



YOUTH-LED CREATIVITY



Learning Partner for Esmée Fairbairn Foundation's Youth-Led Creativity programme

Invitation to Tender: Deadline for submissions is 5pm on 18 November 2024

This document has information about the invitation to tender for a Learning Partner for Esmée Fairbairn Foundation's Youth-Led Creativity programme. It includes:

- Information about Esmée Fairbairn Foundation and the Youth-Led Creativity Programme
- The purpose of the Learning Partner role
- The potential deliverables of the role
- How the Learning Programme will be managed
- What we're looking for in a Learning Partner
- Timetable and budget for the contract
- How to apply

1. SUMMARY

Esmée Fairbairn Foundation is looking to appoint a Learning Partner to co-design a Learning Programme for our Youth-Led Creativity programme. The outline annual budget for the project is set at £25,000 (including VAT), but exact costs will depend on the co-design process. The Learning Programme will run for three years.

We are looking for consultants or an organisation with expertise and experience in: co-production or co-design; evaluation or learning in not-for-profit organisations; experience of working inclusively with a diverse range of young people; and working in the arts or creative industries.

If you are interested in this role, please send your response to this brief to communications@esmeefairbairn.org.uk by 5pm on 18 November 2024.

2. ABOUT ESMÉE FAIRBAIRN FOUNDATION

Founded in 1961, Esmée Fairbairn Foundation is one of the UK's largest independent funders. In 2023, we provided £58.4m in funding towards a wide range of work in support of our three main aims: to improve Our Natural World, secure A Fairer Future and nurture Creative, Confident Communities. We also have a £60m allocation to social investments and a £10m allocation to impact investments. Our funds are generated by our investment portfolio.

[Our strategy is here.](#)



3. ABOUT THE YOUTH-LED CREATIVITY PROGRAMME

The Youth-Led Creativity programme is a ring-fenced fund of £1m, which has been co-designed with our Involving Young People Collective, who led on the assessments and decision-making alongside Esmée colleagues.

[Learn more about the Youth-Led Creativity programme.](#)

The Youth-Led Creativity Fund aims to build on young people's power to make change, use creativity to enhance their lives, develop their careers, and influence the world around them. We are focusing our support on work led by and for young people who have less access to creative programmes or who are underrepresented in arts and culture.

We recently made 10 three-year grants to organisations totalling just over £1m. We are planning to make further grants in 2026.

[Learn more about the 10 organisations funded.](#)

4. YOUTH-LED CREATIVITY LEARNING PROGRAMME - PURPOSE

The Learning Programme will run alongside the funding; it will be co-designed by funded organisations and facilitated by a Learning Partner. The Learning Programme will:

- A.** Support the funded organisations to develop and share their models of practice
- B.** Enable peer support and learning in and between the funded organisations, and the young people they work with
- C.** Inform Esmée's future support of Youth-Led Creativity
- D.** Share learning from the Programme with the wider arts and youth sectors

5. YOUTH-LED CREATIVITY LEARNING PARTNER - ROLE

The Learning Partner will work with funded organisations and the young people they work with, Esmée staff and Esmée's [Involving Young People Collective members](#), to co-design a Learning Programme which can meet the purposes in 4. above. The Learning Partner should follow the same principles as the funding:

- Creativity - built into every aspect of the work
- Co-design - working relationally with organisations, and young people
- Joy and care
- Accessible and inclusive
- Following the [Involving Young People Values for co-production](#)

6. YOUTH-LED CREATIVITY LEARNING PARTNER - POTENTIAL DELIVERABLES

The Learning Programme is intended to develop and build over three years with the priorities for the first year being support for funded organisations, and gathering learning to inform how Esmée offers funding for Youth-Led Creativity in 2026. As this is a co-designed Programme, deliverables will be set and agreed as the project develops, but should include:

- A. Regular communication between the Learning Partner and funded organisations
- B. Co-design of learning programme for first year
- C. Co-design of a reporting process for grants which prioritises creativity, inclusivity, and youth voice
- D. Build the foundations for a collective approach to evaluation and sharing learning for funded organisations – built on the principles of the funding
- E. Gather learning to inform how Esmée offers funding for Youth-Led Creativity in 2026
- F. Identify what additional support is needed by funded organisations that it might be beneficial to deliver or co-ordinate through the Learning Programme in years 2 and 3

7. MANAGEMENT OF THE LEARNING PROGRAMME

The main point of contact for the Learning Partner at Esmée will be Laura Lines, Funding Manager Lead – A Fairer Future. The Learning Partner should set up regular meetings with Laura to support planning and delivery of the Learning Programme.

