

**Two Ridings Community Foundation
Request for quotation: Inclusive Engagement, Funding and Leadership -
Tender**

Deadline for Request for Quotation: 12.00 noon 19 April 2021

1. Introduction

Two Ridings Community Foundation wishes to engage suitably qualified organisation/individual/consortia to tender for three separate but aligned strands of work related to improving the understanding, reach and support to culturally diverse communities in the Two Ridings/Humber Coast and Vale ICS area.

These strands are:

- **Strand 1** – Mapping the diversity of the HCV region and understanding the Black, Asian and Minority Ethnic organisations/groups operating locally
- **Strand 2** – Understanding the barriers to accessing funding from Two Ridings Community foundation facing the Black, Asian and Minority Ethnic organisations/groups operating locally. Making recommendations on removing these barriers through informing and changing Two Ridings processes
- **Strand 3** - Facilitating and supporting increased access to HEY Confident Futures Leadership programme from leaders from culturally diverse communities in Hull and East Riding

A tendering organisation may submit tenders to deliver all or some of the strands.

Due to the nature of the work tenders are particularly welcome from qualified organisations/individuals led and/or delivered by people of colour with relevant expertise in providing similar contracted services.

The contractual relationship will be with Two Ridings Community Foundation, but the contractor will be required to provide a report on strand 1 to the Humber Coast and Vale NHS VCSE Strategic Leadership Group.

2. Background

Two Ridings Community Foundation is a charity that provides grants & support - to grassroots groups improving lives and communities in North & East Yorkshire - from funds that it maintains and administers on behalf of multiple donors.

The Voluntary, Community and Social Enterprise Leadership Programme is part of the Humber, Coast and Vale Health and Care Partnership which is in place to support the health and wellbeing of people. The VCSE programme looks specifically to influence and ensure greater collaboration between the partnership and the VCSE sector as one of the key strategic partners. The VCSE has a role to play in shaping the health system and delivering services to support people in their 'place', the VCSE Leadership Programme is in place to ensure there is connectivity between the work at a system level and at a place level and beyond.

The impact of COVID 19 across the Humber, Coast and Vale Health and Care Partnership has rightly focused attention of the wider health inequalities agenda and specifically the needs of Black Asian and Minority Ethnic communities.

The pandemic has exacerbated inequalities and alongside other global events has shone much needed light on deep rooted systemic racism that exists in this country and beyond.

It is necessary to take positive action and invest more resource to ensure that we have deep understanding of what needs to change.

3. Evaluation

3.1 Aim

The outcomes of this work will support our shared ambitions to:

- Prioritise diversity, equity and inclusion and recognises the value of lived experience in directing our work including workforce planning, volunteering, investment, and strategic planning; and
- Ensure that culturally diverse communities are heard.
- Contribute to wider HCV workforce plans (being developed)

We are looking for suitably qualified organisations/individuals/consortia to deliver the following three separate but aligned strands of work. A tendering organisation may submit tenders to deliver all or some of the strands.

Strand 1: Mapping

Gathering data and information around the current diversity of the HCV region - both population data but also the landscape of community activity – both formal and informal – that is led by and/or delivered to people of colour. This would provide information at the six¹ places and at the HCV system level.

There is also variable information around the type and range of support and development organisations supporting culturally diverse communities, which potentially means that we are collectively not making best use of our existing community assets in developing a joined-up approach to this work. The outcome of this work will be to provide data and information which will benefit the whole Partnership at both a system and place-based level.

Outputs required and timescales strand 1

- A report on the demographic details of the area showing breakdown by ethnicity, including marginalised groups like the Gypsy and Traveller community. This report to show breakdowns by place and across the HCV area. In addition, this report to be available as an interactive tool to allow users to drill down at various level areas to get more insights.
- An assessment of the Black, Asian and Minority Ethnic organisations/groups operating locally, this assessment to include details

¹ York, North Yorkshire, East Riding, Hull, North Lincolnshire & North East Lincolnshire

of group, structure, location, beneficiaries, staffing, volunteers numbers etc to give a sense of capacity and focus – HCV Infrastructure partners will be able to provide some of this information.

- An assessment of their longer-term aspirations and strengths/challenges
- Report within three months of the tender being let

Strand 2: Understanding barriers to funding

Understanding and making recommendations on how Two Ridings Community Foundation can improve its accessibility to applicants from culturally diverse communities across its area of operation.

