Tender Terms of Reference

"Techies in Residence Programme Support Partner"

June 2020

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   The Project

2.1   Project Name: Techies in Residence Programme Support Partner 2020-21

2.2   Purpose: The Community Foundation is seeking a partner organisation or organisations to deliver programme support for its Techies in Residence programme focusing on the areas of cross-sectoral collaboration, partnership development, project mentoring and learning support over a 10 month period, commencing 1st August 2020.

2.3   Context

In furtherance of the Building Sustainable Communities component of our strategy, the Foundation's Techies in Residence programme brings together social challenges from charities and social enterprises, with digital technology professionals to produce innovative digital solutions, products and services that have potential for scalable social impact.

In addition to the direct social impact the programme enables, it aims to build the capacity of participating organisations and demonstrate to the wider voluntary, community and social enterprise (VCSE) sector the benefits of harnessing technology for social purpose. The programme has become all the more relevant in light of COVID-19 and the widespread shift to digital modes of working and engagement.

The 2020-21 cycle of Techies in Residence will be the fifth, since its inception by the Building Change Trust in 2015. To date the programme has supported 25 projects - a video summary of the previous programme cycle can be viewed here. The Community Foundation has secured funding from Comic Relief to deliver this cycle of the programme, providing support to a further six, and potentially up to eight, projects.

Each project comprises a pairing of a VCSE organisation and a 'techie' i.e. a digital technology professional, usually a software developer. VCSE organisations apply for a place on the programme by way of articulating a social or community challenge where they feel they could enhance their impact through the development and adoption of a digital product, platform or service. Once the VCSE organisations are identified, each is paired with a suitable techie - whether a freelancer or a representative of a digital technology business. The resourcing of the individual projects takes the form of a three way contract between CFNI, the VCSE organisation and the Techie in each case, with CFNI paying a fixed amount to each techie on the achievement of agreed project milestones.

Once the pairings agree the scope and key actions for their shared project, the 'residency' element of the programme commences. This comprises an intensive 12 week build phase

where the VCSE organisation and the techie work closely together to produce a working prototype of their product, platform or service. During this period the different projects will receive expert mentoring from the Programme Support Partner who will also facilitate regular opportunities for them to share and learn from one another. At the conclusion of the programme, each project will have the opportunity to share their achievements with one another and with the wider VCSE and tech sectors at the Foundation's Techies in Residence showcase event. At this event they will also have the opportunity to pitch for a Seed Fund award to allow them to undertake further development and scaling of their product, platform or service.

The Techies in Residence programme operates an 'open innovation' approach which embraces the potential for enhanced impact through multiple applications of similar products to a range of societal issues. As such all the VCSE and techie participants agree to make their prototype products freely available to other social purpose organisations for adaptation and adoption on a 'share and attribute' basis.

The key elements of the programme will be as follows:

Element	Timing
Announcement of new programme cycle	June 2020
Programme opens for applications for VCSE organisations	Late July 2020
Delivery of 3 Design Hop events online in partnership with CAST[1] for those considering applying	July and August 2020
Application window closes for VCSE organisations	Mid-September 2020
Feedback to applicants, refined applications and shortlisting for final pitch; pitch training	Late September - early October 2020
Final pitch by VCSE organisations for place on programme	Mid-October 2020
Open call for techies via CFNI website; matching process with VCSE organisations	Mid-October to late November 2020
Final pairings confirmed; launch residential (or online equivalent) leading to shared VCSE-Techie project action plans	Early December
CAST support to techies and VCSE trustees/leaders	November 2020 or January 2021 (TBC)
Residencies are live - build phase (12 weeks); mid-term and	11th January - 1st April

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[1] CAST - the Centre for the Acceleration of Social Technology see here https://wearecast.org.uk/

final learning and support workshops	2021
Seed Fund application window	April 2021
Showcase event with Seed Fund pitching panel	May 2021
Seed Fund delivery with support from CFNI	June 2021 onwards

3 Tender

3.1 Overview

Tenders are invited for the role of Programme Support Partner for a 10 month period, commencing 1st August 2020.

