sup>th</sup> February 2020**

## Requirement

Blu Zebra seeks tenders for

- **A Composer/ Musical Director** to develop and direct a newly composed suite of music and song (with accompanying dance choreographer role) to be performed by 60-70 local musicians / singers and dancers from different genres across Ards and North Down culminating in three public performances. This new suite of music aims to highlight the shared history of the music, culture and heritage of the Ards and North Down area as part of the Ards and North Down Musical Traditions PEACE IV Programme under a Blue Green Creatively Connected theme in partnership with the Blu Zebra and Partners Production Team.
- **A Performance/ Stage Director** to direct the performances and work alongside the Composer/ Musical Director. The Performance/Stage Director will lead a team with the Composer/Musical Director and Choreographer to rehearse, choreograph, script and finalise the performance ahead of the performances in mid-2020. The Performance/Stage Director will manage all aspects of rehearsals including liaising with the musicians over the required period of time in partnership with the Blu Zebra and Partners Production Team.
- **A Choreographer** who will work under the direction of a Performance/Stage Director and Composer/Musical Director as a team to rehearse, choreograph, script and finalise the performance as required over 5 month period from February to August/ September 2020 in partnership with the Blu Zebra and Partners Production Team.

## Background

This PEACE IV Project is bringing together 60-70 musicians, singers and dancers from a range of musical genres to participate in this exciting Musical Traditions PEACE IV showcase project.

This project is being led and delivered by Blu Zebra and its partners, the Royal Scottish Pipe Band Association NI (RSPBANI) and Dún Uladh, the Ulster Regional Resource Centre for Comhaltas Ceoltóirí Éireann (CCE) with the CCE Ards branch, on behalf of Ards and North Down PEACE IV Partnership. This commission is being led by Blu Zebra Ltd.

The project involves the creation and performance of a new suite of music reflective of the Ards and North Downs musical traditions. It involves musicians from the Ulster Scots and Traditional Irish genres alongside flute and accordion bands and choirs<sup>1</sup>. The project involves the development of a newly composed suite of music and song with accompanying dance to highlight the shared history of the music, culture and heritage of the Ards and North Down. This will culminate in three performance events involving the 60-70 musicians and dancers.

The project also involves researching the history and traditions of the various musical genres and aims to capture the history of these through recordings, videos, an information booklet, and a mobile exhibition. It is intended that the display material produced will be part of travelling outreach exhibitions for schools and communities.

**Blu Zebra** is a management consultancy which operates across Ireland, the UK and beyond. It specialises in strategic and business planning, project development and management, the delivery of

<sup>1</sup> This could include musicians from different genres including different types of pipes - Highland bagpipes, Uilleann pipes, Scottish small pipes, Border/ Reel pipes, bagpipes and snare drums; from flute bands; accordion bands; Ulster Scots musicians; traditional Irish musicians - fiddle, whistles, banjo, mandolins, bouzouki, harp, bones, concertina, guitars, mouth music; bluegrass musicians; guitarists; Lambeg drummers, bodhran and story tellers, dancers, choirs and singers as well as those from a classical tradition.

EU programmes and projects, in undertaking evaluations, managing change and promoting creativity and innovation.

**Dún Uladh** is Comhaltas Ceoltóirí Éireann's (CCE) Regional Resource Centre for Ulster. This is a unique centre for authentic Irish traditions, promoting Irish music, song, dance, drama and other native art forms, situated in the heart of Ulster.

**Comhaltas Ceoltóirí Éireann** is the primary Irish organisation dedicated to the preservation and promotion of Irish Traditional music, song, dance and language.

**RSPBANI** is the governing body to oversee Pipe band competitions in Northern Ireland and are dedicated to the promotion of the culture and advancement of Pipe and drum music and the encouragement of arts and cultural tourism across Northern Ireland.

