



Tender Terms of Reference

**“Techies in Residence Programme
Evaluator”**

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:

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 Evaluator 2020-21

2.2 Purpose: The Community Foundation is seeking a suitable individual or organisation to conduct an evaluation of its Techies in Residence Programme, taking into account both the upcoming 2020/21 cycle of the programme and past cycles and projects, with a view to assessing the impact and effectiveness of the programme and identifying key successes and lessons learnt. The contract will be delivered over a 10 month period, commencing 1st October 2020.

2.3 Background

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 anticipated **outcomes** of the 2020-21 cycle of the programme are as follows:

1. New technology solutions are developed and tested for 6 social challenges proposed by VCSE organisations through cross sectoral skills placements (residencies)
2. Participants have accessed follow-on funding to further test and refine their prototype solutions
3. Further examples of social innovation emerge through collaboration amongst participants and greater awareness of tech for good methods in the VCSE sector more broadly.

The 2020-21 cycle of Techies in Residence will be the fifth, since its establishment 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 as well as regular opportunities 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.

In addition to the Foundation's own Innovation & Voice staff team, a Programme Support Partner has been commissioned to support delivery of the programme. In addition the Foundation is partnering with [CAST](#) in relation to the delivery of some specific programme actions.

The key elements of the programme will be as follows:

Element	Timing
Announcement of new programme cycle	June 2020 (complete)
Programme opens for applications for VCSE organisations	Late July 2020 (complete)
Delivery of 3 Design Hop events online in partnership with CAST ¹ for those considering applying	July and August 2020 (underway)
Application window closes for VCSE organisations	10 th 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	15 th 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 final learning and support workshops	11th January - 1st April 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

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

3 Tender Specification

3.1 Overview

Tenders are invited for the role of Programme Evaluator for a 10 month period, commencing 1st October 2020 (or earlier if possible).

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

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

1. To assess the results and effectiveness of the 2020-21 cycle of the Techies in Residence programme
2. To assess the longer term impact of the programme on organisations, end users and the wider VCSE sector over the course of its 5 cycles since 2015
3. To identify learning in relation to the Techies in Residence model and make recommendations for how future cycles of the programme could be adapted to incorporate these

The key **outputs** to be delivered by the Programme Evaluator will be as follows:

1. Develop a full Results Framework for the programme, building on existing programme outcomes and indicators, against which impact can be assessed in relation to both the current and past cycles
2. Design suitable data collection tools (quantitative and qualitative) against the impact indicators and develop a data collection plan, working with CFNI staff to identify which elements can be collected through ongoing programme activity and which require direct collection by the Programme Evaluator
3. Collect and collate data across the 2020/21 delivery cycle, up to and including the Showcase Event and Seed Fund panel in May 2021
4. Collect and collate data from past cycles of the programme, to assess the longer term impact/change the programme has identified
5. Prepare the programme evaluation report and submit an initial draft no later than 30th June 2021, with final draft completed no later than 31st July 2021. The evaluation report should assess results and impact against both the intermediate results of the 2020/21 cycle (primarily process and product related) and the longer-term results/outcomes (organisational change and benefit to end users)

For a live list of queries on this tender and the Foundation's responses to date please click [here](#).

3.4 Delivery Timetable (against contract outputs)

Activity	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21
Contract initiation meetings										
Results framework developed										
Data collection tools & data collection plan developed										
Undertake data collection – 2020/21 cycle										
Undertake data collection – previous programme cycles										
Collate data and draft evaluation report										
Finalise evaluation report										

3.5 Copyright

The role of the Programme Evaluator 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

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 knowledge and experience of impact practice – using results/outcomes frameworks and robust impact measurement methodologies in relation to work to address social, environmental or community issues – using specific examples from within the past 5 years
- Confirmation of capacity to deliver the work over the specified timeframe, comprising at least one named individual 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 – description of approach to the delivery of the contract outputs	40%
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 8 page proposal** (excluding cover page and CVs), 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 and set against each of the contract outputs. Please include a proposed structure for the evaluation report in your proposal. You should also set out how your work may need to be adapted in light of current and potential future COVID-related restrictions on activity.
- A detailed budget set against the delivery of key activities – the maximum budget available is £15,000 inclusive of VAT (if applicable) and expenses
- 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 expenses. 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 12pm on Friday 11th September 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.