



Tender Terms of Reference

**Evaluator for the Housing & Homelessness
Innovation & Voice Programme 2021 - 2024**

August 2021

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: Housing & Homelessness Innovation & Voice Programme Evaluator 2021-24

2.2 Purpose: The Community Foundation is seeking a suitable individual or organisation to conduct an evaluation of its Housing & Homelessness Innovation & Voice Programme over the period October 2021 to May 2024, with a view to assessing the impact and effectiveness of the programme and identifying key successes and lessons learnt. The evaluation should adopt a participatory methodology, actively involving stakeholders, partners, grantees and individuals with lived experience of housing issues and homelessness in data collection and identification of the evaluation findings and recommendations. The evaluation contract will extend over a 32 month timeframe however activity will be concentrated in a small number of key periods relating to the programme's phases and milestones.

2.3 Background

In furtherance of the Building Sustainable Communities and Community Voice components of our strategy, the Foundation's Housing & Homelessness Innovation & Voice Programme, which is funded by the Oak Foundation, **aims:**

“to contribute to reducing and preventing homelessness in Northern Ireland through supporting projects that address root causes and amplify the voices of homeless people and those at risk of homelessness”

The **overall programme objective** is:

To support the development, testing and delivery of new ideas and collaborations addressing the root causes of housing issues and homelessness, working with a range of organisations and giving voice to individuals with lived experience across Northern Ireland.

The anticipated **outcomes** of the programme are:

1. New collaborations emerge amongst organisations working on housing issues and homelessness
2. New solutions to specific challenges within housing and homelessness are developed and tested, placing the insights and voices of people with lived experience at the centre
3. New opportunities to influence decision making and public services relating to housing and homelessness
4. Enhanced knowledge and skills in creative problem solving for participating individuals and organisations

In delivering the above outcomes, the programme's key **components** and timeframe will be as follows:

1. An initial round of grants will be awarded in October 2021, following a two stage application process commencing in June 2021. These grants will support innovative ideas already developed by organisations working on housing issues and homelessness with a particular focus on organisations working in areas outside of Belfast.
2. Two cycles of Participatory Grant-Making, in combination with a facilitated Creative Problem Solving process. The first cycle will commence in September 2021 with challenges identified by people with lived experience by October 2021 and participating organisations and teams confirmed by end December 2021. The Creative Problem Solving process will take place from January to March 2022, followed by the grant application and participatory decision-making process in April/May 2022. The second cycle will follow the same timeframe, commencing July 2022, concluding March 2023. Organisations will have up to 15 months to spend their grants.

3 Tender Specification

3.1 Overview

Tenders are invited for the role of Programme Evaluator for a 32 month period, commencing 1st October 2021 (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 develop and apply a participatory evaluation methodology that meaningfully involves stakeholders, partners, grantees and individuals with lived experience of housing issues and homelessness in the process
2. To assess the outcomes and effectiveness of the Housing & Homelessness Innovation & Voice Programme over the 2021 - 2024 period
3. To identify learning in relation to the approach of the Housing & Homelessness Innovation & Voice Programme 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. Working with CFNI staff and the Programme Steering Group, finalise the evaluation design, including development of a set of indicators and participatory data/evidence collection tools linked to the programme's overall objective and outcomes, against which progress can be assessed
2. Develop a data/evidence collection plan identifying which elements can be collected by CFNI, partners and grantees through ongoing programme activity and which require direct collection by the Programme Evaluator
3. Collect and collate data across the three phases of the programme (the initial grants fund in 2021, followed by the two participatory grant cycles in 2021/22 and 2022/23)
4. Prepare a short interim evaluation report after the completion of the first participatory grant-making cycle, by end June 2022, focusing on the successes and challenges of the participatory and creative problem-solving process and making recommendations for adaptations relating to the subsequent cycle
5. Prepare a final programme evaluation report and submit an initial draft no later than 31st May 2024 for input by CFNI and Oak Foundation, as well as grantees and partners, with a final draft completed no later than 31st July 2024. The evaluation report should assess the outcomes and effectiveness of the entire programme, including illustration through use of stories and/or case studies and make recommendations for future work

3.4 Delivery Timetable (against contract outputs)

Activity	Oct 21	Nov 21	Dec 21	Q1 22	Q2 22	Q3 22	Q4 22	Q1 23	Q2 23	Q3 23	Q4 23	Q1 24	Q2 24
Finalise evaluation design													
Develop data collection plan													
Data collection													
Prepare interim evaluation report													
Prepare final evaluation report													

3.5 Copyright

The role of the Programme Evaluator 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 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 and participatory evaluations of programmes or projects within the VCSE sector, 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%
Methodology – description of approach to the delivery of the contract outputs	60%
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 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 **£16,500 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 £16,500 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 24th September 2021. 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.