Areas of understanding to be explored and analysed with recommendations for changes Two Ridings CF could make to engagement, application processes etc., including the following:

- Potentially building on the work of strand 1, what is the current awareness of Two Ridings CF within these groups?
- What are the barriers to groups applying to Two Ridings (and other funders)?
- Are groups accessing infrastructure support? And if so, where? And if not, where would they prefer to get that support from?
- Are groups networked together informally sharing information and support? Anything else of relevance from the inquiry that helps inform and improve what we do and/or assists groups to thrive.

Outputs required and timescales strand 2

- A report outlining the research, with recommendations for action
- Workshops on the outcomes with Two Ridings CF team (staff and volunteers) to share the learning and begin to shape revised processes etc.
- Workshop for others (funders, infrastructure support organisations and the Black, Asian and Minority Ethnic organisations/groups operating locally) to share research
- Report and workshops within five months of the tender being let

Strand 3: Facilitating and supporting increased access to HEY Confident Futures Leadership programme from leaders from culturally diverse communities in Hull and East Riding

This strand is a longer piece of activity, where the contractor would work with the HEY Confident Futures Partnership Manager on a programme of support and activity to increase participation in the programme from leaders from culturally diverse communities in Hull and East Riding.

We wish to address the lack of equity in leadership and enable suitable pathways through HEYCF. We want to offer support to hear the needs of culturally diverse leaders and access the opportunities that others are benefitting from and create new opportunities where necessary.

We want to appoint an associate to the HEY Confident Futures team with lived experience in order to embed this work. This role will assist with recruitment to HEY CF, project evolution (where necessary) and supporting network engagement.

We know this is needed because Black, Asian and Minority Ethnic leaders are not engaging through the same routes as their white counterparts. We have responded by integrating additional contact points, more support to engage, often away from digital methods to enable people to consider taking part in leadership opportunities within HEYCF. We know that this is not enough, nor is it sustainable. We must obtain a much deeper understanding to remove perceived barriers now and into the future. We have accessed additional resource to focus on this work and support ongoing leadership journeys.

This person would also have a lens on ensuring that the programme is accessible for leaders who are disabled and/or have other reasonable accessibility requirements.

Within the value of the tender it is expected that delivery will cover workshops or support some bespoke training sessions

Outputs required and timescales strand 3

- Agreement regarding level of activity over next 24 months to support delivery of outcomes.
- Regular updates on leads and a pipeline of people to sign up to HEY Confident Futures work. [See HEY Confident Futures website](#) for content etc.

4. Management and Expertise

Tenders are invited from qualified organisations/individuals relevant expertise in providing similar contracted services. **Due to the nature of the work tenders are particularly welcome from qualified organisations/individuals led and/or delivered by people of colour with relevant expertise in providing similar services.**

The following are the specific areas of expertise expected of the tenderer by strand:

Strands 1 and 2

- Experience in conducting similar evaluations and a research background.
- An understanding of fund programme management and grant making.
- A strong understanding of the community, voluntary and public sector
- An understanding of the factors affecting culturally diverse communities gained through either lived experience and/or working with or for culturally diverse communities.
- Strong communication, facilitation, analytical and report-writing skills
- Demonstrated capacity to work flexibly and to deadlines.

Strand 3

- An appreciation of the challenges facing leaders in small, community projects
- Strong communication, listening skills and able to facilitate.
- Experience in leadership development and supporting programmes of development
- An understanding of the factors affecting culturally diverse communities gained through either lived experience and/or working with or for culturally diverse communities.
- Demonstrated capacity to work flexibly and to deadlines.

The tender will be managed by Two Ridings CF; day-to-day coordination of the project will be the responsibility of the Chief Executive. Strand 3 work will be led by the HEY Confident Futures Partnership Manager.

Ownership of all resulting materials rests with Two Ridings CF (for strand 2 and 3) or HCV (strand 1) along with decisions on all aspects of publication.

4.1 Project Budget

Project budget for the work:

- Strand 1 - £5000 incl VAT - funded via HCV
- Strand 2 - £4000 incl VAT - funded by Two Ridings CF
- Strand3 - £10,000 incl VAT - Funded by Two Ridings CF

4.2 Timescale

The expected schedule of the project is as follows:

- Commencement of contract: April 2021
- Strand 1 outcome report – July 2021
- Strand 2 outcome report - September 2021
- Strand 3 end of project March 2023

5. REQUIRED FORMAT OF TENDER

All tender documents should comply with the following format:

- The pages of the tender document to be numbered sequentially
- Supporting documents to be cross referenced in the main tender document and attached as an appendix to the main document

6.1 General Information

The following information must be contained within the proposal:

- Name, address, telephone number, email address, and introduction to your organisation and/or Curriculum Vitae of all parties involved in the tender proposal.
- Type of organisation (limited company/sole trader/CIC etc)
- Company or charity registration number (if applicable)
- Name and position of contact person dealing with the contract.
- Details of previous relevant work undertaken
- A statement demonstrating that the tenderer understands each of the strand tasks and proposed outputs.
- Any key assumptions made in formulating the tenderer's approach or in estimating the resources for the assignment

6.2 The Proposal

For each strand tendered the applicant must describe the following:

- Skills and experience
- Methodology
- Timeliness

The table below shows the weighting of the scores for the tender assessment and the word count.

