

Listening Well: Brief for an online resource using archive sound recordings to support wellbeing

1. Summary

Unlocking Our Sound Heritage (UOSH) at The Keep, Brighton, would like to commission an individual, organisation or partnership to create, test and deliver an online Resource using archive sound recordings to support people’s sense of wellbeing.

The Resource will comprise sets of themed sound recordings from The Keep’s archives, with clips from other sources if required and downloadable ‘how to’ guides with ideas and guidance on how to use the sound clips with individuals and groups. It will be visually appealing, professional in tone and presentation, and meet all public sector online accessibility requirements.

As part of this commission, the Resource will be tested and demonstrated through five workshops with potential target audiences, and a training workshop for carers, community workers and other professionals on using it to support wellbeing.

We are open to creative proposals from applicants as to exactly how the sound recordings could be used to support wellbeing and which audiences the resource will be aimed at.

Commissioning Organisation	Unlocking Our Sound Heritage project, managed by the University of Sussex at The Keep, Brighton.
Main contact	Esther Gill, Hub Project Manager, esther.gill@sussex.ac.uk
Nature of commission	To create, test and deliver a downloadable resource using archive sound recordings to aid wellbeing.
Budget	£8000 (inclusive of VAT)
Timescale	May to November 2021

Covid19

The delivery of this commission will be affected by the need to operate in a Covid-secure way. At all times, we require the contractor to abide with national and local requirements. We recognise the constraints that this may put upon the delivery, but these should also be factored into planning.

2. Context

Unlocking Our Sound Heritage

Unlocking Our Sound Heritage (UOSH) is a nationwide project led by the British Library with funding from the National Lottery Heritage Fund - www.bl.uk/projects/unlocking-our-sound-heritage. The project aims to preserve and make accessible historic sound recordings from across the UK. It is raising awareness of sound heritage and of the potential for public engagement with historic sound recordings. The collections being digitised through UOSH include oral histories, music, environmental sounds, radio, performance and the many incidental sounds of daily life that end up on a recording. Through the project, we can now listen to stories and hidden histories, diverse voices, music, memories and the sound of the natural world.

The South East Hub for UOSH is based at The Keep in Brighton and comprises a Project Manager, Audio Preservation Engineer, Cataloguers and a Rights Clearance Officer. We are working with collection holders across the South East, including East Sussex and Brighton & Hove Records Office, the National Motor Museum Trust, Southampton Archives, Hampshire Archives, the Eden Valley Museum to preserve our regional recordings.

Throughout the commission, the UOSH team will be available to provide advice on using the sound recordings. More information on its work can be found on www.keep-sounds.com.

The Keep

The Keep, is a purpose-built archive and historical resource centre which stores, conserves and gives the public access to the records of East Sussex and Brighton & Hove Records office, the University of Sussex and the Royal Pavilion & Museum Trust. For more information see: www.thekeep.info.

The Sound Collections

We have identified two sound collections that will form the core of the wellbeing resource: the Lewes U3A Oral History project (UTK002) and the Ashdown Forest Oral History Project (UTK003). Together they comprise over 250 oral history interviews covering life in Lewes, the Ashdown Forest and East Sussex in the second half of the 20th century. We have already cleared the copyright on these interviews so that they can be used for online streaming. It may also be possible to use other sound recordings that UOSH has digitised at The Keep, dependent upon rights clearance.

Records for both collections can be found on the British Library's Sound and Moving Image catalogue – sami.bl.uk – using the reference numbers UTK002 and UTK003 or on The Keep's catalogue using the reference numbers: AMS6416 and ACC9997.

3. The Commission

What is the aim of the commission?

The primary aim of the commission is to promote the use of archive sound recordings in supporting wellbeing. In addition, the Resource and its use will raise the profile of historic sound recordings in archives and encourage wider use of them in creative and community activities. Historic sound recordings can be uniquely engaging, transporting listeners to other places and times, and we believe that this can contribute to people's sense of wellbeing.

Increasingly archives are exploring how they can support wellbeing through initiatives such as the Archives for Wellbeing Network and their project History Begins at Home (www.historybeginsathome.org). We have not proscribed how we think the recordings should be used and would welcome a resource that encourages people to use the sound recordings in a number of ways. This could include supporting wellbeing through reminiscence, reflection, discussion, individual and group learning, mindful activities, creative activities or something completely different.

What do we mean by wellbeing?

By wellbeing, we mean a person's sense of wellness, contentment, belonging, enjoyment and purpose. What Works Wellbeing, www.whatworkswellbeing.org, is a good source of evidence and further reading on wellbeing.

