



North Brixton Big Local

Tender Brief - Capacity Building Support

Aims/Objectives of this Work:

To work with groups and organisations on a programme of capacity building;

To provide training, advice and practical help to local groups, both fledgling and recently established to develop their governance, financial systems and gain access to opportunities locally including grants; trust and voluntary sector group funding and staff / volunteers.

Scope of capacity building work

To commission organisations to support local developing projects and organisations addressing Big Local Impact priorities to;

Lot 1:	<ul style="list-style-type: none"> • carry out organisational audits leading to organisational development plans; • develop a constitution appropriate to the organisation including charities, voluntary and community sector organisations and social enterprise organisations; • establish a management group and governance procedures; • Governance support: How to be a good and effective Trustee; • develop organisation policies and procedures as appropriate;
Lot 2:	<ul style="list-style-type: none"> • develop business plan including financial and fundraising plans, VFM and Full Cost recovery tools; • Sustainability, developing business models which supports organisations to become sustainable;
Lot 3:	<ul style="list-style-type: none"> • Asset Management. Managing and developing community assets
Lot 4:	<ul style="list-style-type: none"> • Funding: models of funding local activity including how to respond to commission and contract opportunities; prepare and submit funding applications; social enterprise finance models; • Developing systems and processes to respond to Pre-Qualification Questionnaires, Invitation To Tenders, tender and commissioning opportunities (becoming tender ready) • tap into existing local resources including training, business advice which is available to organisations in Brixton, Lambeth, London and beyond; • access relevant local, regional and national funding streams appropriate to scope of project;
Lot 5:	<ul style="list-style-type: none"> • identify and support training and advice to staff and volunteers around



	dealing with conflict and 'real life' situations identified by the participants;
Lot 5:	<ul style="list-style-type: none"> plan, promote, monitor and evaluate the impact of their projects.
Lot 6:	<ul style="list-style-type: none"> develop Volunteer Management, policies, practices and development;

Criteria for organisations receiving capacity building support

- to be actively engaged with Big Local Impact through:
 - participation within one of the theme groups of activity;
 - previously received Big Local funding and successfully delivered project and submitted monitoring information
 - able to demonstrate local need for their organisations project;
 - demonstrate strong and stable support by local volunteers and trustees which Big Local Impact identify as viable.

Outputs. The outputs for this commission will be:

- Increased social and economic investment within the Big Local Impact Area;
- Increased participation and engagement of local people and within local resident led organisations;
- Increased skills and confidence of residents, staff and volunteers working with local organisations;
- Respond to locally identified needs – resident led organisations are able to respond to needs identified by the community

Budget. The Partnership has set aside a budget for this project within their Big Local Plan. Your proposal should indicate your budget for this task, including all costs. Your final figure should include VAT, if applicable.

Selection criteria. The successful applicant will demonstrate

- experience of working with communities, including good interpersonal facilitation and engagement skills
- knowledge and skills of supporting capacity building activity for small grassroots community organisations
- good writing and presentation skills, with an accessible style of communication
- understanding of the Big Local programme principles and requirements
- proven ability to work on own initiative and to tight deadlines
- ideally knowledge of the geographical area

Timescales

Tender circulated	Week of 25 th February 2019
Closing date for proposals	Friday 15 th March 2019
Partnership sub group consider applications for short listing	Monday 18 th March 2019
Interviews held (if required)	20 th March 2019
Consultant appointed and starts work, including first meeting and review and discussion of the detailed project plan with the Big Local Partnership	22 nd March 2019
Programme of work to commence with VCS organisations	

Application process

North Brixton (Big Local Impact) Big Local is supported by Crest Advisory.



Please send your proposal by e-mail to Jedidah Onchere at Big Local Impact jedidah.onchere@biglocalimpact.org.uk by **Friday 15th March 2019**.

You should include a brief outline of your relevant skills and experience, the proposed methodology and approach, along with a short CV and estimated budget. Please try to keep your proposal to four sides of A4.

Further support and clarification

If you would like to discuss any aspect of this tender, please email Jedidah Onchere, the Big Local Manager for North Brixton Big Local jedidah.onchere@biglocalimpact.org.uk or Sian Penner, the Big Local Representative on Sian@pennerassociates.com

More information on the past activities of North Brixton Big Local Partnership available at <http://biglocalimpact.org.uk/>

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