For each strand	Weighting for scores	Word count
Skills and Experience – please provide details of the relevant experience, knowledge and qualifications of staff that will be involved in delivering similar projects	30%	500 words max
Methodology – please provide a method statement setting out how you would approach the tasks. This should include an outline report structure if relevant.	50%	500 words max
Timeliness – how will you ensure you are able to carry out the work to the agreed timescales? Please provide an indicative work plan.	20%	300 words max

Additional information: suppliers wishing to quote for this work are also required to provide the following:

- CVs of each member of the project team
- Examples of similar projects undertaken
- References from similar projects, which will be taken up prior to any tender being awarded

6.3 Financial Information

All costs must be quoted in POUNDS (£). Tenders must cost each element of the work outlined in their proposal and the sum should include staff costs, travel and

subsistence, printing and all other overheads/costs associated with the delivery of the research. V.A.T., where applicable, should be shown separately – but must appear on the proposal. A breakdown of the total cost should be provided i.e., the number of days, daily rates being charged in respect of each individual to be involved in the project etc.

Payment will be phased and linked to progress as follows:

For strands 1 and 2:

- 50% upon signing of contract;
- Final 50% upon receipt of final report and satisfactory conclusion of the overall project.

For strand 3:

- 33% upon signing of contract;
- 33% on confirmation of satisfactory progress being made at mid-way point, or some other point to be agreed with successful tenderer
- Final balance upon receipt of final report and satisfactory conclusion of the overall project.

The figure quoted must be the best and final offer for the award of the contract and must be a single fixed figure quotation. Two Ridings Community Foundation is a registered charity administering publicly donated funds, therefore there is an upper limit on the funding available for an evaluation and quotes received are expected to be competitive whilst being realistic.

6.4 Evaluation criteria

Two Ridings Community Foundation will select the most economically advantageous quotation using the following price: quality ratio:- 40% Price : 60% Quality

Your responses to the questions in 6.2 will be assessed based on the score mechanism shown over

QUALITY ASSESSMENT SCALE		
Tenderers should be aware that when scoring evaluators will be considering the following:		
<ul style="list-style-type: none"> • How well does the Tenderer's response meets requirements? • How well does the Tenderer's response demonstrate a satisfactory understanding of requirements? • Is the Tenderer's response supported by a good standard of evidence? 		
Assessor Score		Rating
5	Significant assurance supported by a robust, comprehensive Tender without any errors / omissions	Excellent
4	Demonstrates overall ability to deliver the requirements with no cause for concern	Good
3	Demonstrates ability to deliver in most aspects but doesn't quite meet the criteria for a 'good' score.	Satisfactory
2	Demonstrates ability to deliver but has a number of omissions which preclude a higher score	Fair
1	Fails to demonstrate overall ability to deliver the Services to an adequate level	Poor
0	Significant shortcomings which raise major concerns for Two Ridings Community Foundation	Very poor

7. Other Terms & Conditions

Two Ridings Community Foundation is not responsible and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits in preparing the tender, post-tender negotiations or interviews.

Nothing in the enclosed documentation or appendices, or any other communication made between Two Ridings Community Foundation and any other party, can be considered a contract or agreement at this stage.

The tender will be evaluated based on a combination of quality and price criteria. Two Ridings Community Foundation reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to Two Ridings Community Foundation is open for acceptance for 60 days from the tender closing date.

If you have any queries regarding this tender please contact:

tenders@tworidingscf.org.uk

General questions raised (without disclosing the source of the enquiry) may be made available to all bidders where they provide clarification of the process or tender requirements.

8. Submission of tender

Responses to this Invitation to Tender should be submitted by email to tenders@twordingscf.org.uk by no later than **12.00 noon on 19 April 2021**. Please use **Inclusive Engagement, Funding and Leadership - Tender** as the subject reference for your email.

Any Tender received after the Deadline shall not be opened or considered. Two Ridings Community Foundation may, however, in its own absolute discretion extend the Deadline and, in such circumstances, will notify all Tenderers of any change.