



Tender Terms of Reference

End of Project Evaluation of the Community Solutions to Housing and Homelessness Programme.

This programme is funded by the Oak Foundation and managed by Community Foundation for Northern Ireland.

March 2024

1.0 About the Community Foundation for Northern Ireland

1.1 The Community Foundation for Northern Ireland is an independent, grant making trust, inspiring generosity, and achieving impact across Northern Ireland. Currently, the Community Foundation for Northern Ireland works with 65 funds, bringing change to hundreds of communities every day. The foundations vision is “a fair and equitable society for everyone” and our mission is “to work hand in hand with communities to build a better future”. You can view the full strategy [here](#).

1.2 The Community Foundation for Northern Ireland, under its 2023-2026 Strategic Plan, has identified the following priority areas.

- **Poverty:** We will invest in projects, campaigns and organisations addressing short- and long-term poverty.
- **Climate Sustainability:** We will create opportunities to educate and learn, decarbonise our operations, commit resources and manage our investments through a climate justice lens.
- **Community Transformation:** We will build and develop opportunities in support of a stronger, more resilient, and inclusive community and voluntary sector.
- **Digital inclusion:** We will commit resources and advocate for a digital strategy for NI, a new approach to digital infrastructure and improve digital support and workforce development.
- **Social Justice:** We will broaden our Human Rights support and continue to advocate for and give greater voice to those most marginalised in our community.
- **Health:** We will develop funding, policy and programmes that address enhanced mental, physical, economic, social, and environmental well-being

The foundation’s 2023-2026 strategy commits to investing in:

- supporting communities;
- driving equity, diversity, and inclusion;
- improving well-being; and
- transformational funding.

Between **April 2020 – March 2023** the Community Foundation for Northern Ireland awarded **3096 grants** through **92 funds** totalling **£46 million**, with an average grant of **£14,873**. During this period, our grants benefited over **3 million** beneficiaries across Northern Ireland

2.0 Background to the Community Solutions to Housing and Homelessness Programme.

2.1 The Foundation's Community Solutions to Housing and Homelessness 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.

The programme main **components** and **elements** are:

Collaborative approach to addressing the issue; bringing together those with lived and professional expertise of the issue in the form of

- a collaborative programme steering group.
- a pre-grant innovation programme incorporating a person-centred design thinking approach to designing and implementing new solutions.
- Seed funding to support the development and testing of new ideas.
- participatory grant making approach to allocation of resources.
- Learning and sharing support to support grantees to further innovate and develop their solutions.

To date, the programme has supported 17 projects with an investment of £510k in seed funding to test and develop the ideas, which address a wide range of issues such as violence against women and girls, refugee and asylum seekers, mental health and complex needs, early intervention & emergency accommodation.

3.0 Tender Specification

3.1 Purpose: The Community Foundation is seeking a suitable individual or organisation to conduct an end of project evaluation of its Community Solutions to Housing and Homelessness Programme, with specific focus on social innovation and voice of lived experience

Tenders are invited for this piece of work, which will commence on **1st May 2024**

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

1. To tell an independent story of the Community Solutions to Housing and Homelessness Programme
2. To measure the impact of the programme
3. Identify key policy lessons for wider dissemination, setting the work and impact of the funds in the wider policy context.
4. To listen and identify learning in relation to the as well as make recommendations for how future funds and programmes could be adapted to incorporate this learning.
5. To assess the longer-term impact of the Community Solutions to Housing and Homelessness Programme within the wider community

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

- Collate qualitative and quantitative data to report on innovation projects,
- Measure the impact of the programmes of support on the target communities and on the wider policy environment,
- Organise and facilitate thematic conversations and learning events with grantees, and other relevant stakeholders.
- Provide a final report, which will include an Executive summary, key findings and recommendations, highlights learning and best practice (including use of case studies), measures the impact of the programme and outcomes for the beneficiaries.

4.0 Delivery Timeline (against contract outputs)

Activity	
April 2024	Contract initiation meetings
May – June 2024	Data collection tools & data collection plan developed
July - August 2024	Undertake data collection, and facilitation of support to grantees, and attend regular meetings with the Foundation and other key stakeholders
September - October 2024	Collate data and finalise report

5.0 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.

6.0 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.

6.1 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
- Confirmation of capacity to deliver the work over the specified timeframe, and to work with the Foundation at least two days per week

6.2 Weighted Scoring Areas:

Criteria	Score
Level of experience in undertaking similar previous work – in line with criteria in section 6.1	30%
Understanding of the brief – including demonstration of delivering a comprehensive evaluation, measuring impact and identifying learning	20%
Methodology – description of approach to the delivery of the contract outputs	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 Programmes Director in the first instance.

7.0 Making a Response

You should respond to the invitation by supplying a maximum 6 page proposal, via one electronic copy, sent via email to gmccaughley@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
- 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 £5,000 inclusive of VAT and reasonable travel expenses required to deliver support.

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

7.0 Further Information

Contact: Gemma McCaughley, Innovation & Voice Programmes Officer.

Email: gmccaughley@communityfoundationni.org

All queries will only be accepted via email

8.0 Closing Date

The closing date for receipt of tenders is on 11th April 2024

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.**