### Project Specification

The project for which tender submissions are invited is the **commissioning of a newly composed suite of music and song with accompanying dance** (choreographer role) **culminating in three public performances alongside separate (or joint) tenders for the stage production and choreography of the performances of this new suite of music. The suite aims to highlight the shared history of the music, culture and heritage of the Ards and North Down area.** The suite will be performed by the 60-70 musicians recruited to the programme which includes members of CCE and RSPBANI. The Suite will be premiered at three public performances - one of which will be cross border.

### Scope of the assignment

To compose a new suite of music and song with accompanying dance to highlight the shared history of the music, culture and heritage of the Ards and North Down area as part of the Ards and North Down Musical Traditions PEACE IV Programme. This tenders also includes the stage production and choreography of the performances of this suite.

- The new suite should reflect the Scottish and Irish traditional music genres and other genres (e.g. guitar music) that represent the musical traditions of the area
- This unique suite will encapsulate local musical traditions and draw on influences from the landscape, history, stories and character of the area
- The final suite must be suitable for both highly proficient musicians and non-professional musicians aged over 18 years. The final suite must be suitable for scaling from ensemble group to full orchestra. As such the musical score must be supplied in a range of formats including copy of sheet music, notes, Bag Fed and an audio/ CD via a recording (for those who learn by ear)
- A Composer/Musical Director will be appointed to work alongside the Producing team (and the musicians) to inform the themes for the suite and to deliver from these selected themes a suite of music lasting approximately 20-30 minutes
- The final suite will include a full range of instruments, and song to reflect the shared traditions of the musicians recruited and be capable to linking to dance
- The name of the pieces will reflect the district
- The suite of music should take us through the story, the history of the land - the customs, the culture, the music, the myths and legends, all through music, dance and storytelling
- The suite of music should consider the following concept - *"Blue, Green - Creatively Connected"*. This is reflective of the location of the area and the fact that the blue water and the green landscape is what connected and continues to connect the people of the Ards and North Down area from all community backgrounds to each other and to their neighbours in other parts of Northern Ireland, Ireland and Scotland

- The Composer will need to attend some of the Get To Know You sessions and all of the rehearsals and performance dates
- The Composer will need to liaise with the Stage Director and the Choreographer
- The Stage Director and the Choreographer must work closely with the Composer and be available to attend rehearsals and final performances
- The Composer, the Stage Director and the Choreographer will work closely with the Blu Zebra and Associates Production Team

A series of **Get To Know You sessions** for the musicians (linked to PEACE IV's objectives of building sustainable, meaningful and purposeful relationships between musicians are planned for

- Tuesday 28<sup>th</sup> January 2020 (Evening session) (information evening for musicians)
- Tuesday 11<sup>th</sup> February 2020 (Evening session)
- Tuesday 25<sup>th</sup> February 2020 (Evening session)
- Tuesday 10<sup>th</sup> March 2020 (Evening session)

These sessions aim to identify and explore the various musical genres that could be accommodated within the new suite of music, increasing awareness and appreciation of the differences and similarities of same and building relationships between the musicians.

**Rehearsals** for the suite will most likely take place on *the evenings* of the following dates.

(\*note dates dependant on the availability and appointment of the musical director etc)

- Tuesday 28<sup>th</sup> April 2020
- Tuesday 12<sup>th</sup> May 2020
- Tuesday 26<sup>th</sup> May 2020
- Tuesday 9<sup>th</sup> June 2020

The Suite of music and dance will **be premiered in**

- Down County Fleadh (Warrenpoint) – Third week in June (18<sup>th</sup> or 20<sup>th</sup> June) - (dates tbc) or Ulster Fleadh (Cavan) – July (25<sup>th</sup>/26<sup>th</sup> July – Ulster Fleadh) (one evening)
- Ards Arts Centre - 27<sup>th</sup> August 2020 TBC
- Portico in Portaferry - date to be agreed - TBC
  - It should be noted that rehearsals will also take place two hours before each of these performances as well.
  - Notes dates may change due to the people's availability.

### Contract management and payment terms

The maximum projected budget for each element (Exclusive of VAT) will be –

- |                              |        |
|------------------------------|--------|
| • Composer/Musical Director  | £7,000 |
| • Performance/Stage Director | £1,500 |
| • Choreographer              | £1,500 |

These sums are provided solely as a guide for those tendering and do not commit Blu Zebra Ltd to any expenditure nor does it form part of any binding contractual arrangement.

