



Tender Terms of Reference

**“Civic Innovation Programme Support
Partner”**

September 2019

1.0 Background to the Community Foundation for Northern Ireland

1.1 Vision

The Community Foundation for Northern Ireland connects people who care to causes that matter. For over 40 years the Community Foundation has been a trusted, secure means through which donors choose how, when and where they give, by helping them to set up funds, supporting them to make grants and to see the impact of their donations on local communities in greatest need.

The Community Foundation for Northern Ireland's vision is a peaceful, prosperous, shared and just society; and our mission is to connect people who care to causes that matter. In a society where everyone can prosper and live in peace; we encourage and support those who want to give and empower the local community to effect change.

1.2 Strategic priorities 2019-2024

Inspiring Generosity:

We will help donors achieve the impact they want to see in the world - and be clear about the impact we want to see - believing that the two are self reinforcing.

- 40 new endowment and revenue funds over five years. Our aim is to grow the endowment by £10m and secure revenue funding of £4m through these new funds.
- The key people we're targeting are high 'net worth' individuals, charitable trusts, dormant accounts and corporates;
- The team will focus on research, engagement and cultivation of potential and existing donors, creating new partnership arrangements with other funders and professional advisors and development of new products, as well as the marketing and comms of the Foundation.
- The team will provide advice and support to the other strategic themes

Building Sustainable Communities:

We believe that local community organisations have untapped potential to bring peace and social justice, that could be unlocked by access to more resources, new approaches, relationships, skills and technologies. So we will build support to do this including:

- A Community Innovators programme that supports groups to develop and deliver new solutions to social challenges
- A Techies in Residence programme that enables the development of new technology products to enhance the impact of community organisations on specific societal challenges
- Don't Build It They Won't Come - Supporting local people to explore barriers to using spaces within their communities and facilitating community based actions that enhance usage and sustainability that crosses religious, political, cultural and ethnic divides.

- A community endowment building programme - supporting grassroots philanthropy that builds leadership, engages residents to take charge, inspire change and stimulate the local economy.
- Local Flexible support for small innovative projects - retaining some small grant making capacity to fund innovation
- Support for mental health, gender, children and refugees, working with Comic Relief

Community Voice and Innovation:

Public trust in government and politics is extremely low and there are few opportunities for people to influence the decisions that affect their lives - with the right support civil society can change this by reinvigorating civic participation and pushing for deeper democracy. We want to help communities to find their voice and use it. Ways we will do this include:

- A Civic Innovation Programme that fosters new collaborations which enhance civic participation and public accountability on issues that matter to people and communities in Northern Ireland
- Investment in strategic regional initiatives like a Citizen's Assembly to bolster democratic voice across Northern Ireland.
- A pressure group fund supporting innovative and small grassroots activism. 50 small projects supported.
- A human rights fund that provides long term core funding to organisations dealing with the strategic issues that are inhibiting democracy and participation.

Thriving after the conflict:

The conflict is still actively affecting the lives of some communities, individuals and families; and we are uniquely skilled and placed to ensure that communities who are still suffering from the effects of the conflict are empowered to challenge the underlying causes of conflict, division and disadvantage in their areas. Some of the ways we will do this, include:

- A Peace Impact Programme that supports measurable steps towards peace in 30 communities still affected by the conflict
- Influencing and shaping government policy on key issues related to the conflict- Legacy of the Past; Fresh Start and implementation of the actions that increase understanding of the issues and awareness at a Govt level of the impact of policy/approach and implementation
- Developing and delivering a leadership programme targeted at 60 ex-combatants/key community activists to develop future emerging leaders. (15 people per annum years 2-5)
- A Social Justice Fund to support local community groups with projects and initiatives that contribute to peacebuilding, tackle the impact of poverty and austerity measures and/or give voice to excluded groups. (5-10 groups funded per round, per annum).

People on the Edges:

There are still groups of people who we as a society overlook; particularly refugees and asylum seekers, travellers and the more vulnerable LGBTQ+ community. Therefore we will develop:

- Emergency support available for anyone at risk of destitution because of their country of origin
- A partnership programme with the refugee and asylum community that builds capacity and stability to enable them to identify and achieve their goals
- A rural outreach programme for LGBT individuals
- Capacity building of LGBT organisations
- Further scoping of the needs of the traveller community

Over the next 5 years we will achieve the following:

- £30m raised to support local charities
- A stronger, more sustainable, more innovative community sector
- Local communities who have been helped to find their voice and use it
- Safer, stronger, confident individuals and communities who can move forward leaving the past behind them
- A safer NI for people living on the edge

1.3 Values

We will work together and with others in line with our values - generous, thriving and together.

