



CALL FOR A DESIGN TEAM

For Malta's participation at the
LONDON DESIGN BIENNALE 2023

Issued by:
Arts Council Malta

Issue Date: 3 FEBRUARY 2022

Submission Date and Time:
6 APRIL 2022 at noon (CET)

SECTION A: **DEFINITIONS AND INSTRUCTIONS**

Arts Council Malta

Arts Council Malta is the Commissioner and the Contracting Authority of Malta's participation at the London Design Biennale 2023. The Commissioner/ Contracting Authority is being referred to herein as '**Arts Council Malta**'.

Call for a Design Team

The Call for a Design Team for the Malta Pavilion at the London Design Biennale 2023, is being referred to herein as a '**Call for a Design Team**'.

Design Teams

Design Teams may be composed of architects, designers, project managers, artists, curators, curatorial assistants, researchers and related roles as required by the project. Applicants are being referred to herein as '**Design Teams**'.

Response to this 'Call for a Design Team' is to be submitted **online** by not later than **06 April 2022 at noon CET**

(please see full details under '6) Submission Instructions' below)

Late submissions will not be accepted and will be deemed ineligible.

All submissions will be acknowledged and will be dealt with in the strictest confidence.

SECTION B: **GENERAL INFORMATION**

1) Purpose

Any information received in response to this 'Call for a Design Team' will assist Arts Council Malta in finalising the scope of work and requirements which will be used in the selection of the winning proposal. Submitting a response to this 'Call for a Design Team' is not a guarantee in any way that the applying Curatorial Team will be selected for the shortlisting and the pitching session, nor does it preclude any of the applicant Curatorial Teams from responding to future procurement opportunities.

The issuance of this 'Call for a Design Team' does not constitute a commitment to issue a request for bids, award a contract or pay any costs incurred in preparation of a response to this 'Call for a Design Team'.

2) Issuing Office

The issuing office, being Arts Council Malta, is the point of contact for this 'Call for a Design Team'. Please refer any inquiries or requests for clarifications to: Arts Council Malta, by sending an email to: londondesignbiennale@artscouncil.mt

Any clarifications and addenda/updates regarding this 'Call for a Design Team' will be published on Arts Council Malta's website: www.artscouncil.mt. Any requests for clarifications may be sent to Arts Council Malta up to five days before the deadline of this 'Call for a Design Team'.

3) Design Teams Presentations

Arts Council Malta may request the 'Design Team' to provide a presentation on the information provided in response to this 'Call for a Design Team'. All costs associated with such presentations will be borne by the Design Teams.

4) Confidentiality and the 'Call for a Design Team' Ownership

This 'Call for a Design Team' is both confidential and proprietary to Arts Council Malta and Arts Council Malta reserves the right to recall the 'Call for a Design Team' in its entirety or in part.

The Design Teams shall not include or reference this 'Call for a Design Team' in any publicity without prior written approval from Arts Council Malta. The Design Teams accept all of the foregoing terms and conditions without exception. All responses to the 'Call for a Design Team' will become the property of Arts Council Malta and will not be returned.

5) Disclosure of Proposal Contents

Cost and price information provided in information proposals will be held in confidence and will not be revealed or discussed with competitors, except to the extent required by law.

All other material submitted becomes the property of Arts Council Malta and may be returned only at Arts Council Malta's discretion. Information proposals submitted to Arts Council Malta may be reviewed and evaluated by any person other than competing Design Teams at the discretion of Arts Council Malta.

6) Submission Instructions

Follow these steps to apply

- a) Read this document very carefully
- b) Log on the online application system on: <https://funds.artscouncilmalta.org/app/login>
- c) Create your profile with Arts Council Malta by clicking on 'Register' and filling in the details
- d) From the 'Open Calls' section, select the online application for this Call
- e) Follow the instructions step by step. Fill in all the required information from the online application including the budget and attach the supporting documentation
- f) Submit the application. You should be receiving an automatic acknowledgement by the system. If you do not receive such a notification, contact us on londondesignbiennale@artscouncil.mt.

SECTION C: **DESCRIPTION OF THE CONTRACTING AUTHORITY AND BACKGROUND INFORMATION**

1) Arts Council Malta

Arts Council Malta, under the auspices of the Ministry for National Heritage, the Arts and Local Government, has been entrusted to act as the Commissioner and the Contracting Authority of Malta' participation at the London Design Biennale 2023. Arts Council Malta is the national agency for development and investment in the cultural and creative sectors.