Upon agreeing a contract, including lead time, with the successful tenderer, and the receipt of an invoice, 25% of the price will be paid up front, 40% of the price will be paid upon delivery of the music suite and rehearsals beginning. The remaining 35% will be paid following the final performance and completion of the contract.

**These three activities may be combined for a suitably qualified and experienced company or individual.**

This project is being supported by Ards and North Down PEACE IV Programme.

A Producing team from Blu Zebra, Dún Uladh and RSPBANI will be appointed to oversee and manage the project - the Production Team.

Ards and North Down PEACE IV Programme will retain copyright of the suite. The Composer will be credited at all times.

### Selection Process

The selection process comprises the following two steps

- **Stage 1: Selection Criteria** - Pass or Fail (2 elements)
  - Ability to meet with the timeline
  - Insurance
- **Stage 2: Award Criteria**
  - Experience (weighting 30%)
  - Understanding the Brief and Methodology including timeline (weighting 50%)
  - Cost (weighting 20%)

#### Stage 1: Selection Criteria

- 1: Ability to meet with the timeline
- 2: Insurance

The successful Tenderer will be required to hold the following levels of insurance throughout the duration of the contract: Public liability (£1 million) Insurance. **Please confirm the level of Insurance cover currently in place or that this can be put in place for the duration of the contract.**

- **Pass or Fail**

#### 1: Timeline

##### Timeline Pass / Fail.

- **Pass** - The Quotation has demonstrated an ability to work within the timeline outlined or, can make arrangements to do so
- **Fail** - The Quotation has failed to demonstrate an ability to work within the timeline outlined or, can make arrangements to do so

#### 2: Insurance

##### Insurance: Pass / Fail.

- **Pass** - The Quotation has demonstrated adequate insurance cover or willingness to put in place required insurance cover for this project.
- **Fail** - The Quotation has failed to demonstrate adequate insurance cover or willingness to put in place required insurance cover for this project

## Stage 2: Award Criteria

### Award Criteria

The following criteria will be used in assessing the tenders.

### Evaluation/Award Criteria

1. **Experience (weighting 30%)**
2. **Understanding the Brief and Methodology (weighting 50%)**
3. **Cost (weighting 20%)**

Submissions will be evaluated based on the information provided by tenderers which clearly demonstrates the following criteria:

### 1: Experience

- Evidence of having undertaken similar successful projects of a similar scale. Tenderers should include recordings and or examples of previous successful projects, preferably visual recording. Youtube, Vimeo etc. links are acceptable
- Relevant experience of all team members who will be involved in delivery of this contract
- Critical reviews of previous work undertaken
- Resources (technical, physical and human etc), tender shows clearly an ability to meet the specification

Eligible candidates must be able to:		
Composer/Musical Director Essential Criteria	Performance/Stage Director Essential Criteria	Choreographer Essential Criteria
<p>Demonstrate a thorough understanding of the brief and of our shared culture, traditions and locality</p> <p>Demonstrate a successful track record of composing including a minimum of three full compositions in last five years. Please include a CV/ resume</p> <p>Allocate appropriate time between February / March 2020 and September 2020 for this project</p> <p>Demonstrate ability to work as a team with a Stage Director and</p>	<p>Demonstrate a thorough understanding of the brief and of our shared culture, traditions and locality</p> <p>Demonstrate a successful track record of directing similar performances including a minimum of three fully staged Public performances in last five years. Please include a CV/ resume</p> <p>Allocate appropriate time between February 2020 and September 2020 for this project</p>	<p>Demonstrate a thorough understanding of our shared culture, traditions and locality</p> <p>Demonstrate a successful track record of choreography including a minimum of three fully staged Public performances in last five years. Please include a CV/ resume</p> <p>Allocate appropriate time between February 2020 and September 2020 for this project</p>



