

Local Trust | Big Local



# Invitation to Tender

For a Plan Writer and Facilitator

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## 1. Summary of Tender

**Client:** Mottingham Big Local Refocused (MBLR)

**Description:** To update and revise the current Big Local Plan for the Mottingham Big Local Refocused area

**Contract value:** The anticipated value of the contract is £5,000 to £10,000 (inclusive of VAT and expenses).

**Issue of Invitation to Tender:** 17 July 2023

**Closing date for tender submissions:** 4 August 2023

**Interview:** W/C: 7 August clarification interview, appointment. Provisional interview date 9/10 August.

**Project start:** The successful organisation/delivery partner should be available to start work promptly after the delivery of the contract. The aim is to conclude this exercise by the end of September with plan sign off and submission to the Local Trust.

**Contact:** All enquiries and clarification questions should be made by email to: [pec@mottinghammlr.com](mailto:pec@mottinghammlr.com)

## 2. Background

Big Local is a Big Lottery investment which covers 150 local areas in England. Mottingham Estate is a 'wave 1' Big Local area and is beneficiary of one of the £1 million investments to be used for the benefit of the community over 10 years and spent by March 2026. The Big Local aims to 'bring together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.'

Big Local is run by a Partnership Board made up of residents who have voting rights, and people from organisations, local businesses and voluntary and community sector groups who work in the area e.g. Mottingham Community Centre. The Partnership oversees the development and delivery of all aspects of the Big Local Plan, monitoring progress and promoting Big Local and its activities to the local community and wider stakeholders.

Community Links Bromley (CLB) continues to be the Local Trusted Organisation (LTO) for Mottingham Big Local Refocused, responsible for management budget and staff.

A copy of the current Big Local Plan can be found at the attached link ([Mottingham Big Local Refocused - Community Links Bromley](#)). It covers the period 2020-2023. The plan's current priorities are:

- People
- Economy
- Place

Every Big Local Partnership is guided by the four central Big Local outcomes of the national programme.

- Communities will be better able to identify local needs and take action in response to them.
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future.
- The community will make a difference to the needs it prioritises.
- People will feel that their area is an even better place to be.

The new Plan must be able to demonstrate how it contributes towards these outcomes as well as the current and evolving needs of the community in the Big Local area. We would like the new plan to be creative, useable and readable document. It should be designed as a working document with measurable milestones. Ideas to ensure that the document is visually engaging are welcome.

#### **4. Tender specification**

Our new Big Local Plan should have three parts – as detailed in the Local Trust guidance and included below:

- I. The Costed Vision (to show how the balance of the £1million will be spent by the end of the programme).
- II. The Action Plan (it is important the Action Plan fits with the Costed Vision).
- III. Legacy Statement
  - What will remain in your area after the Big Local funding has been spent?

- What are the main things – if any – that you want to do so that these changes are long lasting?
- What do you think this will mean for your area's future?

The appointed delivery partner will be required to adopt a collaborative approach and work closely with the partnership to build on strengths within their existing programme as well as to develop the new plan.

### **Building on work to date – interpreting findings to inform the new plan.**

- Understanding of the local context including the deprivation indices for MBLR

### **Consultations**

The appointed delivery partner will be required to:

- Analyse the views from a wide range of people in the community which have been gathered by Big Local staff
- Ensure all parts of the community are given the opportunity to have their say where gaps are apparent, where appropriate.
- Undertake further consultation with stakeholders where gaps are apparent, such as local businesses.
- Consult with organisations and groups delivering existing projects e.g. (Gerald Moore Gallery), and other groups that have received funding from the grants programme.
- Use innovative ways of engaging which will bring the new plan to life, e.g. videos.
- Check with residents that current priorities are still relevant, and if so how to build upon them in a new revised plan to deliver sustainable change.

### **Working with the Partnership**

The appointed delivery partner will be expected to:

- Deliver specific workshop(s) to identify progress, including feedback from consultation sessions, and to use these to help the Partnership clarify their future costed vision and plan priorities.