2) The London Design Biennale

London Design Biennale is an international exhibition and thought leadership programme featuring world leading design innovation and creativity from countries across the globe. The event reveals the potential of design to respond radically to changing social and environmental needs, its contribution to the world economy and its power to drive change and find solutions for the benefit of all.

Launched in 2016, with successful editions in 2018 and 2021, the exhibition asks participants to present compelling ideas from a diversity of viewpoints and across a broad range of design disciplines.

The London Design Biennale is held in the historic Somerset House, one of the UK's finest and most beautiful 18th century buildings and is of international historical and architectural importance. The beautifully restored galleries at Somerset House provide participants with the opportunity to display their work in one of London's leading venues.

The fourth London Design Biennale will take place from 1-25 June 2023. Each Biennale edition invites participants to respond to a universal theme set by the Artistic Director.

3) Malta's Installation

Malta's Installation needs to take into consideration the actual public outdoor space in which it will be set up. It will be a site-specific, free-standing artistic installation which is immersive, interactive, and sustainable, as these are key criteria the London Design Biennale would be looking for in all projects. Artists/designers are welcome to experiment with unconventional display and exhibition formats.

It will occupy the centre of the Edmond J. Safra Courtyard at Somerset House. This outdoor space forms the striking centrepiece of the London Design Biennale and is likely to attract major media interest. The measurements of the fountain at the centre of the courtyard, where the Malta Installation will be located measures 38,215mm x 17,474mm, as is shown on <https://www.artscouncilmalta.org/files/uploads/misc/Courtyard%20with%20fountain%20dims.pdf>.

Design Teams are encouraged to use these measurements as a guideline to inform their concepts, and to note that the final footprint of the Malta installation could be larger, depending on the location of other outdoor installations and the position of the mandatory fire route.

There are likely to be other Country installations in the exterior of the Courtyard space, up to a maximum of 4.

The Courtyard fountain will be deactivated for the duration of the London Design Biennale, unless otherwise requested by the Malta Design Team.

Plans and technical details relating to exhibiting in the Courtyard can be found on:
<https://www.artscouncilmalta.org/files/uploads/misc/Courtyard%20with%20fountain%20dims.pdf>.

The Courtyard is open between 08:00 - 23:00; therefore, the Malta Installation will be accessible beyond the opening hours of the Biennale and will be experienced by visitors at both daytime and night-time. These include not only visitors to the Biennale but also general public who live, work or pass through the area.

Exhibitors should take into consideration the Health & Safety implications of displaying at scale in an outdoor, public setting, as well as considering weather-proofing requirements. The Courtyard is publicly accessible, free of charge, to all (not only those visiting the Biennale) and attracts a larger and more diverse audience than the interior displays. This aspect should also be considered from a Security/invigilation and interpretation perspective.

Basic security and invigilation are provided for the Biennale as a whole. Installations that require additional staffing to operate will incur extra staffing/security costs.

The London Design Biennale shall provide guidance and support throughout the design development phases, as well as technical assessment of the exhibition project with regards to the unique requirements of exhibiting at Somerset House/a listed building.

The London Design Biennale, in collaboration with Arts Council Malta, will act as a liaison between the Malta Installation and the Venue and may make introductions to UK-based fabricators and contractors.

Further support and benefits provided by the London Design Biennale, including exhibition signage, catalogue and online credits and PR campaigns are detailed in the 2023 Prospectus:
https://www.artscouncilmalta.org/files/uploads/misc/LDB23_Prospectus_compressed.pdf.

4) Theme

The theme for the London Design Biennale 2023 will be announced in early 2022 and all exhibitors are expected to respond to the theme. You are advised to check the London Design Biennale website for the most up to date information.

In addition, applicants should consider the UN Sustainable Development Goals which are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including poverty, inequality, climate change, environmental degradation, peace and justice. As outlined in its draft Strategy 2025, Arts Council Malta will be basing its public investment in line with the UN SDG's.¹

¹ <https://www.artscouncilmalta.org/pages/the-council/strategy-2025/strategy-2025/>

Malta's candidacy to serve on the UN Security Council 2023-2024 will also be a "crucial opportunity for Malta to contribute, in no small way, towards the achievement of peace and security" with its mandate based on the three pillars of "security, sustainability and solidarity".²

5) Set Budget

The allocated budget for the Design Team to successfully deliver Malta's Installation at the London Design Biennale is EUR 100,000 and will be secured by Arts Council Malta. Please also refer to Section D (3) below.

