



Opportunity – Event and Communications Support

We have an exciting opportunity for a contractor to support the [Scottish Land Commission](#) in delivering our leading event this year.

We are looking for someone to help us with the behind-the-scenes work for our land reform conference ‘Land Connection 2021’ which is being held online from 4-6 October 2021.

Land Connection 2021 is the Land Commission’s flagship land reform conference and it will be held across three days from 4 to 6 October 2021. The aim of the conference is to bring people together to discuss how land – and the ways in which it is owned, managed and used – can help tackle Scotland’s big policy issues and create a greener and fairer economy.

The event will deliver a programme of webinars, panel discussions, workshops and Q&A sessions. A range of online content will also be published throughout the events.

In order to prepare for and deliver the event we are looking for a contractor who brings the following essential skillsets and experience:

1. Proven content writing / editing experiences
2. Good organisational skills
3. High degree of technical literacy with experience of operating and running Zoom events
4. Capacity to quickly understand the work and event and begin tasks instantly.

The contractor selected will be expected to help us with the following activities, along with other related activities as they emerge through delivery of the event:

- Delivering the event and provide background assistance on Zoom webinars, panel discussions, workshops etc
- Co-ordinating and liaising with speakers and contributors
- Arranging and recording pre-recorded sessions with speakers
- Editing, processing and uploading video from recorded sessions to the Land Commission YouTube channel
- Writing content for the website
- Preparing and editing event materials, speaker packs and delegate packs to be accessed on our website or downloaded via email
- Creating / managing events on Eventbrite
- Helping to manage attendee lists and mailing lists
- Helping to create emails via Mailchimp
- Helping prepare briefings for staff, Commissioners, speakers and contributors

Contractors interested in undertaking this work should submit their proposals setting out their experience and evidence of delivering the essential skillsets at 1 to 4 above, together with evidence of wider experience in delivering the range of anticipated activities set out in the above bullet points.

Time commitment

We are looking for support immediately and anticipate approximately 7 hours a week would be needed up to the 4 October with a slight increase to cover the live conference days of approximately 15 hours for the three days of 4-6 October.

Working arrangement

The contractor will be engaged on an outsourced basis and as such will be responsible for all costs relating to this work including, but not necessarily limited to, payment of taxes and NI, equipment costs, licences and insurance. It will be the contractor's responsibility to ensure that they are working in a safe, legal and non-discriminatory manner, and that they are covered by all relevant insurances including professional indemnity insurance. Prior to entering into a contract, the Scottish Land Commission will seek evidence that the contractor is appropriately registered with HMRC as a sole trader or corporate trading entity for tax purposes.

Payment

Payment will be made on submission of invoice, with a maximum of one invoice per month. All invoices must be submitted by 31 December 2021.

Proposals

Anyone interested in this opportunity should submit a proposal outlining relevant experience, why you are suitable for the contract and include details of the hourly fee to posy.macrae@landcommission.gov.scot by 5pm on Friday 6 August 2021.

The supplier is expected to have their own public liability insurance and professional indemnity insurance. Evidence of both will be sought prior to contract award.

Completed quotes will be evaluated with regard to quality and price of the submission as detailed below:

Evaluation Criteria	Description	Weighting
Understanding of requirements	Demonstrates a full and clear understanding of the requirements of the brief, including how they will approach the contract and provide added value.	20%
Proposals	Emphasis on quality, performance measurements and client satisfaction.	15%
Account and business management	Approach to managing the contract. Seek to add value to the brief and highlight any innovative aspects of their proposed approach. Identify final outputs and how they propose to interact with the Scottish Land Commission throughout the contract.	15%
Team Experience	Provide examples of previous relevant work and explain how this makes the supplier suitable to undertake the contract.	10%
Commercial proposal	Clear fee proposal and includes hourly rates for the contract.	40%

Data Protection

Everyone has rights with regard to how their personal information is handled. During the course of this contract you may collect, store and process personal information, and we need to be satisfied that you will recognise the need to treat such information in an appropriate, confidential and lawful manner. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (the Act) and other regulations. GDPR and the Act impose restrictions on how you may use that information.

In order to meet Commission requirements, we need to be satisfied that prospective suppliers are competent to undertake the work described and have sufficient data protection policies and procedures in place. A data agreement between the Commission and the chosen supplier will need to be in place upon commencement of the contract. We also need you to confirm that you have the following documentation:

- A Data Protection Policy Statement setting out your rules on data protection and indicating your knowledge of the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information
- A statement of your current procedures for storing, processing and maintaining security in respect of personal information.

Terms & Conditions

Any agreement entered into as a result of this contract will be governed by the Scottish Land Commission's standard Terms and Conditions. Your acceptance of these Terms and Conditions will be inferred from your acceptance of the contract.