Eligible candidates must be able to:		
Composer/Musical Director Essential Criteria	Performance/Stage Director Essential Criteria	Choreographer Essential Criteria
Choreographer for a successful outcome of the project  Hold appropriate insurances	Demonstrate ability to work as a team with the composer for a successful outcome of the project  Hold appropriate insurances	Demonstrate ability to work as a team with the composer and stage Director for a successful outcome of the project  Hold appropriate insurances

## 2: Understanding the Brief and Methodology

- Evidence of a clear understanding of the brief demonstrated through a vision for the suite of music linked to the themes of the landscape, history and character of the Ards and North Down area. This should also include an understanding of the potential issues/challenges that may be encountered during the delivery of the assignment and your proposals of how you intend to address these
- Proposed methodology and approach to the assignment including demonstrating how you will work with the various musicians in the rehearsals (please note at least one of
- the support team from Blu Zebra will be in attendance at all events)
- Project timeline

### *Plus For Composer only*

- Proposed use of various music, song and dance from both main traditions
- Proposed use of various instruments from the Comhaltas Ceoltóirí Éireann and The Royal Scottish Pipe Band Association NI Branch repertoires as well as other genres including for instance guitar, harp, voice/ choirs
- Proposed outline of the storyline / narrative
- Proposed use of new pieces written specifically for the suite
- Proposed music and movements
- Proposed new pieces written specifically for suite.
- Proposed new arrangements of any existing tunes or songs to be used
- The tender demonstrates how the tenderer has developed the themes of landscape, history and character of the Ards and North Down Area and the Blue Green Creatively Connected concept and is reflecting these through the movements and suite.

## 3: Cost

- For the purpose of evaluating costs, please supply a quote of **not more than 8 pages** for all the elements outlined above and any additional involved in the required delivery.
- All submissions should be within the budget allocations outlined above.

**Tenderers should ensure sufficient information is included in their submissions to demonstrate their bid fulfils the specification. Note, dates supplied for practices may change based on availability and appointment of the musical director or other positions.**

**The decision of the scoring panel will be final.**

## Scoring System

Proposals will be scored as follows against the standards, according to the tenderer's ability to meet each of the criteria above, based on their submission.

Assessment	Score	Indicators
Excellent	5	The submission provided is of excellent relevance and is fully supported by a comprehensive level of detail No omissions and / or weaknesses identified
Good	4	The submission provided is of good relevance and is well supported by a good level of detail Only minor omissions and / or weaknesses identified
Satisfactory	3	The submission provided is of satisfactory relevance and is supported by an adequate level of detail Some omissions / and or weaknesses identified
Limited	2	The submission provided of limited relevance and partially detailed Several material omissions / and or weaknesses have been identified
Poor	1	The submission provided is of poor relevance and is inadequately detailed Major omissions / and or weaknesses have been identified
Nil response/ Very Poor	0	No response or unacceptable information provided.

## Tender process

The tender should be submitted by e-mail, by **12:00 noon, on Friday 7th February 2020.**

**Submissions received after the closing deadline will be judged ineligible. Proof of sending an email is not proof of receipt.**

We are not obliged to accept the lowest or any tender.

All prices entered on the Pricing Schedule must be exclusive of VAT and in pounds sterling.

Submissions should be sent to [therese.hogg@bluzebra.co.uk](mailto:therese.hogg@bluzebra.co.uk) Please call 028 9066 7772 or 07786 514504 for clarity on the assignment if required.



**Composer/Musical Director Brief**

A Composer/Musical Director will be appointed to work alongside the Blu Zebra and associates Production Team of Dun Uladh/ CCE and RSPBANI to create the themes for the suite and to deliver from these a suite of music lasting approximately 20-30 minutes.

**Activity Requirement****Composer/Musical Director**

The appointed Composer/Musical Director will work alongside the Production team to devise themes and a storyline for the production to be finalised on or before by 9<sup>th</sup> April 2020. The themes will encapsulate the landscape, history and character of the Ards and North Down Area - Blue Green Creatively Connected.

The appointed Composer/Musical Director will carry out necessary and relevant research to formulate the themes and storyline into a full suite of music.