6) Design Team Requirements

- The call is open to Design Teams with a strong local and international track record;
- While multi-national Design Teams are encouraged,
 - The lead applicant must be a Maltese citizen; or be in possession of a Malta residence permit; or of a Maltese citizenship certificate; or of a Maltese passport.
 - In the case of a company or a foundation, the entity must be registered in Malta with the Malta Business Registry and be in possession of a most recent Good Standing Certificate of Registration.
- The Design Team must also include the roles of project manager and curator;
- The Design Team can include artists, architects, designers, researchers, curators, curatorial assistants and any other related roles as required by the project;
- The Design Team shall be answerable to Arts Council Malta;
- Following the announcement of the selected Design Team, the team will be requested to attend regular update meetings with Arts Council Malta, and any changes or additions to the submitted proposal need to have the approval of Arts Council Malta.

7) The Design Team shall be responsible for:

- Appointing a project manager, who will be a crucial part of the proposed Design Team. The project manager will be working very closely with the curator and the rest of the team on the logistics, the administration, the fundraising, the accounting, co-ordination, organisation and production management of the Malta Pavilion, and any other requirements for the successful delivery of the installation;
- Delivering the concept, design, production and execution of Malta's installation, including but not limited to any materials, equipment, lighting and other technical requirements to produce and deliver the project;
- Selecting the installation to represent Malta at the London Design Biennale;
- Handling the communication and contracts with the selected artist/s and/or architect/s and/or designer/s, including any ancillary intellectual property agreements with third parties;
- Renting and co-ordinating the space for the mock-up of the Malta Installation, if needed, prior to its transportation to Somerset House in London;
- Purchasing the insurance and the transportation service of all objects and materials required for the Malta Installation;
- Making travel and accommodation arrangements for the Design Team in London;
- Setting up and dismantling of the Malta Installation as determined by the rules and regulations of the London Design Biennale;

²https://foreignanddeu.gov.mt/en/Embassies/Pr_New_York/Documents/MFEA%20UNSC%20Brochure.pdf

- The Design Team shall be expected to participate in media interviews and any promotional activities;
- Assisting and supporting marketing, PR requirements and communications as required by Arts Council Malta;
- Documenting and advertising the Malta Installation through social media in liaison with Arts Council Malta's communications team;
- Attending Vernissage days (the Biennale's launch days) in London to promote the exhibition to the press and lead tours;
- Demonstrating that they have a history of working collaboratively on significant projects;
- Nominating a main contact person from the Design Team, and providing telephone and email contact details;
- Any other requirements for the successful delivery of the exhibition.

SECTION D: **DETAILS OF INFORMATION REQUESTED**

PROPOSALS

Proposals are to be submitted **online** as explained in page 4 under '**6) Submission Instructions.**'

They also need to include the following information:

1) Exhibition Concept

- The proposed concept of the installation;
- Supporting designs/imagery/sketches;
- Prototype/model;
- Clarity on who the selected artist/designer/architect(s) is/are and the installation to be exhibited;
- The proposed timeline;
- Any other information relevant to and required for a better and comprehensive understanding and evaluation of the submitted proposal.

2) Design Team

- Clarity of the roles of each member of the Design Team, including the details of any additional team members who will be involved in the project e.g.: technical assistants, project managers and administrators, curatorial collaborators and installation designers;
- An organisational chart for the team members showing clear reporting lines and division of responsibilities amongst team members;
- A full curriculum vitae for each team member including that of the curators, artists architects, designers and members of the project management team, highlighting previous experience in similar high-profile, international projects, as well as the capacity to undertake an exhibition of this international significance.

3) Budget

A draft budget breakdown detailing how the budget will be allocated. This needs to include the following:

- the proposed fees for each member of the Design Team;
- installation production costs including materials, fees for specialist labour, etc.;
- estimated freighting costs (during production phases and getting the work to and from London);
- insurance costs;
- costs for mounting and dismantling of the exhibition;
- travel and accommodation expenses for the design team members in London;
- any other expenses.

If additional budgets are required, the proposal shall also include how these will be sourced by the design team, through private sponsorship as required in response to their submitted proposal. The

proposal needs to also indicate a strong track record on how additional resources in similar projects were sourced.

4) Evaluation Process

The call is competitive. Submitted proposals will be initially screened for eligibility, after which, the eligible candidates will be shortlisted and then further assessed by a board composed of international and local experts, purposely appointed and chaired by Arts Council Malta. All applicants will be notified by email of the results and the shortlisted applicants will be invited to pitch their project and discuss it in further detail during an interview with the jury panel to clarify any information submitted as required.

a) Shortlisting

The evaluation board will meet during an initial evaluation in which all the eligible applications will be discussed. All applications will be given a score and those scoring 60 marks and higher will be shortlisted. The shortlisted applications will be invited to attend a pitching session.

