

One Palfrey Big Local Tender Opportunity

Context:

An exciting research and consultation opportunity to work with One Palfrey Big Local (OPBL) which is one of a 150 communities awarded £1 million each to make their area a better place to live over a 10-year period. Funded by the National Lottery and administered by the Local Trust. One Palfrey Big Local Partnership is a resident led group established to take this work forward with the aim of making Palfrey a great place to live, work and visit.

As the programme enters the second half of its term One Palfrey Big Local is in the process of putting together plans for delivery that will take it through to the conclusion of the programme. Please find attached map and postcode list of the areas of benefit.

Tender Requirements:

OPBLP has identified three key areas around which they are looking to develop their next plan. These are as follows:

- Digital Inclusion
- The environment, green spaces and outdoor spaces
- Young People (5 - 18)

The partnership is looking to commission a Consultancy/Consultant(s) with a proven track record in community consultation and engagement to conduct a programme of research and consultation around each of the above priority themes. We are looking for the commissioned Consultancy/Consultant to provide the OPBL partnership with a written report that details the key community needs around the areas identified together with costed recommendations as to how these can be addressed. This information is required to inform the funding profile for the OPBL plan to be submitted in November 2020.

Tenders should demonstrate evidence and capacity to deliver within the desired timeframe.

Tenders will be considered for each priority area individually by different consultancies or all three priorities by one consultancy.

Consultation needs and requirements:

You will gather the views of local residents and local partners on the three priorities identified by the OPBLP. Your findings and recommendations will be used by the OPBLP to shape their next 2.5-year plan and their costed vision up until 2026. The work will include:

- Understanding the current range of activities and services available to the community around the identified key areas
- Consulting residents around the above priorities and understanding what changes or improvements they would want to see and how that would impact on their lives
- Consulting partner organisations about the priorities and needs (list will be provided)
- Identifying potential new local, regional and national partners/funders
- Consult a minimum of 250 households for each Big Local priority across the Big Local catchment area (postcode and map provided)

- Provide data on those consulted e.g. age, ethnicity, gender and postcode
- Provide a written report and a presentation with costed recommendations to the OPBL Board

The successful bidder will ideally:

- Demonstrate they have knowledge of the local area
- Experience in community and resident consultation and the ability to engage diverse communities of all ages
- An understanding about IT and IT infrastructure
- An understanding about Youth Provisions delivery
- An understanding about the environment, community safety, climate change, litter/fly tipping action and becoming eco-friendly
- Be able to assimilate a range of information into a coherent report and costed plan

Budget:

The budget allocated by One Palfrey Big Local for this work is up to £5,000 for each priority including VAT and expenses. The contract agreement will be between the successful candidate(s) and One Walsall, the Locally Trusted Organisation for One Palfrey Big Local.

Next Steps:

If you meet all the above criteria and are interested in taking on this project, follow the steps below:

Please send the following information to Arfan Zaman at arfanz@onewalsall.org:

1. An outline of your methodology (no more than three sides of A4), to include your budget for undertaking the work. Include which of the themed area(s) (Digital Inclusion, Environment and Young people) you are applying to deliver against and what your experience of this area(s) is.
2. Company profile and CV of relevant staff, highlighting relevant experience, as listed above.
3. A summary/example of relevant community consultation projects recently delivered (No more than one side of A4).

You should direct any questions that you have about the project to our Programme Delivery Officer, Arfan Zaman at arfanz@onewalsall.org.

Timescales:

Deadlines for applications:	Friday, 25 th September 2020
Interviews (if required):	29 th Tuesday / Wednesday 30 th September 2020
Informing successful candidate(s):	Thursday, 1 st October 2020
Introduction and work start date:	Monday, 5 th October 2020
Interim meeting with OPBL:	Thursday, 15 th October 2020
Report submission date:	Monday, 9 th November 2020 by 10am
Presentation to OPBL:	Wednesday, 11 th November 2020 @ 5pm

