

## REQUEST FOR PROPOSAL

## EVALUATION CONSULTANT

### UK Community Renewal Fund (CRF) Funded Project

### LIVERPOOL CHARITY & VOLUNTARY SERVICES (LCVS)

### INNOVATION IN COMMUNITIES PROJECT

<b>RfP issued:</b>	Wednesday 21st April 2022
<b>Deadline for seeking clarifications:</b>	Friday 6 <sup>th</sup> May 2022
<b>Deadline for submissions:</b>	May 13 <sup>th</sup> 2022
<b>Contract award:</b>	Mid May 2022
<b>Anticipated project start date:</b>	End May
<b>Anticipated project completion date:</b>	Mid July 2022

Clarification requests and submissions should be submitted to:  
[Clare.white@lcvs.org.uk](mailto:Clare.white@lcvs.org.uk) or [richard.davies@lcvs.org.uk](mailto:richard.davies@lcvs.org.uk)

As part of this project, we are seeking an evaluation consultant who will work with us to provide an independent overview of the delivery of our project and design and deliver an independent evaluation of our project's outcomes by mid-July 2022.

### **What is the Innovation in Communities Project?**

The Innovation in Communities Project is intended to support communities to address local needs by providing or testing effective, new or innovative approaches.

It includes a £500,000 small grants programme (the Innovation in Communities Fund), supported by mentoring and advice, as well as events known as Communities of Practice. These events were intended to support groups interested in accessing the grant funding as well as those more broadly interested in sharing ideas and innovations about how to bring about positive change to local disadvantaged communities.

The project intends to support communities to:

- Improve places and spaces
- Support people's journey towards employment and target those disengaged from the benefits system

### **Project Aims**

The Innovation in Communities Project combines support from the Community Renewal Fund and LCVS's own grant making programme to create a new £500,000 grant programme.

Small grants of up to £7,500 were made to 78 not-for-profit organisations based in, and benefitting the people of, the Liverpool area, for activities taking place between March – May 2022, that can offer innovative solutions to local needs.

Priorities for the fund include:

- 1) Improving places and spaces
  - Improving green spaces/preserving assets., improvements to natural environments within urban areas
  - Culture-led regeneration., feasibility studies/projects attracting people to places
  - Net-Zero/local energy projects-feasibility studies into green-viability/clean-energy projects
- 2) Supporting people into employment
  - Services supporting journeys towards employment
  - Projects removing barriers to employment including long-term issues, e.g., confidence-building, CV writing, interview preparation.

- Basic skills development/training/mentoring opportunities that improve prospects

The Community of Practice Events are intended to support inter-agency learning amongst community organisations, as well as the increase in shared learning, exchange of good practice and the development of cross-organisational partnership.

Ongoing support is also included, where funded groups or groups interested in applying, as well as other organisations looking to enter the sector or operate in achieving the project outcomes, could be supported to start or deliver their projects.

This is a pilot project, including the grant programme and associated COP events and ongoing capacity building support.

Included in this period, following the March – May window for funded groups to deliver their projects, is time (June to mid-July) to identify the lessons learned and understand the impact of the project. Should the model prove successful, we would like to consider expanding this opportunity by extending this work, potentially working across specific geographical areas or other thematic priorities.

### **About LCVS**

LCVS is the independent social infrastructure support, development and representative body for VCFSE (voluntary, community, faith and social enterprise) within Liverpool.

LCVS works to bring together local organisations to make connections, share what they do and support each other, providing **support development and** encouragement to the local VCFSE, through the provision of tools, information, and practical expertise to enable maximum effectiveness.

LCVS **represents** the sector making the case for its inclusion and involvement and speaking as the trusted voice.

LCVS works **in partnership**, connecting with local initiatives and partners, and working together to share knowledge and resources for the benefit of the VCFSE and communities:

- To broker, enable, facilitate and support horizontal relationships: between individual organisations (networking and collaboration)
- to broker, enable, facilitate and support vertical relationships: between individual organisations and/or the sector overall and decision makers/public policy (influence and representation).

