

## Invitation to tender

### 'Looking Forward' Commission for Rudheath and Witton (RWT) Big Local

**Leading the development and creation of our 'Phase Three Plan'. This will be achieved through interpretation of our evaluation findings, alongside a programme of community consultation and a 'summit event'.**

**Available budget £7,650**

#### **Background**

The Rudheath and Witton Together Partnership is part of the national Big Local programme, managed by Local Trust on behalf of the Big Lottery <http://localtrust.org.uk/>

Big Local is an exciting opportunity for residents to make a lasting positive difference to their communities. It aims to empower residents to make their own communities and neighbourhoods even better places to live, by bringing together all the local talent, ambitions, skills and energy from individuals, groups and organisations. Big Local is resident led – local people are given control of investing a minimum of £1million over 10 years to help improve the quality of life for those living in their community.

Rudheath and Witton Together is the Partnership (or community Board) overseeing the delivery of Big Local in the area, and comprises residents and partner organisations and stakeholders.

The Partnership commenced delivery in 2013, running a 'Phase one' programme of projects, activities and events in response to local demand identified through extensive public consultation.

After reviewing the successes and challenges of Phase one, the Partnership commissioned a 'Community Summit' in July 2015 to refine the programme, and five key themes of programme activity were identified as future priorities. These themes formed the core of our second (current) RWT delivery plan which runs from May 2016-April 2018.

We feel that the summit was an effective way of gathering information from our partners and stakeholders, and are keen to repeat this activity, although we are open to suggestions on other possible options.

We will commission an independent review and evaluation of Phase two, and the findings of this work will be used to inform our future delivery, alongside a bespoke programme of local consultation.

Our aim is to create a delivery plan for 'Phase three', which builds on the successes and lessons learnt during previous years, and which sets out an ambitious yet realistic programme of future delivery.

#### **Big Local outcomes**

It is important that our delivery on the ground fits within four programme outcomes for Big Local:

1. Communities will be better able to identify local needs and take action in response to them.
2. People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
3. The community will make a difference to the needs it prioritises.
4. People will feel that their area is an even better place to live.

#### **Suggested activity and possible time allocation**

**This is for guidance and subject to change according to delivery needs.**

- **Setting out and familiarisation. Two days**

You'll probably need to spend some time in the area, and meet with the RWT project manager in the first instance. We'll give you an overview of where we started and the journey we have been on, and how we came to create our current plan which sets the direction for our delivery on the ground.

We will discuss the findings of the evaluation of our Phase two programme, and the implications of this, in particular the recommendations made in terms of how we will record and measure our impact. We will also discuss our funding strategy and how we want to approach financing projects.

We will provide all necessary contact details and introductions, and will help co-ordinate activity so as to maximise time available.

- **Creation of a consultation plan. One day**  
You will be responsible for driving/leading the consultation work, so we will be keen to see a properly targeted plan for this as a priority. This will need to include a planned timetable and aspirational timescales, as well as detail on how you will capture and record information.  
We are happy for this to take whatever form you suggest, however there are some key groups who we wish to feed into the consultation at an early stage, and we will provide details of these stakeholders.
- **Discussions with members of the RWT Partnership Board. One day**  
We need to establish their views and ideas in the first instance, what they feel should be prioritised and their suggested approach to the creation of the plan. Depending on your approach it may be that particular members of the group wish to have a greater involvement in elements of the plan development, this will need to be agreed.  
You will need to identify an appropriate format to facilitate an open and honest debate which ensures everyone is given the opportunity to feed back fully.
- **Implementation of consultation plan. Five days**  
Actively engage with project leads and local residents as per consultation proposal, potentially including co-ordinating others to undertake specific elements. This includes targeting any RWT volunteers, either linked to specific projects or to the Big Local programme as a whole.
- **Organise and facilitate a stakeholder event or 'summit' Up to six days**  
This will be aimed at organisations and community groups, as per the consultation plan, and should target our wider network, including stakeholders (in particular local residents) who aren't presently engaged with the RWT programme, enabling us to gather their input. This includes all planning time, as well as writing up findings.  
Note that all expenses specifically relating to the event (such as venue hire, marketing etc) will be met from a separate budget, however you will be responsible for organising these.
- **Writing the plan. Up to 5.5 days**  
Collating and interpreting findings, making recommendations and producing a final document. This must include a focus on how we will record and measure our impact which picks up on the recommendations outlined in the evaluation of our phase two programme.

Includes engaging the Partnership in the development, it is anticipated the group will wish to see a draft version as a minimum, but there may be scope for the group to input into the creation at an earlier stage.

The plan itself doesn't necessarily have to be a document, there is scope to devise an accessible, interesting format and we would be interested in your suggestions for a more user friendly format. Note that there may be a need for specialist advice or input from other parties with specific expertise, such as around social investment. Support for this would be provided by the RWT project manager and Big Local Rep, with any costs met from a separate budget.

- **Formal review and approval by the Partnership. One day**  
This includes agreeing any changes or revisions, and next steps.

- Ongoing co-ordination. **Two days**  
The RWT project manager will be responsible for overseeing the delivery of the contract, and will be the point of contact throughout. Time will need to be set aside for keeping in touch to ensure the work is on track, and for any support required.

### **Summary**

Setting out. **Two days**

Consultation plan. **One day**

Partnership Board. **One day**

General programme of consultation. **Five days**

Stakeholder event. **Six days**

Writing the plan. **5.5 days**

Final approval. **One day**

Ongoing co-ordination. **Two days**

Contingency. **Two days**

**Total estimated time required 25.5 days**

### **Budget**

**Total budget available £7,650**

Your budget should include:

- Any professional fees and expenses
- Any professional indemnity, liability and public insurances that may be required.
- All administration costs
- VAT if applicable.

Interested parties are invited to express their interest by **SUNDAY 4<sup>TH</sup> MARCH 2018**

If you are interested in applying please provide us with:

- Recent CV
- An example work programme detailing how you might approach the project initially, with an outline timetable.
- Any examples of similar work for other organisations or communities.
- Evidence of Public Liability and Professional Indemnity Insurance, if appropriate.
- Details of safe guarding and child protection processes, if appropriate.

It is expected that shortlisted candidates will be invited for interview from **week commencing MONDAY 12<sup>TH</sup> MARCH 2018**

**We would then like delivery of this project to commence as soon as possible.**

The RWT programme is co-ordinated by Groundwork CLM.

Fiona Cowley will be the contact for this project. If you would like any further information or have any queries you can contact Fiona on [Fiona.cowley@groundwork.org.uk](mailto:Fiona.cowley@groundwork.org.uk) or 01606 723160

\*Please note, we are also looking for someone to lead on the evaluation of our Phase Two plan. This is being let as a separate opportunity, but we would be keen to hear from applicants wishing to undertake both pieces of work.