**Appendix C - Equality Scheme Engagement 2021 Proposal Form**

Please read the relevant Brief before completing this Proposal.

**Title of Engagement Activity:**

**Date of Proposal:**

1. **About your Organisation(s)**

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| --- | --- | --- |
| 1.1 | Name of the organisation making this proposal. If you are working in partnership please list all partners and indicate who will be the lead partner. |  |
| 1.2 | Contact name and email address for enquiries about this proposal.  If this is a partnership proposal please list the lead contact. |  |

2. **Meeting the Engagement Objectives**

2.1 **Who would you engage with and how many people would you engage?**

Please give the total number you expect to engage and then approximate numbers against each of the groups you propose to engage with. (Only detail those categories that would constitute at least 30% of your total cohort for this engagement activity).

|  |  |
| --- | --- |
| **Total Number:**  *Please show how many individuals you plan to engage overall.* |  |
| **Total number of focus groups:** |  |
| **Which segmented groups will you work with?** |  |
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**Segmented Groups and description of citizens**

* Residents from bottom 10%IMD areas - Those living in the most deprived / poorest communities in the City Region (minimum 1 x 10-person minimum events)
* LGBTQ+/Gender re-assignment/marriage and civil partnership (minimum 1 x 10-person minimum event)
* Gender/Pregnancy and maternity (minimum 1 x 10-person minimum event)

2.2 If you think there is something missing from the Brief that would add value and form part of your activity please explain this here (*max 200 words please*).

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2.3 **Implementation Plan and Timetable** (*Max 100 words*)

Please describe each task you will undertake to deliver the engagement with time scales. An example has been provided to show the key tasks involved in delivering the engagement, **including when** **each task** will happen, **and demonstrating** how the work will fit the planned start and finish date.

|  |  |
| --- | --- |
| **What** (Describe Task) | **When – Date** |
| Contact existing members of the organisation to assess participation | 01/02/2021 |
| Hold online focus group with 10 disabled citizens from Knowsley | 05/02/2021 |
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2.4 **Reporting** (*Max 400 words*)

40% of score

(a) For each engagement activity you will need to record the information contained below as a minimum. Please detail your approach, including how you will record this, in the table below.

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| --- | --- |
| **You will need to:** | **Approach and how will you record this?** |
| Describe how will you align the feedback with the aims of the engagement project to ensure that feedback is insightful and can help shape LCRCA’s Equality Scheme |  |
| Describe how will you ensure that the wider community has accessed this opportunity |  |
| Describe who and how many people you will speak to, as specified in the demographics section of this form |  |
| Describe where/how you conducted the focus groups |  |
| Describe what was said. |  |
| Summarise key messages. |  |

3. **Finance**

40% of score

3.1 **Please indicate the amount which your organisation wishes to quote in order to provide this engagement**

|  |  |
| --- | --- |
| **Total** |  |

*Please remember we are supportive of paying Living Wage to any employees involved in delivering services as part of this contract.*

3.2 **Please provide a breakdown of these costs in the following table:**

Eligible costs will include:

□ **Staff time:** for meeting Merseytravel/LCRCA and other partners if required and understanding the engagement tasks, designing and carrying out the engagement, writing a report/presenting feedback and demographics of participants to Merseytravel/LCRCA and for feeding back to community (if required) the way in which their input has been used by Merseytravel/LCRCA.

□ **Other costs** associated with the engagement activity such as printing/photocopying, room Hire, materials required to have an effective engagement, participant expenses/alternative, volunteer expenses and training, refreshments, childcare or other carer support costs, translation/production of information in alternative formats, appropriate support for participants in responding to issues arising in the engagement, film/photography, equipment etc.

□ Contribution to **management and overhead costs** up to a maximum of 10% of the value of the overall cost.

| **Costs** | **Hourly Rate** | **No of Hours** | **Total  £** |
| --- | --- | --- | --- |
| **Staff Time** please provide details for which staff would be involved for how much time |  |  |  |
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| **Other Costs** please list costs associated with delivery and reporting |  |  |  |
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| **Management Overheads**  (Max 10%) |  |  |  |
| **Total Costs** |  |  |  |

4. **Evaluation** (*Max 200 words*)

20% of score

Please say why your organisation is best placed to deliver this engagement project?

5. **Conflict of Interest**

Please indicate whether any known actual or potential conflicts of interest may arise in the provision of carrying out this engagement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Potential Conflict |  |  | No Conflict |  |

If there are actual or potential conflicts, please provide full details including:

□ Brief description of the nature of connections creating actual or potential conflicts of interest.

□ The full name of any people or bodies whose involvement gives rise to the actual or potential conflicts of interest.

□ Mark with an \* an organisation, people or bodies that are or are connected with Merseytravel and/or Liverpool City Region Combined Authority (LCRCA).

□ An explanation of how the Applicant proposes to deal with actual or potential conflicts so that they do not prejudice a fair and competitive procurement process or the position of Merseytravel on behalf of the Combined Authority.

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6. **Other Issues – Not for Scoring**

**Please use this space to highlight any other issues/concerns or useful information for LCRCA to consider in this matter.** (*Max 150 words*)

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**Scoring System**

Application forms will be scored as indicated in the application form and in accordance with the following scale.

|  |  |
| --- | --- |
| **Score** | **Scoring Principles** |
| **5** | **Excellent** – there is **ample** evidence to support the response. |
| **4** | **Good** – there is **sufficient** evidence to support the response. |
| **3** | **Average** – there is **some** evidence to support the response. |
| **2** | **Fair** – there is **little** evidence to support the response. |
| **1** | **Poor** – there is **no** evidence to support the response. |
| **0** | **Very poor** – there is **no** evidence to support the response. |