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. Support to CFNI during the VCSE application and selection process, including the final pitching panel
2. Lead on identifying suitable 'techies' for each VCSE project through a 6 week 'matching' process
3. Organise and lead the Techies in Residence launch residential (or online equivalent) leading to production of agreed action plans for each project
4. Ensure efficient and effective delivery of the 'build phase' of the programme through project mentoring, troubleshooting, delivery of learning support and gathering information for communications purposes
5. Support CFNI and the external evaluator in assessing the impact of the programme by gathering relevant data

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 Innovation & Voice team, as well as other staff as appropriate, including joint delivery of some of the activities.

1. Support to CFNI during the VCSE application and selection process

- Review and comment on each of the eligible VCSE applications received, with a particular focus on the technical elements
- Organise and co-facilitate (with CFNI staff) an application refinement workshop (in person or online, depending on COVID19 restrictions) where stage 1 VCSE applicants will receive feedback and be given an opportunity to review and revise their written applications
- Review and comment on all stage 2 (refined) applications and assist CFNI staff in shortlisting the most promising applications for the final pitching panel
- Organise and lead a pitch training workshop (in person or online, depending on COVID19 restrictions)
- Support CFNI staff in delivering the final pitching panel event, ensuring the applicants have all the support and information they need

2. Lead on identifying suitable 'techies' for each VCSE project through a 6 week 'matching' process

- Prior to final selection of VCSE projects, compile a list of potential 'techie' providers - whether companies, organisations or individuals - and have preliminary discussions with them
- Once VCSE projects are identified compile an online 'catalogue' of the projects to be published on the CFNI website along with an open call for expressions of interest from interested techies (online form to be hosted by CFNI)
- Support CFNI in promoting the open call for techies as widely as possible
- Review expressions of interest from techies and match with specific VCSE projects - each project should have a choice of providers and an opportunity to meet and discuss with them before deciding; final decisions will be agreed with CFNI and the respective VCSE projects and techies

3. Organise and lead the Techies in Residence launch residential (or online equivalent) leading to production of agreed action plans for each project

The objectives of the Techies in Residence launch residential (or online equivalent) are as follows:

- To enable all participants to further familiarise themselves with the programme and its workings
- To provide an opportunity for the VCSE-Techie pairings to get to know one another and to discuss and agree ways of working together

- To support each project in producing an agreed action plan with milestones for the build phase
- To enable CFNI, the appointed partner and the projects to begin developing a collective programme approach including mutual support and learning amongst projects

The outputs for this component are as follows:

- To agree with CFNI, not later than mid October, whether the residential will be online or in-person (or a mix), in light of COVID19 restrictions
- To organise and deliver the residential (or online equivalent) by no later than 11th December - the Programme Support Partner will be the lead facilitator for the residential, with CFNI staff also present and supporting
- To ensure the residential delivers against the above objectives, in particular ensuring that all projects submit their action plans to CFNI for approval no later than 1 week after the residential
- To support the timely completion of the contracting process with the respective projects - whereby the action plans form part of a three-way contract between CFNI, the VCSE organisation and the Techie for each respective project, with staged payments linked to achievement of project milestones. All contracts must be complete and signed off by all parties by 18th December latest.

4. Ensure efficient and effective delivery of the 'build phase' of the programme through project mentoring, troubleshooting, delivery of learning support and gathering information for communications purposes

- Act as the lead contact for all projects during the 12 week 'build phase' of the programme
- Provide direct mentoring support to each project, comprising a detailed discussion with each project in the first week of the build phase and subsequently on a fortnightly basis with more regular contact on an as needed basis
- Facilitate CFNI's input and participation in the project mentoring as needed and/or requested
- Support projects to address any challenges or disagreements as they may arise - whether technical, communications, relationships, or otherwise - providing direct support where possible, drawing in support from other projects where relevant and escalating to CFNI where resolution has not been possible
- Solicit reports and invoices from projects against agreed milestones at the agreed points and ensure these are accurate, complete and submitted to CFNI in a timely manner

- Support CFNI's Communications Team in gathering stories and content for publication on the Foundation's website, social media channels and other media as needed
- Maintain regular contact with CFNI throughout, comprising contact on at least a fortnightly basis and written updates on at least a monthly basis
- Organisation and delivery of two programme learning workshops (either in person or online) - at the mid-point and conclusion of the build phase respectively, the latter including preparation and pitch training support for the projects in advance of the showcase event and Seed Fund application process
- Support CFNI in delivering the showcase event including providing input on the event agenda and logistics, ensuring smooth communication with participants and being part of the delivery team on the day

