**Specification**

We are looking for an organisation or publishing professional to provide consultancy services to the Department for Education to advise on key points in the process to commission production, publication, and distribution of a book to commemorate the Queen’s Platinum Jubilee.

The role can be home based as meetings are expected to be conducted remotely via MS teams.

**Background**

The Queen’s Platinum Jubilee, marking the monarch’s 70 year reign, will be celebrated in June 2022. As part of its contribution to this, the Department intends to commission production of a commemorative book to be given to every primary school child in the UK. We require expert advice at key points in the process to ensure that we set out suitable specifications of our requirements to enable potential publishers to provide good quality bids; and also to ensure that we identify and mitigate key risks, issues and effectively project manage the process, while maintaining a positive working relationship with the contractor and other stakeholders with an involvement in the project.

**Required services**

The potential contractor is expected to build strong working relationships with the Department’s Policy and Commercial leads and with the main contractor to understand, manage and successfully deliver business objectives. The main responsibilities include:

* gaining an understanding of the Department’s objectives and requirements for the project;
* supporting in the Department’s procurement of a suitable contractor, by advising on the development and drafting of a specification of requirements which will enable potential publishers to provide appropriate bids in response to an Invitation to Tender;
* assisting in the evaluation of bids to ensure that they meet the Department’s requirements and objectives;
* assisting in developing and monitoring a project plan to ensure successful delivery on time, to the required quality and within budget;
* we expect the potential contractor to have an understanding of the end-to-end publishing process i.e. from commissioning a book to its distribution.

**Proposed contract arrangements**

* Standard DfE Terms and Conditions.
* Payment will be made monthly in arrears.
* Services are required for 35-39 days at a maximum day rate of £500.00, any additional days required would be paid at the same rate. No travel expenses will be paid.

**How to apply**

The contract will run from June 2021 to June 2022. Potential contractors are to provide a proposal setting out:

* extensive experience and an excellent understanding of the publishing industry and book publishing in particular (essential);
* a broad view of the market and up-to-date knowledge of best practice technical solutions and workflows (essential);
* experience of managing similar projects (essential);
* ability to work with a range of stakeholders with an interest in the product (essential).
* The day rate that would be applicable.

Please submit your proposal to jubilee.commemoration@education.gov.uk by 12:00 hours on 4 June 2021 quoting the reference ‘Proposal for Jubilee Consultancy Service’**.**

* Proposal should be maximum two A4 pages with font size being a minimum of 10.
* CV should be maximum three A4 pages with font size being a minimum of 10.