



Tender Specification

The brief

The Regional Forum is seeking to commission 9 case studies to showcase the contribution of **voluntary and community sector (VCS) organisations** to empowerment* activity within a neighbourhood or across a local authority district.

The case studies form part of the 'Re-imagining Community Involvement' strand of a DCLG funded regional project, delivered via the Yorkshire and Humber Empowerment Partnership. The aim is to showcase and share excellent and inspiring examples of 3rd sector contribution to empowerment activity, particularly where they have worked in partnership with statutory agencies. This will be done via a publication that collates the case studies and an event.

We are particularly seeking case studies that can provide the following:

- Re-imagining community involvement, examples of work that are different from the 'norm'
- Creative ways of empowering communities
- Innovative engagement methods that are tried and tested
- New ways of involving marginalised groups
- Voice
- Leadership

* The definition of empowerment in the *Communities in control: real people, real power* white paper is 'passing more and more political power to more and more people, using every practical means available'. The Yorkshire and Humber Empowerment Partnership aims to support an increase in the number of people, especially people in disadvantaged areas, who participate in public issues, press for and contribute to the improvement of public services and help to shape the future of their locality.

Required Outputs

For each commission (of £2,500) the contractor shall provide the following

- One case study, written up using the Regional Forum's template and completed to the Regional Forum's satisfaction. The case studies should be completed by the end of May 2010
- 3-4 photographs illustrating the case study (if appropriate). Permission obtained if required from those appearing in photographs. These should be available at the end of May 2010.

- Presentation of the case study and running a short workshop at an event (organised by the Regional Forum) to showcase third sector involvement in and contribution to empowerment activities (expected date September 2010). The contractor's commitment will be c. 1-2 days for preparation and one day for attendance at the event itself.
- Attendance at a minimum of one review meeting (with the Regional Forum, COGS and other contracted organisations) to discuss progress.

Fee Payable

The fee we will pay for each case study is £2.5k. Our strong preference is to contract with nine separate organisations to produce one case study each. However, we will consider proposals for individual organisations to undertake a maximum of two case studies.

Tender Format

Your tender should cover the following headings:

- How many case studies you propose to undertake
- What would be the focus of each case study and how it covers any of the specific examples described in the brief
- A short summary of how you would undertake the work
- Whether you have carried out similar work in the past
- The names and contact details of two referees.
- Any added value elements you propose over and above the specification requirements.

We are expecting proposals to be clear and concise, and encourage you to keep your proposals to less than four sides of A4. In addition you may attach one example of a similar piece of work undertaken for another client.

Award criteria

We will award the commissions based on:

- Our confidence in your ability to deliver to time, quality and budget 80%
- Quality and relevance of previous work examples 10%
- Any added value elements 10%

Timescale

Tender proposals to be returned to the Regional Forum	19 February
Decision on award of contracts	26 February
Work commences	1 March
Brief outline of proposed case study (for agreement by Forum)	End March
Final case study written up along with photos	31 May 2010
Presentation at event	September 2010

Send completed proposals by post or email by **5pm 19th February 2009** to:

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