



REQUEST FOR PROPOSAL

Call for Curator for 2020 Urban Month

Project Code: 200.004 | August 2020

Close date: 13 August 2020

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Background and context

October is a month that has typically concentrated several local and international urban programmes, including

- South Africa's annual Urban Conferences
- UN-Habitat's World Cities Day celebrations (31 October)
- SA National Transport Month
- World Urbanism / Town Planning Day (8 November)

For the past 3 years (since 2017), the SACN, in partnership with the Departments of Cooperative Governance and Human Settlements, the National Treasury, and the South African Local Government Association, have hosted the annual Urban Conference. In the wake of the COVID-19 pandemic and the need for the urban conversation to extend to a broader set of societal actors, the Urban Conference will be hosted virtually. The aforementioned partners are joining up with a set of dynamic, fraternal organisations to conceptualise a novel, month-long virtual public engagement series around city development and innovation.

The content is envisaged to include virtual exhibitions, webinars, workshops, simulations, tours, media events, and even parties! The intention is to deliver value in the form of both products/collateral and spaces/platforms, spanning from serious, formal content to more emergent and playful / speculative programming. There will be a consistent focus on interactivity, accessibility, documentation / dissemination, and the development of designed artifacts that have even broader reach and impact. This Urban Month (with the working title: CiviCities) will be vibrant, filled with multi-format, multi-audience activities themed around cities, society and digital innovation. We aspire to host a well-curated series of creative, open and inclusive activities.

Description of Project

SACN is seeking to secure the services of a curator and manager to develop, coordinate and implement CiviCities Month in October 2020.

The Curatorship would include:

- Working with the core team to refine the conceptualisation and vision/principles of the month
- Determine appropriate innovative and dynamic approaches and platforms for execution of the event
- Help to identify, mobilise/recruit and secure/contract the partners, resources and content to actualise the plan / calendar
- Creative direction
- Coordinate and prepare all stakeholders
- Communications planning
- Project / event management
- Ensuring in-process and terminal evaluation
- Reporting and interfacing with the Client and a steercom

Deliverables:

- **24 August 2020:** Inception report and detailed workplan
- **30 August 2020:** Draft October programme for partner review/approval
- **September 2020:** Weekly progress updates
- **1-31 October 2020:** Implementation and curation of the month

- **15 November 2020:** Evaluation report and final handover of materials

Expectations / Terms:

- Curator will bring on necessary team and resources for delivery / management / admin
- Curator is immediately available due to project's urgent timelines
- Client is available to provide support within means and reason
- Focus on broader impact and useful, reusable artifacts
- Combining dynamic, experiential formats and new media tools with a rigour in content and professionalism
- Experimentation, but with responsibility, evaluation and documentation

Timeframe and Budget

The curation work should begin in August 2020. We estimate an effort level of about 30 - 40 person days by an expert resource or team (to guide budgeting).

Proposal submissions

Interested parties should prepare a short proposal response outlining their:

- Proposed approach,
- Costing and budget (rates must be indicated, and amounts VAT inclusive),
- CV, highlighting any examples of relevant work and references, and
- Indicating any assumptions or limitations.

Applicable Terms & Conditions

This contract is subject to a principal agreement between SACN and DCOG, the latter being the funding partner. SACN reserves the right not to award this contract, and the right to renegotiate its terms, subject to circumstances and adequacy of submissions.

Closing date

Submissions should be sent to Sadhna Bhana sadhna@sacities.net by COB on 13 August 2020.

Successful applicants will be notified within 5 business days.