- Ensure that all workshops are fully staffed by the successful organisation and demonstrate innovative and creative ways to engage local people.
- Challenge the Partnership to think about 'Year 11' i.e. to consider how they might want to continue post Big Local. This may include considering social investment solutions, becoming a legal structure in their own right or building the capacity of other organisations to take their vision forward.
- Support the partnership to identify sustainability options, including development options for core projects.
- Facilitate workshops/consultation sessions with existing community and voluntary sector groups and public sector partners as appropriate, whether online or in person, where gaps in engagement are apparent.

### **Support available**

MBLR and the Partnership will:

- Share local knowledge and key contacts and help drive maximum participation at all sessions.
- Help promote and advertise all sessions.
- Provide event support where appropriate, e.g. organising venues if required and providing refreshments. Costs of venues are not expected to be met by the successful tenderer.
- Attend the meeting with Local Trust plan assessor if requested.

The plan will need to be presented in draft form at the 13 September Partnership meeting with the intention that the broad parameters be agreed at the meeting.

The ambition is that the final plan be signed off by the local Partnership by the end of September 2023. This will enable submission to the Local Trust during the first week in October.

### **5. Submission guidelines**

Please include all the following in your submission.

- a) Background information on your organisation and the resources and expertise you have available to you.

- b) Details of relevant insurance held, i.e. Public Liability, Employer Liability and Professional Indemnity
- c) Details of your proposed approach and methodology.
- d) Information on the team that would deliver the study, including summary CVs detailing their specific experience and qualifications.
- e) Details of any sub-contracted third parties you would be using.
- f) A proposed timeline of activity and an outline project plan.
- g) A breakdown of your total costs to complete the project including VAT and expenses, and why you feel this represents value for money.
- h) The contact details of two referees for whom you have completed similar work.
- i) Any added value your organisation would deliver in carrying out this work.
- j) Bidders are asked to limit their tender responses to four pages in Arial font 12.

## 6. Terms and Conditions

- a) This Invitation to Tender is not an offer to enter into an agreement with you. It is a request to receive proposals from organisations that are interested in delivering this project.
- b) Any points of clarification about this Invitation to tender must be made to the email address of the contact person specified in Section 1.
- c) We reserve the right, at our sole discretion, to accept or reject any tender, and do not bind ourselves to accept the lowest price or any tender. We shall not be liable for any costs or expenses incurred by bidders in preparing and submitting a response to this Invitation to Tender.
- d) Tenders will be evaluated against the criteria set out in section 7.

## 7. Tender documents

- a) Tenders, and all associated documents and correspondence must be written in English.
- b) All pages of the tender must be numbered sequentially.



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- c) It is the bidder’s responsibility to ensure that all the information required is supplied. Unless the bidder provides all the information required the tender will be rejected.
- d) Tenders must be submitted by email to the contact person specified in Section 1 (Summary of Tender) before noon on the date specified in Section 1.

**8. Evaluation criteria**

Tender submissions will be evaluated against the following criteria. An interview may also be required as part of the evaluation process.

Criteria	Weighting
Quality of the proposal demonstrating a clear understanding of the brief and the outcomes we want from this work.	20%
The proposal’s value for money and inclusion of a realistic timeline and budget.	20%
Credibility and proven relevant experience of the organisation and the staff that will be assigned to carrying out this work.	25%
Ability to work effectively with Mottingham Big Local Refocused Partnership and residents.	25%
Any added value offered by the bidder.	10%
<b>Total</b>	<b>100%</b>



## 9. Data Protection

CLB has put measures in place to ensure it is compliant with the General Data Protection Regulation (GDPR) that came into effect on 25 May 2018.

Our Privacy Policy sets out the measures with which all parties working in its behalf should comply. Any personal data shared by CLB with the successful consultant must be handled in accordance with these measures.

The GDPR states that we should only contract with a processor who can provide sufficient guarantees that the requirements of the GDPR will be met, and the rights of data subjects protected. The successful consultant will therefore be asked to provide these necessary assurances.

**Ends.**