Commission elements:

The commission comprises three elements:

1. Creating the Resource to support wellbeing using archive sound recordings.
2. Demonstrating the resource through five workshops with the target audience groups across Brighton, Hove and East Sussex.
3. Delivering a training session for professionals and other interested parties to demonstrate and promote the resource.

The wellbeing resource: a set of themed collections of short sound recordings from the Lewes U3A Oral History and the Ashdown Forest Oral History projects¹ with additional sourced clips as required. The sets of recordings will be supported with downloadable 'how to' guides with ideas and guidance on how to use the sound clips and listening activities with individual and groups. **The contractor will need to identify clips from the whole oral**

¹ These two collections have been selected as the rights, data protection and sensitivity clearance has been completed on them so that they can be for online playback.

history interviews, edit and prepare them for use. The clips should be linked through core themes and we anticipate that there will be at least four sets of 20 sound clips.

All elements of the Resource will meet high standards of design and access, using inclusive language and imagery. All sound clips should be accompanied by transcripts. It should be designed for online use, though the 'how to' guides should also be downloadable as PDFs and should be designed for both online and off line use. The Resource should have a strong visual look, both online and for the downloadable guides.

The contractor will be responsible for all work relating to listening to the recordings, identifying themes, selecting and editing extracts and preparing sound recordings to be used online. UOSH will provide digital access to all the interviews in the identified collections and access to related archive material at The Keep. The catalogue entries for the two selected collections: Lewes U3A Oral History (UTK002) and the Ashdown Forest Oral History Project (UTK003) can be found on the British Library's Sound and Moving Image catalogue (www.sami.bl.uk).

The finished Resource will be hosted on The Keep's website, www.thekeep.info. The contractor will be required to work with the UOSH Project Manager and The Keep's Development and Communication's Officer to ensure that the website requirements (technical, branding and access) can be met.

Demonstrating the resource: A minimum of five group sessions to demonstrate and test the resource with the intended audience groups. Ideally these would be 'in-person' sessions, but this is dependent upon national and regional guidance at the time. Where this is not possible, online group sessions should be delivered. The contractor will be responsible for promoting and delivering these events.

Training Workshop: A workshop to introduce the resource to carers and related professionals, and to provide training in using it. The contractor will be responsible for promoting and delivering the workshop.

Consultation with users

We welcome proposals that include consultation with the target user groups and their involvement in developing elements of the resource.

Evaluation

The evaluation of the whole UOSH project is being led by the British Library. The contractor will be required to participate in this evaluation and to gather the required data on the workshops they run.

Part of the purpose of the five workshops with users is also to receive feedback from participants and professionals so that the resource can be amended before being finalised. This process will need to be factored into the delivery timetable.

Managing the contract

The contract will be managed by Esther Gill, Project Manager for the UOSH Hub at The Keep. Regular review meetings will be scheduled during the contract delivery period.

4. Budget & Timeline

Budget

The total budget for the creation of the resource is £8000 (inclusive of VAT), to include the creation of the online resource, design of downloadable 'how to' guides, travel and hire of venues (if required) for delivery of the workshops, all administration and a schedule of regular meetings with the UOSH Project Manager. The fee will be paid in agreed instalments, on successful completion of key milestones.

The University of Sussex will own the copyright for the resource.

Timeline

Deadline for applications: 18th April

Clarification meetings if required: 22nd or 23rd April

Award of contract: w/c 26th April 2021

End of project, including delivery of all elements: 31st October 2021

5. Application Process

Award Criteria

Please submit a proposal of your vision for this commission and practical details of how you think sound recordings can be used to support wellbeing. In addition, your proposal should include:

- a delivery timetable,
- the allocation of the budget,
- the details of the key people who will deliver this commission,
- two examples of similar work that you have undertaken,
- the names of two referees.

Proposals submitted will be assessed by UOSH against the following questions:

1. How well does the proposal respond to what is being asked for in the brief?

2. Does the proposal demonstrate creativity, experience and understanding in using sound recordings to promote wellbeing?
3. What evidence can the candidate supply of previous similar work, including both working with sound recordings and an understanding of the concept of wellbeing?
4. How well has the applicant structured their delivery plan in order to successfully achieve the required work to the budget and timetable required?
5. Would the applicant bring added value to the contract?

The successful applicant will be contracted to the University of Sussex to deliver the project.

If you would like to discuss the project and the brief before making an application, please email esther.gill@sussex.ac.uk with any queries or to arrange a time to talk. Please note, she will be on leave from 31st March to 12th April and will not be able to answer questions during this time.