

Tender Brief

Title of Project	Neighbourhood Development Officers (Urban Neighbourhoods)
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Summary

Great Yarmouth Borough Council in collaboration with partners of the LSP is developing a grass-roots approach to the delivery of Working Neighbourhoods Fund and Community Cohesion Fund. To enable the effective delivery of these grant streams, along with other activity identified in the Sustainable Community Strategy a robust framework of community engagement needs to be embedded within the LSP. Significant work has been undertaken by the Community Empowerment Network and a range of voluntary and public sector organisations over the last five years. Recent work has been undertaken within Great Yarmouth's LSP to develop a locality working approach to the delivery of services. With the launch of the Sustainable Community Strategy and a refreshed LSP geared up to tackle new and emerging agendas around worklessness, skills and cohesion community engagement, activity needs to be seamless, complementary and of high quality.

It is the intention of Great Yarmouth Borough Council to develop a collaborative approach with third sector organisations in providing new forms of community development and voluntary sector development support across the borough.

This brief outlines one element of the proposed arrangements relating to the roll-out of locality working.

Project Focus

The Neighbourhood Development Officer (urban) includes two substantive posts funded until 2011 as part of new locality arrangements and one post initially funded until March 2010 with the potential to merge into a locality post in 2011. Organisations are invited to bid for one, two or all of these posts.

2 x Neighbourhood Development Officers- Magdalen / Southtown and Cobholm (full-time until March 2011)-

Each contract is worth up to £56,000 including all costs (October 09-March2011)

- To work as a multi-agency neighbourhood team focusing on the Magdalen Estate or Southtown and Cobholm, headed up by a Neighbourhood Manager.
- To lead a co-ordinated approach to community information, consultation and engagement in each neighbourhood and support this function for other renewal programmes operating in the area.

- To work with local residents, community groups and other organisations to develop community-led projects and activities, particularly in relation to community cohesion and reducing worklessness.
- To support community events and activities which aim to engage residents who have not previously engaged.
- To support residents to get more involved and link into services and activities operating in each area.
- To support capacity building to enable residents to get more involved in decision-making.

1 x Neighbourhood Development Officer- North Yarmouth and Gorleston (initially until 2010 but extending to reflect the neighbourhood arrangements up until 2011)

- To work across the neighbourhoods of North Yarmouth and Gorleston, targeting the areas of greatest deprivation.
- To lead a co-ordinated approach to community information, consultation and engagement in each neighbourhood.
- To work with local residents, community groups and other organisations to develop community-led projects and activities, particularly in relation to community cohesion and reducing worklessness.
- To support community events and activities which aim to engage residents who have not previously engaged.
- To support residents to get more involved and link into services and activities operating in each area.
- To support capacity building to enable residents to get more involved in decision-making and prepare for future locality working arrangements.

Ways of Working

- The organisation(s) should be familiar with joint tasking arrangements.
- The organisation(s) should work within the National Occupational Standards Framework for Community Development
<http://www.fcdl.org.uk/publications/documents/nos/StandardsSummary%20feb08.pdf>
- Staff will be suitably qualified in an associated field and have 3 years relevant experience.
- The organisation(s) will have complete employers liability insurance and other duties necessary for the employment of staff.
- The organisation will provide quarterly reports to Great Yarmouth Borough Council and review meeting will be held after the first six months.
- A partnership approach will be essential to the success of this activity.
- A base for staff will be negotiated at a suitable neighbourhood venue. This will also provide a useful contact point for local residents.
- The organisation(s) will advocate an empowerment approach to working with the community and will be competent in addressing issues of equality and social

<p>justice in the wider community.</p> <ul style="list-style-type: none"> Organisations will also be willing to enhance community involvement in their delivery through providing volunteering and/or work placement opportunities for unemployed local residents should resources become available.
<p>Outcomes</p> <p>Desired links to the “Stronger Communities” theme of Norfolk’s LAA and Great Yarmouth’s Sustainable Community Strategy will be evidenced demonstrating;</p> <ul style="list-style-type: none"> ➤ Increased number of residents getting involved in decision-making. ➤ Different types of residents getting involved. ➤ Residents developing skills and capacity.

Constraints	
Timeframe	Contracts will be awarded from October 1 st 2009 until March 31 st 2011.
Partnership Working	Third sector organisations are encouraged to submit partnership tenders to maximise the role of the third sector. Successful applicants will be required to participate in a two monthly meeting of practitioners and the wider network of community and voluntary sector organisations.
Budget	Detailed budgets will be provided inclusive of on-costs and management fees.

Reporting Back	Quarterly financial and outcomes reports will be provided.
Payment	Payment will be quarterly in arrears. Alternative payment arrangements will be agreed for smaller organisations.

Project is to be delivered in accordance with the following quality expectations / standards / policies / laws	
<ul style="list-style-type: none"> Meet with contractual obligations and ‘ways of working’ outlined in this project brief. Have adequately qualified staff, working to a high level of competency within the Occupational Standards for Community Development. Completed without danger to the reputation of Great Yarmouth Borough Council. Great Yarmouth Borough Council and Great Yarmouth LSP to be recognised in all publicity material produced. 	

How to apply	
Stage 1: Written Bids	
To submit	<p>Interested parties are invited to deliver bids directly to Great Yarmouth Borough Council.</p> <p>Short-listed applicants will be interviewed by a panel of officer and local community members.</p> <p>Partnership proposals will be encouraged. The bid will need to clearly outline; who the lead agency is; how roles will be defined and a partnership approach managed.</p>
Deadline for submission	5pm, Friday 7th August 2009
Limits to the bid	<ul style="list-style-type: none"> • Maximum four pages of A4, Arial font, minimum pt size 12. • No appendices permitted.
Format of bids	<p>All bids for this project must cover;</p> <ul style="list-style-type: none"> • The seven main areas of assessment, outlined in the box below. • Project personnel, length and variety of experience, full price of the activity and whether VAT is applicable to your organisation if delivering this project; • An outline timetable for delivery covering key tasks, and milestones.
Main assessment areas for written bids	<p>Bids will be assessed according to evidence of,</p> <ol style="list-style-type: none"> 1. Understanding of the project focus in your own words, and how the project supports the aims of locality working and furthering community cohesion and worklessness agendas. 2. Understanding of the issues presented to residents living in each neighbourhood. 3. Expertise in the field of community development. 4. Track record in working with residents in an empowering way and challenging forms of discrimination. 5. Track record in partnership working with a range of sectors and interests. 6. Consideration of future sustainability of project.

	7. Proven project management skills and the ability to work within a designated budget and timescale.
To whom bids should be sent	Rob Gregory Service Manager- Neighbourhoods and Communities The Neighbourhood Centre 143 King Street Great Yarmouth NR30 2PQ rg@great-yarmouth.gov.uk
Stage 2: Interviews and Presentations	
Interviews	Will be in August