5. Support CFNI and the external evaluator in assessing the impact of the programme by gathering relevant data

- Support CFNI and the external evaluator (to be appointed at the start of the programme) in identifying suitable impact indicators and data collection methods for tracking and assessing the impact of the programme against its stated outcomes, and the effectiveness of its methodology
- Ensure any data collection requirements are met within activities the Programme Support Partner is responsible for, such as the residential, project reports and the programme learning workshops
- Provide a final report to CFNI on the delivery of all the programme outputs listed here, as well as insights and data collected against programme outcomes and impact indicators

3.4 Delivery Timetable (against contract outputs)

Activity	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21
Support review of stage 1 VCSE applications		■								
Organise and co-deliver application refinement workshop	■	■								
Support review and shortlist of stage 2 applications		■	■							
Organise and deliver pitch training workshop		■								
Support final pitching panel			■							
Compile and engage potential 'techie' providers	■	■								
Produce 'catalogue' of projects for CFNI website – open call for techies			■							
Support promotion of open call for techies			■	■						
Review expressions of interest from techies and match with specific VCSE projects			■	■	■					
Agree whether the residential will be online or in-person (or a mix)			■							
Organise and deliver residential (or online equivalent)			■	■						
Ensure all projects submit their action plans to CFNI					■					
Support completion of the contracting process with the respective projects					■					
Act as the lead contact for projects during 'build phase'						■	■	■	■	
Provide direct mentoring support to each project						■	■	■	■	
Facilitate CFNI's input and participation in mentoring						■	■	■	■	
Support projects to address any challenges or disagreements						■	■	■	■	
Solicit reports and invoices from projects against agreed milestones							■	■	■	

Activity	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21
Support CFNI's Communications Team in gathering stories and content					■	■	■	■	■	
Maintain regular contact with CFNI	■	■	■	■	■	■	■	■	■	■
Organisation and delivery of two programme learning workshops							■		■	
Support delivery of showcase event										■
Support identification of impact indicators and data collection methods		■	■	■						
Integrate data collection requirements					■	■	■	■	■	
Provide a final report to CFNI										■

3.5   Copyright

The role of the Programme Support Partner will be acknowledged. However the copyright, and any other intellectual property on materials and the Techies in Residence programme name and brand, provided by the Community Foundation, or produced on their behalf, shall vest with the Community Foundation. All materials received and created in the course of this project, should be returned to the Community Foundation at the conclusion of the project, in an agreed format.

4.0   Selection Criteria

Tenders will be selected for their ability to demonstrate a high quality and professional 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 five years.

4.1   Pass or Fail Criteria

<u>NB. Failure to meet the below criteria will result in a proposal not proceeding to scoring</u>

- Demonstration of knowledge and experience in at least 3 of the following 5 areas, drawing from examples within the past 5 years:
    - Delivery of multi-stakeholder programmes involving VCSE organisations collaborating with those from the public and/or private sector
    - Working with or alongside a range of stakeholders in the digital technology sector/industry in Northern Ireland or the Republic of Ireland
    - The application of digital technology for social impact
    - Delivery of training, capacity building and mentoring support to VCSE organisations
    - Organisation of high quality events such as conferences, workshops and seminars

- Confirmation of capacity to deliver the work over the specified timeframe, comprising nomination of two named individuals with experience matching the above criteria

4.2   Weighted Scoring Areas:

Criteria	Score
Level of experience in undertaking similar previous work – in line with criteria in section 4.1	30%
Understanding of the brief – including demonstration of commitment to social impact	20%

Methodology – including scenarios both with and without continued COVID19 restrictions	30%
Value for money	20%

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, as well as your own demonstrable commitment to social impact
- Your proposed methodology to meeting the tender specification – in setting this out, please outline your proposed approach in two distinct alternative scenarios – one where significant COVID19 related restrictions are still in place; and one where the majority of restrictions have been lifted (i.e. this latter assumes face to face events are possible in some form)
- 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 the consultancy fee element of this work is £30,000 inclusive of VAT, based on 6 projects participating in the programme[2]. Costs for events, agreed expenses and travel costs will be additional and agreed with the Community Foundation during contracting. 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

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[2] an appropriate additional amount will be made available if this increases to 8 projects

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 12pm on Monday 6th July 2020. 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.