

## Tender Brief

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| <b>Title of Project</b> | Rural Development Support |
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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 both 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 rural development support projects includes one substantive post to be available to the parished areas of Great Yarmouth Borough until March 2011. Given the rural nature of this work appropriate resource fees of up to £5,250 are also provided to aid community engagement and facilitation.

The project outlines the provision of a post although organisation's are free to propose providing this support in alternative ways.

**1 x Rural Development Worker (full-time until March 2011)- Each contract is worth up to £56,000 + £5,250 resource fees, including all costs (October 09-March2011)**

- To provide development support and funding advice to community groups and Parish Councils in the rural areas in furthering their projects and activities.
- To provide a co-ordinated approach to community information, consultation

- and engagement in collaboration with partners across the rural areas.
- 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 and to identify and support opportunities for service improvements in the rural areas.
- To support capacity building to enable residents to get more involved in local decision-making.

### 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 and have suitable qualified staff.  
<http://www.fcdl.org.uk/publications/documents/nos/StandardsSummary%20feb08.pdf>
- 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 this success of this activity.
- A base for staff will be provided at a suitable neighbourhood venue. This will also provide a useful contact point for local residents.
- The organisations will advocate an empowerment approach to working with the community and will be competent in addressing issues of equality and social justice in the wider community and will be sensitive to rural governance arrangements.
- 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.

### Outcomes

Links to the “Stronger Communities” theme of Norfolk’s LAA and Great Yarmouth’s Sustainable Community Strategy will be evidenced, demonstrating;

- Increased number of rural projects accessing funding.
- Well-supported parish councils and community and voluntary sector groups.
- Increased number and types of resident engaging in different activities.

### Constraints

#### Timeframe

Contracts will be awarded from October 1<sup>st</sup> 2009 until March 31<sup>st</sup> 2011.

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| <b>Partnership Working</b> | Third sector organisations are encouraged to submit partnership tenders to maximise the role of the third sector.<br>Successful applicants will be required to participate in a two monthly Practitioners Network and the wider network of community and voluntary sector organisations. |
| <b>Budget</b>              | Detailed budgets will be provided inclusive of on-costs and management fees.   |

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

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

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| <b>How to apply</b>                           |  |
| <b>Stage 1: Written Bids</b>                  |  |
| <b>To submit</b>                              | <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 how the partnership approach will be managed.</p>   |
| <b>Deadline for submission</b>                | <b>5pm, Friday 7<sup>th</sup> August 2009</b>  |
| <b>Limits to the bid</b>                      | <ul style="list-style-type: none"> <li>• Maximum four pages of A4, Arial font, minimum pt size 12.</li> <li>• No appendices permitted.</li> </ul>  |
| <b>Format of bids</b>                         | <p>All bids for this project must cover;</p> <ul style="list-style-type: none"> <li>• The seven main areas of assessment, outlined in the box below.</li> <li>• Project personnel, length and variety of experience, full price of the activity and whether VAT is applicable to your organisation if delivering this project;</li> <li>• An outline timetable for delivery covering key tasks, and milestones.</li> </ul>   |
| <b>Main assessment areas for written bids</b> | <p>Bids will be assessed according to evidence of,</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Understanding of the issues presented to residents living in each neighbourhood.</li> <li>3. Expertise in the field of community development.</li> <li>4. Track record in working with residents in an empowering way and challenging forms of discrimination.</li> <li>5. Track record in partnership working with a range of</li> </ol> |

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|  | <p>sectors and interests.</p> <p>6. Consideration of future sustainability of project.</p> <p>7. Proven project management skills and the ability to work within a designated budget and timescale.</p>                                       |
| <b>To whom bids should be sent</b>           | <p>Rob Gregory<br/> Service Unit Manager- Neighbourhoods and Communities<br/> The Neighbourhood Centre<br/> 143 King Street<br/> Great Yarmouth<br/> NR30 2PQ<br/> <a href="mailto:rg@great-yarmouth.gov.uk">rg@great-yarmouth.gov.uk</a></p> |
| <b>Stage 2: Interviews and Presentations</b> |   |
| <b>Interviews</b>                            | Will be in August   |