In our submission to the Community Renewal Fund, we presented a list of outcomes that this project will achieve, as follows:

<b>Outcomes for heritage</b>	<b>Further detail</b>
<b>Organisation outcomes</b>	<p><b>VCS organisations who access CoP events/are funded through the Innovation in Communities Fund will report:</b></p> <ul style="list-style-type: none"> <li>- Improved confidence in sharing experiences with other organisations</li> <li>- Increased knowledge and skills developed in shaping project ideas, project management and impact assessment</li> <li>- Increased resilience and sustainability where working in outcome areas</li> <li>- New connections and potential partnerships as a result of involvement</li> </ul> <p>Some funded projects will be developing a feasibility study using their grant (as distinct from delivering projects direct to service users) into potential future projects.</p>
<b>Service user/community outcomes</b>	<p>We anticipate that approximately 3,000 service users of funded organisations will report one or more of the following outcomes:</p> <p><b>Short-term benefits</b></p> <ol style="list-style-type: none"> <li>1. People in education/training following support</li> <li>2. People engaged in job searching following support</li> <li>3. Economically inactive people or people who have been unemployed for over 18 months will have engaged in life skills support following interventions</li> <li>4. Economically inactive individuals engaging with benefits system following support.</li> </ol>

	<p>Other benefits:</p> <ul style="list-style-type: none"> <li>- Improvements to local communities through increased engagement in projects that improve local community/environments</li> <li>- Increased social connection through engagement in locally funded activities</li> <li>- Increased civic action and communities reporting improved involvement in positive local changes.</li> <li>- Increased confidence in seeking/accessing employment, placements or training</li> <li>- Have removed one or more barriers to accessing vocational training or employment opportunities e.g. they feel more confident about reducing their dependency upon drugs or alcohol, accessed support for CV writing skills</li> <li>- Have acquired new skills that will help improve their prospects of securing employment and/or feel more confident in using acquired skills.</li> <li>- Improvements to local environments</li> </ul> <p><b>Long term benefits:</b></p> <p>Beyond the term of the funded project, broader impact may include:</p> <ul style="list-style-type: none"> <li>-Increased reports of engagement by funded organisations and local people in activities that improve local neighbourhoods</li> <li>-Improved knowledge of what helps people into work</li> <li>-Increased use of community spaces</li> <li>-Increased visitor levels to the area</li> <li>-Increased reports of community pride in local areas and an increased interest in improving, protecting and creating community and natural assets</li> <li>-Impact upon local levels of unemployment</li> <li>-Impact upon local strategic plans/addressing issues</li> </ul>
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## **What is the Community Renewal Fund?**

This project is part-funded by the UK Government through the UK Community Renewal Fund.

The Government has introduced the fund as it prepares for the launch of the UK Shared Prosperity Fund in 2022, which will replace EU Structural and Investment Funds

This project received £497,000 from the UK Government through the UK Community Renewal Fund, supported by additional LCVS resources.

The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

## **Evaluation Consultant Brief**

### Summary

We are seeking an evaluation consultant to work with us to do the following:

1. Provide an independent review on our progress in delivering the project;
2. Consult with a representative sample of funded projects, their service users, as well as LCVS staff, to obtain detailed feedback regarding their experience in the wider IIC project;
3. Review available data to assess if we have met the outcomes intended through this project;
4. Identify areas of learning;
5. Compile an independent report to review the overall project, as described above.

By mid-July 2022, you will provide us with a comprehensive, well-presented, and easy-to read evaluation report, which we can submit to our funder and use as the basis for sharing our learning with others.

### **The Brief**

We are seeking a suitably experienced project consultant, researcher and report-writer.

Ideally you will have knowledge of community grant-funded projects, and an excellent track record of involvement in community projects and project evaluation.

The 78 LCVS Innovation in Community Fund recipients will self-evaluate their individual project and their data will feed into an aggregate for the overall programme, which will also provide several case studies. This method will enable LCVS to identify if a project has spent the grant appropriately and if the desired outcomes have been achieved.

We want to ensure this monitoring and evaluation approach is an enabling process and to encourage grant recipients in employing other innovative methods of telling us what they did, as well as balancing the need to evaluate activity against the relative size of the grant awarded.

The outcomes, learning and recommendations will be applied by LCVS to develop future projects.