All applications including those that are not shortlisted will receive the official result notification.

b) Pitching

The aim of the pitching session is to create an opportunity for applicants to further present their projects to the evaluators. The project applications would already have been reviewed by the evaluators before the pitching session.

During the session, the applicants have the opportunity to present comments, latest insights, and additions to the already submitted project description. Applicants will also further discuss the budget and further negotiate with Arts Council Malta the amounts presented. The maximum amount cannot exceed EUR 100,000.

The pitch can be presented in a variety of formats, including, but not limited to visual aids, PowerPoint presentations, audio, etc., and should not be longer than 20 minutes. During the pitch, applicants are expected to explain the project's artistic vision and communicate how the project will be implemented as well as go into detail on the roles of each team member. This pitch will be followed by a Q&A session with the evaluation panel.

c) Criteria

The jury panel shall be guided by the following criteria throughout the process leading to the final selection:

Criterion 1. Exhibition Concept (40 marks)

This criterion considers the artistic idea(s) of the proposal and the relevance of the concept with regards to the theme set in this open call.

- What is the design concept? **(15 marks)**
- How is the concept referring to the theme? **(10 marks)**

- How do you intend to develop the proposed design concept into an installation which is interactive, inspiring, thought provoking and experiential? Give an overview of the selected installation of the proposed project. **(15 marks)**

Criterion 2. Design Team (40 marks)

This criterion considers the level of commitment, the track record of all team members, as well as the proposed plan to deliver and achieve the aims targeted. Applicants are to include timeframes, workplan with collaborators involved, the skills and track record of the individual/group managing and participating in the project, their role(s) within the project, possible risks envisaged and contingency plans, health and safety measures, especially in view of the COVID-19 situation.

- In what way(s) do you, as a team, intend to lead to a level of artistic excellence in the delivery of the proposed concept? **(20 marks)**
- Explain the strengths and merits of the artist(s)/designer(s)/architect(s) whose works you are selecting for the Malta installation, with a particular focus on their track record. Are they considered by the sector to be at the “top of their game?” **(20 marks)**

Criterion 3. Budget (20 marks)

This criterion considers how well planned and realistic the presented budget plan is. To make a stronger case in terms of this criterion, applicants are required to provide quotations where possible, to substantiate the budget items.

- Is the project budget and logistics well planned and realistic? Is the project likely to achieve its ambitions and meet its targets? **(20 marks)**

5) Eligibility

Proposals with missing information, as specified in this call in the section under “PROPOSALS”, will be deemed ineligible (i.e. proposals with, for example, missing curriculum vitae or with a missing budget forecast will be deemed ineligible.)

6) Response Format

Responses are to be straightforward, clear, concise and specific to the information requested. In order for submissions to be considered complete, Design Teams must provide all the requested information mentioned in this document as well as any other comments, observations or suggestions which may potentially assist Arts Council Malta in shortlisting the applicants.

7) Complaints procedure

Filing a complaint will not affect your chances of receiving support from Arts Council Malta in the future. All complaints will be treated with confidentiality.

a) Grounds for complaints

Applicants can make a complaint regarding procedural anomalies and irregularities during the submission and evaluation process in terms of the procedures stipulated in these guidelines and regulations. Complaints cannot be made concerning:

- The Arts Council's or the Government's policies and procedures.
- The merits of the application in terms of the criteria stipulated in these guidelines and regulations.
- Only applicants may file complaints concerning their project.

b) Filing a complaint

Complaints must be made in writing and must be as clear as possible. The complaint must state the grounds and the reasons for the complaint, providing a detailed explanation and justification supported by relevant documentation or testimonials as to why the complainant deems that irregularities were committed in the procedure/s stipulated in this call or in standard good governance rules and regulations governing the public sector. The decision at the end of the complaint process shall be final. Complaints need to be made to the Director of Funding and Strategy, Arts Council Malta, within five (5) working days of receipt of your result. You will normally receive a reply to your complaint within ten (10) working days.

In case you are not satisfied with the reply, Arts Council Malta will convene a Board that will discuss your complaint further. If you approach our complaints procedure, then you are accepting that we can use information about your project to address the complaint. The decision of the Board is final.

Clarifications and FAQs

For Clarifications and FAQs, potential applicants should refer to the Arts Council Malta website or send an email to londondesignbiennale@artscouncil.mt

SECTION E: LOCATION FOR THE MALTA INSTALLATION





Images of the courtyard at Somerset House in London showing installations from previous editions. Images courtesy of the London Design Biennale.