Generosity:

We encourage generosity in everything we do; we look out for each other; we deal with everyone with compassion, empathy and understanding. We are flexible in how we work with staff, donors and grantees.

Thriving:

We see the potential within both our staff and the communities we work in and are committed to help both reach their full potential.

Together:

We will only make the change we want to see together. We value participation, working with others and bringing people together.

2.0 The Project

2.1 Project Name: Civic Innovation Programme Support Partner

2.2 Purpose: The Community Foundation is seeking a partner organisation or organisations to deliver facilitation, technical and learning support over a 30 month period in relation to its landmark new Civic Innovation Programme.

2.3 Context

In furtherance of the Community Voice component of the Community Foundation's strategy, the organisation has developed a Civic Innovation Programme whose aim is:

"To stimulate and support innovative ideas and approaches that put people at the centre of decision-making in Northern Ireland"

The programme will combine a facilitated co-design process, technical/learning support and mentoring, alongside grants to support the emergence and delivery of a suite of at least 10 civic/democratic innovation projects that enable the public to have a direct input and influence over decision-making across a range of critical issues facing communities and society in Northern Ireland.

The first cycle of the programme is due to commence in October 2019 and last for 30 months, until end March 2022. Funding for the programme has been provided by the Porticus UK Trust, the Paul Hamlyn Foundation and the Esmée Fairbairn Foundation.

The main stages of the programme will be as follows:

1. Promotional and marketing phase - October to December 2019
2. Organisation applications and individual expressions of interest - November 2019 to January 2020
3. Team formation, idea generation and project co-design process January to March 2020
4. Prototyping grants of up to £5,000 released to each of up to 15 teams to test, research and/or build support for their idea - April to July 2020
5. Main grants of up to £50,000 released to each of up to 10 teams to deliver their idea over an 18 month period, with mentoring and learning support provided alongside - September 2020 to March 2022

3.0 Tender

3.1 Overview

Tenders are invited for the role of Programme Support Partner for a 30 month period, subject to annual review after 12 and 24 months.

Organisations may apply individually or in partnership with other organisations, as preferred.

The key functions to be delivered by the Programme Support Partner will be as follows:

1. Co-facilitation of project co-design process
2. Provision of mentoring support to grantees
3. Brokering and procuring third party expertise for specific issues/approaches related to civic/democratic innovation
4. Organisation and facilitation of learning activities
5. Documentation of programme learning

3.2 Specification

The specific outputs within each of the key function areas are as follows. Across the entire work portfolio the Programme Support Partner will be expected to work closely with CFNI's Head of Innovation & Voice, as well as other staff as appropriate, including joint delivery of some of the activities.

1. Co-facilitation of project co-design process
 - Work with CFNI to design and agree a detailed plan for the project co-design process by end November 2019
 - Support the design, planning and delivery of a one day 'Democracy Day' event on Wednesday 29th January as the first step of the co-design process
 - Co-facilitate with CFNI staff a series of 4 co-design workshops in 2 locations (i.e. 8 workshops in total, locations likely to be Belfast and Derry-Londonderry) during the period February to April 2020, supporting a total of 15 collaborative teams (3-6 people per team) each working on a specific project idea
 - Facilitate 1 additional workshop for all 15 teams together at the end of the prototyping grant period in August 2020

2. Provision of mentoring support to grantees

- Following approval of 15 x 'prototyping grants' (£5,000) to each team in April 2020, provide 2 days of mentoring support to each of the 15 teams over the period May to July 2020
- Following approval of up to 10 x 'main grants' (£50,000) in September 2020, provide 3 days of mentoring support to each of the 10 projects over the period October 2020 to March 2022

3. Brokering and procuring third party expertise for specific issues/approaches related to civic/democratic innovation

- Through discussion and agreement with CFNI staff and project teams, identify suitable experts from academia, civil society or government to provide support on specific issues or approaches relevant to individual projects or the programme as a whole, and procure their support - either remote or in-person. This expertise may be required at any programme stage i.e. co-design, mentoring and/or project delivery