- Each organisation funded has a Funding Manager at Esmée, who will manage grant payments and any grant management issues (e.g. risks, safeguarding)
- Esmée staff will book venues and catering for any in-person events, and can commission and pay for any additional capacity building support
- Members of the Involving Young People Collective will continue to take part in conversations with the Learning Partner, and the Learning Programme
- Funded organisations' time will be compensated in addition to their funding, to enable them to participate in the learning programme

8. WHAT WE'RE LOOKING FOR IN A LEARNING PARTNER

- **Co-design:** experience of co-production and/or co-design with organisations *and* young people, facilitating and convening people to work together in a creative and inclusive way
- **Evaluation:** skills in evaluation for not-for-profit organisations, or experience of holding a learning partner relationship – we are particularly looking for experience of facilitating collaborative or shared learning
- **Inclusivity:** a demonstrable commitment to accessibility and inclusivity in their work – in particular: experience of working with people with neurodiversity; working with a diverse range of young people; able to create a trusting space for people with different needs; producing inclusive communications
- **Creativity:** evidence of understanding of, and connection to, the arts or creative industries
- **Influence:** evidence of sharing findings in a way that can influence changes to practice or policy

9. TIMETABLE

The Learning Programme will run for three years, beginning in December 2024. The initial contract period will be for one year, with annual extensions if both parties agree. The timetable will depend on the co-design process, but potential key dates to bear in mind are:

7 November 2024, 1pm	Q&A Webinar on the Learning Partner tendering process
18 November 2024, 5pm	Deadline for Learning Partner tender submissions
w/c 2 December 2024	Shortlist for interviews agreed and contacted
w/c 9 December 2024	Interviews with Laura Lines and members of the Involving Young People Collective
16 December 2024	Learning Partner appointed
January 2024	First Learning Programme meeting (online)

10. BUDGET

We have an outline budget of £25,000 for the first year's costs for the Learning Partner, but the exact costs will depend on the co-design process. Proposals should be costed with this outline figure in mind and estimated costs should include your VAT and travel.

In addition, Esmée will:

- Compensate funded organisations for their time and travel, to enable and incentivize them to participate in the Learning Programme
- Arrange or provide any meeting rooms for learning events and pay for catering and travel expenses for participants
- Provide some administrative support in organising events, but all event materials, communication with the funded organisations, will be the responsibility of the Learning Partner

11. CONFIDENTIALITY, ESMÉE'S ROLE, SAFEGUARDING, AND CONFLICTS OF INTEREST

- It's important for this work to succeed for the Learning Partner to be independent from Esmée Fairbairn Foundation, and funded organisations.
- If the Facilitator has, or is planning to apply for, funding from Esmée Fairbairn Foundation, or is involved in other work we fund, we will need to discuss and agree how to maintain this independence and manage any conflicts of interest with care.
- As Esmée wants to learn from the Learning Programme too, we will need to agree formats for meetings and events so that funded organisations can participate fully. This might be a mix of funded organisation-only meetings, and those which Esmée attends.
- The Learning Partner will need to have a safeguarding policy and approach, which should be shared with Esmée and with the funded organisations after appointment.

12. HOW TO APPLY

To reflect the values of co-design that have informed this Fund, we will be holding a webinar along with young people from our Collective, on 7 November 2024 at 1pm, to answer any questions about the Learning Programme and Learning Partner appointment process. A recording and transcript of this will be made available for anyone who can't attend.

[Register for the webinar here.](#)

If you are interested in tendering for this project, please send the following information to Gina Crane, Director of Communications and Learning, by email to: communications@esmeefairbairn.org.uk by 5pm on 18 November 2024. You can share the tender information as a written document (maximum 3 pages of A4) or video/audio recording (maximum 5 minutes). If sending a video/audio recording, we recommend sharing a link to a file/video/audio hosting site such as Google Drive or Dropbox. You can see additional guidance for this on the next page.

We will share longlisted tender documents with our Involving Young People Collective. We will share tender documents from those shortlisted for interview with the ten funded organisations.

13. TENDER INFORMATION

- A.** Why you, or your organisation, is well placed to deliver the work. We will be looking for a match to the criteria in 8. above – what we're looking for in a Learning Partner: Co-design; Evaluation; Inclusivity; Creativity; Influence. (about 50% of your tender should cover this)
- B.** How you would approach the first year of running the Learning Programme. (c.15%)
- C.** What you see as the key risks or opportunities for the work. (15%)
- D.** Who would deliver the work, and what skills would they bring to it. (20%)

14. ADDITIONAL INFORMATION AND LINKS

- A potential budget for the first year, based on your plans in (b), including day rates.
- Relevant CVs or LinkedIn page links for the key people who will deliver the work
- Contact details for two people you have worked with who could give a reference
- Links to two pieces of your work that are relevant to this Learning Partner role.

UPLOADING AN AUDIO OR VIDEO RECORDING AS PART OF YOUR SUBMISSION

We're accepting video and audio submissions using any major platform. If you're uploading a video, we recommend setting the privacy of that video to 'Unlisted' unless you are comfortable with your video appearing in public searches and browsing. If you require your video to be password protected, please include this along with the link.

If you're having issues uploading and sharing the file, below are some links to tutorials on how to get started.

File hosting sites	<ul style="list-style-type: none">• Google Drive (note that you will need choose the "Anyone with the link" option when sharing the file)• Dropbox
Video hosting sites	<ul style="list-style-type: none">• YouTube• Vimeo
Audio hosting sites	<ul style="list-style-type: none">• SoundCloud via the mobile app• SoundCloud via the website