**The successful consultant/company will:**

- Quickly develop a deep understanding of our project, our ethos and anticipated project outcomes;
- Agree and implement an evaluation plan, to ensure we have suitable feedback on the delivery of the project;  
Provide a report that includes a mixture of qualitative and quantitative data;
- Liaise with us throughout the process to ensure the report is developed to the standard we expect;
- Provide to us, by mid-July 2022, an excellent report which tells the story of the delivery of our project, and how we have met the project outcomes.

**Indicative Budget**

Up to £3000, inclusive of VAT, is available to deliver this project.

This must cover all costs to complete this work, including consultant fees and expenses including travel, and any materials and resources needed to undertake the research and data-gathering element of the project.

It is accepted that it may be the responsibility of some other providers (including ourselves) to collect and provide some of the data required.

**Reporting To:**

Clare White, Chief Executive, LCVS.



## Instructions to bidders

Please complete all the blank boxes below. Do not leave any boxes blank. If a section is not applicable or relevant to you, write "N/A" in the box.

This tender will be scored **60% on quality** and **40% on price**.

### How we will score the pricing element

The lowest bid will score 100% of the price marks (40% of the total marks). Other bidders will score price marks compared to the lowest bid. For example:

If the lowest bid is £10,000, that bid will score 100% on price (40% in total).

If another bid is £11,000, that is 10% higher than the lowest bid. That bid would score 90% on price (100% minus 10%) which is equivalent to 36% of the total marks.

**Any bid we deem has been priced "abnormally low" will be excluded.**

## Company information

Question	Your response
Name of the company or sole trader submitting this information	
The company's registered address, or personal address	
The company's website address (if applicable)	
Trading status (select one): a) Public limited company b) Limited company c) Limited liability partnership d) Other partnership e) Sole trader f) Third sector g) Other (please specify your trading status)	
Company registration number (if applicable)	
Date of registration in country of origin (if applicable)	
Charity registration number (if applicable)	

Registered VAT number (if applicable)	
Minimum Insurance Requirements: Public Liability – £5,000,000 Professional Indemnity - £100,000 per claim	

### Relevant evaluation experience

Please provide details of between one and three similar projects you have delivered in the past five years. If your proposal is on behalf of a team, please specify which team member's experience you are including.

	Project 1	Project 2	Project 3
Name of project			
One-sentence summary			
Which organisation did you deliver this project for?			
Please provide the name and e-mail address of a contact at that organisation that could give us feedback about your delivery of the project.			
Approximately, what was the budget for this project?			

## **How you would deliver this project**

In no more than 1,000 words, please describe how you would deliver this project, including:

- Your overall vision as to how you will deliver the evaluation
- How you will work with us in the early stages of the project to ensure the necessary research and data collection measures are put in place to enable you to deliver a comprehensive report
- How you will ensure the data needed is collected;
- How you plan to allocate the budget for this project;
- How you will manage this project to ensure it is delivered on time and on budget;
- How you will provide us with regular feedback on the progress of your evaluation;
- Please provide an indicative timetable summarising your proposed delivery;
- The experience which you believe makes you the right person/company to deliver this project for us.

If you would like, you may include a small number of illustrative documents (e.g. photos, videos or website pages) with your submission, in addition to the 1,000 words.

**Please attach your proposal with your submission**

**Costs**

Please state your quote for this project, giving a breakdown of costs in the space below.

The maximum budget available is £3,000 inclusive of VAT

Please provide your daily consultancy rate, number of days proposed and breakdown for phases/tasks.

If a team is to work on this – then please include a breakdown of days/role/input across the period for each team member.

**Please ensure you include all your costs within the final quote.**

<b>Break down of costs</b>	
<b>Total Cost</b>	<b>£</b>

## Contact details and declaration

I declare that to the best of my knowledge, the answers submitted and the information contained in this document are correct and accurate.

I declare that, upon request and without delay, I will provide any certificates or documentary evidence required to support claims made in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand this submission may be rejected in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Contact name	
Name of company	
Role in company	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

**Please submit your proposal to [clare.white@lcvs.org.uk](mailto:clare.white@lcvs.org.uk) by 9am on Friday May 13<sup>th</sup> 2022.**