NB. The budget for third-party experts will be held separately by CFNI to be drawn down as needed and as such should not form part of the tender price

4. Organisation and facilitation of learning activities

- Organisation of 2 programme learning workshops at the 6 month and 12 month point of programme delivery (i.e. likely dates March & September 2021)
- Support the organisation & delivery of 1 additional Democracy Day event in 2021 to showcase the work of the programme and connect with other local and international civic/democratic innovations
- Support the identification and organisation of two international learning opportunities in 2020 and 2021 respectively for a group of 8-10 programme participants

5. Documentation of programme learning

- Update the content of the Foundation's Civic Innovation toolkit (originally developed by Building Change Trust) by end December 2020 - this will involve updating the existing case studies and the descriptions of the methods/tools
- Work with CFNI staff to capture key points of learning and impact from programme workshops, learning activities and arising from the mentoring activities and feeding these into web-content, publications and the external programme evaluation as appropriate

3.4 Delivery Timetable

Activity	Q4 2019	Q1 2020	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	Q1 2022
Co-design process	Prep	Delivery								
Project Mentoring			Prototyping phase		Main grants phase					
Third party experts	As needed									
Learning activities					Learnin g visit	Worksh op; Democr acy Day		Worksh op	Learnin g visit	
Document ation of learning	Update toolkit				Support CFNI staff & evaluator to capture learning					

3.5 Copyright

Authorship of the works will be acknowledged. However the copyright, and any other intellectual property on materials, provided by the Community Foundation, or produced on their behalf, shall vest with the Community Foundation. All materials received, and software files created in the course of this project, should be returned to the Community Foundation at the conclusion of the project, in an agreed format. The reports should be produced based on the above dates and a copy made available to the Community Foundation for Northern Ireland. The Community Foundation for Northern Ireland should be invoiced for the work carried out on their behalf, and the agreed contract sum will be paid on receipt of a satisfactory Vital Issues Report by the delivery date.

4.0 Selection Criteria

Tenders will be selected for their ability to demonstrate a high quality and rigorous approach that offers value for money to the Community Foundation. You should highlight your

suitability to fulfil the brief using examples of contracts you have worked on over the last two years.

4.1 Pass or Fail Criteria

- Work undertaken in relation to supporting VCSE and/or public sector organisations in the area of civic engagement and public participation. Examples within the last 2 years should be drawn upon.
- Confirmation of capacity to deliver the work over the specified timeframe.

4.2 Weighted Scoring Areas:

Criteria	Score
Level of experience in undertaking similar previous work	20%
Understanding of the brief	20%
Methodology	50%
Value for money	10%

The person(s) or organisation appointed will report to the Community Foundation's Head of Innovation & Voice in the first instance.

5.0 Making a Response

You should respond to the invitation by supplying a maximum 10 page proposal, via one electronic copy, sent to pbraithwaite@communityfoundationni.org that should inter alia include the following components:

- A statement of experience detailing your work in this area
- Your understanding of the brief, including the operating context and ethos of the Community Foundation for Northern Ireland
- Your proposed methodology to meeting the tender specification
- A detailed budget set against the delivery of key activities
- Any comments you wish to make on the proposed approach
- Your ability to fulfil all the tasks and deliver the outputs in the timeframe outlined
- Who will be involved in delivery of the work with respective CVs
- The names and addresses of two clients for whom you have completed similar assignments (detailing the nature of the work undertaken for them).

Please note the maximum budget available for this work is £53,000 inclusive of VAT and travel costs. It is imperative that the successful applicant provides a flexible and robust approach, alongside excellent value for money.

6.0 Further Information

Contact: Paul Braithwaite, Head of Innovation & Voice

Email: pbraithwaite@communityfoundationni.org

Queries will only be accepted by email and responses will be made available to all those who have been invited to tender for this research project

7.0 Closing Date

The closing date for receipt of tenders is 4pm on Monday 28th October 2019. These should be emailed to pbraithwaite@communityfoundationni.org

Tenders received after the closing date will not be considered.

Note that the Community Foundation is not obliged to appoint the lowest, or any tender.