

**Tender Brief
 PARTNERSHIP PROPOSALS ONLY**

Title of Project	Stronger Communities Partnership Support
<p>Summary</p> <p>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.</p> <p>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.</p> <p>This brief outlines the Stronger Communities Partnership support element of the proposed arrangements.</p>	

<p>Project Focus</p> <p>This project is broken into separate elements to support partnership proposals.</p> <ul style="list-style-type: none"> ▪ supporting communities of interest (People Partnerships) ▪ supporting third sector organisations and co-supporting the Stronger Communities Delivery Partnership. ▪ training and capacity building for community members and community and voluntary groups and facilitating a network of community groupings <hr/> <p>1 x Development Officer- People Partnerships (full-time until March 2011)- The contract is worth up to £56,000 including all costs (October 09-March2011)</p> <ul style="list-style-type: none"> ➤ To facilitate and provide support to people partnerships across the borough to develop their capacity and provide support. ➤ To provide development support to People Partnerships serviced by statutory partners such as Great Yarmouth Tenants Forum and Children’s Services
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- Youth Forum as and when appropriate.
- To drive the delivery of LSP activity through the People Partnerships particularly in relation to community cohesion and reducing worklessness.
- To support capacity building and training for residents involved in People Partnerships.

The above identifies the provision of a post, although organisations may propose to provide this support in appropriate ways.

1 x Voluntary Sector Development Officer (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 voluntary organisations across the borough to increase their capacity and provide support.
- To provide a co-facilitation role to the Borough Council for the servicing of the Stronger Communities Delivery Partnership of the LSP.
- To demonstrate the impact of third sector activity particularly in relation to community cohesion and reducing worklessness.
- To facilitate existing and new third sector networks and stakeholder meetings to foster collaborative working and partnership approaches to service delivery in the borough.
- To provide and communicate relevant information to third sector organisations.

Training and Capacity Building

The contract is worth up to £35,000 including all costs (October 2009 March2011)

- To facilitate and provide support to quarterly communities network meetings.
- To provide informal and formal training to residents who want to get more involved and build their skills.
- To provide a series of training workshops for small organisations who want to develop their activities.
- To evidence progression routes for both individuals and groups.
- To engage in the work of a two monthly Practitioners meeting and work with a range of organisations supported through these arrangements to identify training needs.

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(s) 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.
- The organisation(s) 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.
- 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.

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 Practitioner’s meeting 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

- Meet with contractual obligations and 'ways of working' outlined in this project brief.
- Have adequately qualified staff
- 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 Expressions of Interest	
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 officers and local representatives of the voluntary and community sector.</p> <p>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 14th August 2009
Limits to the bid	<ul style="list-style-type: none"> • Maximum six 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 activity supports the aims of the Local Strategic Partnership, particularly in furthering community cohesion and worklessness agendas. 2. Understanding of the issues experienced by third sector organisations, community groups and residents in the borough. 3. Expertise in the fields relevant to the various project elements. 4. Track record in working with residents and service

	<p>users in an empowering way and challenging forms of discrimination.</p> <p>5. Track record in partnership working with a range of 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>
To whom bids should be sent	<p>Rob Gregory Service Unit Manager- Neighbourhoods and Communities The Neighbourhood Centre 143 King Street Great Yarmouth NR30 2PQ rg@great-yarmouth.gov.uk</p>
Stage 2: Interviews and Presentations	
Interviews	Will be in late August