



**Tender Terms of Reference**

**Covid 19 Learning, Engagement  
and Evaluation**

**August 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 Opportunity**

## **2.1 Covid 19 Learning, Engagement and Evaluation**

**2.2 Purpose:** The Community Foundation is seeking a suitable (self employed) individual or organisation to develop a network of grantees, evaluate our covid response, and support the Foundation to build on the covid response both internally and externally.

The contract will initially be delivered initially over a six month period, commencing 1st October 2020. We expect the person delivering, either through self employment or through subcontracting through an organisation, to work with the Foundation at least two days per week over this period.

## **2.3 Background**

In a society where everyone can prosper and live in peace, the Foundation encourages and supports those who want to give and empower the local community to effect change.

The Coronavirus has presented a significant challenge for Northern Ireland and the voluntary and community sector.

It has been a huge shock on a global scale in the short term, and is expected to have much longer term effects. As we move out of lockdown we're all aware that coronavirus is still with us and will continue to affect the way many of us live our lives. It will require significant changes to how we function as a society in the medium to longer term.

The community and voluntary sector have stepped up to the plate, and provided a great deal of support to those most marginalised, whilst also facing their own challenges around operating within restrictions, loss of income, increasing demands on services and cash flow difficulties.

Building on our swift, emergency response to Covid-19, the Community Foundation for Northern Ireland is determined to continue to support our resilient and resourceful community and voluntary sector as they meet the huge challenges ahead.

We have used the intense period of emergency grant making to listen to our grantees, both informally, and through a structured survey, and have also gathered the views of other colleagues and organisations in the voluntary and community sectors locally. There is more we can do to support communities at this time, and to build better

connections and relationships, despite the restraints. We want to ensure we are continually informed by the groups we are funding. Building a new network of third sector organisations working together to help communities rebuild.

### **3 Tender Specification**

#### **3.1 Overview**

The Community Foundation is seeking an organisation or self employed individual to create an independent story of their covid response and delivery, to build on the momentum within local communities who have stepped up to the plate during this crisis, and measure the impact of the outcomes on the communities in which they have supported. In addition to supporting the building of a network of community responses, the evaluation should particularly reflect on how our response has contributed to the Foundation's strategic areas and values, with particular focus on the initial three Community Foundation funds that have provided dedicated short to medium term support linked to the coronavirus crisis. These are:

- The Coronavirus Community Fund
- The No Child Goes Hungry Programme supported by Comic Relief
- The New Needs Fund

It should also identify key policy lessons for wider dissemination, and set the work and impact of the funds in the wider policy context.

Tenders are invited for this piece of work, which will initially cover a 6 month period, commencing 1st October 2020.

The **objectives** of the contract are as follows:

1. To listen, and identify learning in relation to the Community Foundation's covid response, and to develop and support our network of grantees, as well as make recommendations for how future funds and programmes could be adapted to incorporate this learning.

2. To assess the longer term impact of the Foundation's, and the community response, as well as the covid crisis, on organisations, end users and the wider community sector, and link potential actions to the Community Foundation's strategic areas.

The key **outputs** to be delivered will be as follows:

- Developing a network of grantees, and deliver a programme that both develops, provides initial support to, and engagement with that network;
- Collating qualitative and quantitative data to report on the Foundation's covid response;
- Measure the impact of the programmes of support on the target communities and on the wider policy environment;
- Highlight the learning and best practice from both the Foundation's practice, as well as projects and participants, presenting these in various formats, including case studies and longitudinal studies;
- Make interim recommendations for actions to enhance the progress of participants and project delivery; and
- Reflect on the learning arising, the contribution to the Foundation's strategic priorities and values, and its potential contribution to the development of future policy and initiatives.

### 3.4 Delivery Timetable (against contract outputs)

Activity	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21
Contract initiation meetings						
Data collection tools & data collection plan developed						
Undertake development of network and deliver on engagement plans (in line with government guidelines around social distancing)						
Undertake data collection						



Collate data and draft evaluation report						
Finalise evaluation report						

**\*It is anticipated that the person/organisation appointed will work at least two days per week with the Foundation, and will attend any relevant staff and team meetings as part of this contract.**

### **3.5 Copyright**

The individual or organisation 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 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/roles you have worked on over the last five years.

#### **4.1 Pass or Fail Criteria**

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

- Demonstration of knowledge and experience in conducting high quality evaluations of programmes or projects within the VCSE sector, using specific examples from within the past 5 years
- Demonstration of experience around relationship and network building – using specific examples from within the past 5 years
- Confirmation of capacity to deliver the work over the specified timeframe, and to work with the Foundation at least two days per week

## 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 building relationships and networks with communities, and supporting the sector to rebuild, measuring social impact, and identifying learning	20%
Methodology – description of approach to the delivery of the contract outputs (in line with government guidelines around social distancing and with respect for people's concerns around covid)	40%
Value for money	10%

**\* In the event of more than one strong tender, the Foundation may invite the individual/organisation who will be delivering for an interview, following shortlisting.**

The person/organisation appointed will report to the Community Foundation's Grants Director in the first instance.

It would be anticipated that the person/organisation appointed will work on a weekly basis with the Foundation, for at least two days per week.

## 5.0 Making a Response

You should respond to the invitation by supplying a maximum 6 page proposal, via one electronic copy, sent to [oblack@communityfoundationni.org](mailto:oblack@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, and to supporting communities at this time

- Your proposed methodology to meeting the tender specification and set against each of the contract outputs
- 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 £15,000, inclusive of VAT and reasonable travel expenses required to deliver support.**

**In addition, we have a budget of £5,000 for networking events, and associated costs; which the consultant will have access to.**

**It is imperative that the successful applicant provides a flexible and robust approach, alongside excellent value for money.**

## **6.0 Further Information**

Contact: Orla Black, Grants Director

Email: [oblack@communityfoundationni.org](mailto:oblack@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 project.

## **7.0 Closing Date**

The closing date for receipt of tenders is 12pm on Friday 4th September 2020. These should be emailed to [oblack@communityfoundationni.org](mailto:oblack@communityfoundationni.org)

Tenders received after the closing date and time will not be considered.

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