**The production team will have final call on all aspects of theme, storyline and any other issues that may arise.**

The appointed Composer/musical director will develop a newly commissioned suite to reflect the themes and storyline. Blue Green Creatively Connected. The themes will encapsulate the landscape, history and character of the Ards and North Down Area - Blue Green Creatively Connected.

This suite will include dance, song and instrumental elements with a minimum performance time of 20-30 minutes.

This suite will consist of several movements with full variety of tune type, instruments, song and dance reflective of the Ards and North Down area - the Irish and Scottish Traditional music genres as well as other genres as explored during the programme.

The full composition must be delivered to the producing team by end May 2020

The Composer/Musical Director will work with a Performance/Stage Director and the choreographer as a team with the 60 musicians, singers and dancers.

These musicians, singers and dancers will be selected from both RSPBANI and CCÉ branches and other local bands and choirs and reside within the Ards and North Down area.

The Composer/Musical Director will work under the direction of a Performance/Stage Director and choreographer as a team to rehearse, choreograph, script and finalise the performance as required over 5 month period from February to August/ September 2020

The Composer/Musical Director will conduct three Final Performances.

**Performance /Stage Director Brief**

A Performance/Stage Director will be appointed to work alongside a Composer/Musical Director and a Choreographer and a Production team from the project to bring this project to fruition.

**Activity Requirement****Performance/Stage Director**

The appointed Performance/Stage Director will receive a fully completed suite of music consisting of several movements and have a performance time of approximately 20-30 minutes for which they will have responsibility to bring to life through a stage production consistent with the musical traditions of the Ards and North Down area and the theme- Blue Green Creatively Connected.

All pre-production work including script, storyboard, stage design, lighting and sound design as well as costume design must be complete by the start of June 2020

The appointed Performance/Stage Director will be responsible for;

- Having the suite ready for rehearsals scheduled to take place in June, July and August / September 2020
- Manage and Lead auditions and rehearsals during this period
- Manage and Lead public performances

The production team will have final call on all aspects of any issues that may arise.

The Performance/Stage Director will work with a Composer/Musical Director and the Choreographer as a team with the 60 musicians, singers and dancers.

These musicians, singers and dancers will be selected from both RSPBANI and CCÉ branches and other local bands and choirs that reside within the Ards and North Down area

The Performance/Stage Director will lead a team with the Composer/Musical Director and Choreographer to rehearse, choreograph, script and finalise the performance ahead of the performances in mid-2020. The Performance/Stage Director will manage all aspects of rehearsals including liaising with the musicians over the required period of time.

The Performance/Stage Director will direct and manage all practical arrangements for the Final Performances.

**Activity Requirement****Choreographer**

The appointed choreographer will receive a fully completed suite of music consisting of several movements and have a performance time of approximately 30-45 minutes which they must create a performance utilising dance forms of the Irish and Ulster Scots cultures.

The full composition must be delivered to the producing team by the middle of April 2020. Choreographer and Performance/Stage Director will have 4 weeks to prepare. Rehearsals will begin in late April 2020.

All pre-production work including dance routines must be complete by Middle of June 2020

**The appointed Choreographer will be responsible for:**

- Working closely with Stage Director and Composer to plan and deliver the production
- Attending production meetings and rehearsals as required
- Contribute to decisions on lighting, costumes, stage etc
- Responsible for all dance elements of the production
- Supervise and be a point of contact for all dancers

**The Blu Zebra production team will have final call on all aspects of any issues that may arise.**

These musicians, singers and dancers will be selected from both RSPBANI and CCÉ branches and other local bands and choirs and reside within the Ards and North Down area

The Choreographer will work under the direction of a Performance/Stage Director and Composer/Musical Director as a team to rehearse, choreograph, script and finalise the performance as required over 5 month period from February to August/ September 2020

The Performance/Stage Director will manage all aspects of rehearsals including liaising with the musicians over the required period of time.

The Performance/Stage Director will direct and manage all practical arrangements for the two Final Performances as follows: