

Request for quotation: Springboard, a Community Leadership Programme for people from the black, Asian and minority ethnic communities in the Humber, Coast and Vale Health & Social Care partnership region

Deadline for Request for Quotation: 12.00 noon Monday 31st January 2022

1. Introduction

The Humber Coast & Vale (HCV) Health and Care Partnership's Workforce workstream is focussed on addressing current inequalities in terms of both workforce and Board level representation. It has asked Two Ridings Community Foundation¹ to engage a suitably qualified organisation/individual/consortia to develop a Leadership Programme for black, Asian and minority ethnic communities as a springboard into future representation and involvement as well as an entry point into employment within the health and social care sector in the Humber, Coast & Vale Partnership area of York, North Yorkshire, East Riding, Hull, North Lincolnshire & North East Lincolnshire.

Due to the nature of the work tenders are particularly welcome from organisations/individuals led and/or delivered by people with lived experience and with relevant knowledge, skills and experience in providing similar contracted services.

The contractual relationship will be with Two Ridings Community Foundation, but the contractor will be required to report to a Programme Steering Group that will further report to the HCV Partnership Workforce Investment Committee and Workforce Board. Members of the Programme Steering Group are:

- Jason Stamp – CEO Forum, and Chair and Senior Responsible Officer - Humber Coast and Vale VCSE Leadership Programme
- Alina Khan – Head of Diversity & Inclusion - Yorkshire Ambulance Service
- Bibhash Dash – BAME Wellbeing Coordinator - HEY Smile Foundation
- Gary Sainty – VCSE Programme Director - Humber Coast and Vale Health and Care Partnership
- Harriet Johnson – Head of Programmes and Partnerships - Two Ridings Community Foundation
- Safaya Monaghan – Commissioning Officer - North Lincolnshire Council
- Jan Garrill – CEO of Two Ridings Community Foundation – for tender process

2. Background

Although the impact of COVID 19 across the Humber, Coast and Vale (HCV) Health and Care Partnership has focused attention of the wider Health Inequalities agenda

¹ Two Ridings Community Foundation is a charity that provides grants & support - to grassroots groups improving lives and communities in North & East Yorkshire - from funds that it maintains and administers on behalf of multiple donors. The CEO of Two Ridings sits on the Humber Coast and Vale VCSE Leadership Programme.

and specifically the needs of black, Asian and minority ethnic communities, the issues of health inequality and the absence of black, Asian and minority ethnic people in leadership roles within the HCV Partnership and across certain areas of the workforce and within leadership and trustee roles in VCSE organisations² existed before the pandemic. This is apparent at the senior leadership of the HCV partnership – for example the Board, its sub committees and workstreams (or the system as it is often described by the NHS) and in local geographical decision-making structures – for example on decision-making groups or even acting as Trustees of voluntary and community sector organisations (this level is often described by the NHS as place).

Aims of the Leadership programme

The Springboard Programme is sponsored by the HCV Workforce workstream to unlock the potential for people from the black, Asian & minority ethnic communities to have greater, meaningful participation in all aspects of the HCV Partnership as well as expecting it to provide participants with enhanced insights and practice that bring benefits in their community.

We recognise that there are several well-established leadership programmes (e.g., Two Riding's HEY Confident Futures & Clore Social Leadership's Leading Beyond Borders), so this funding will result in a programme which complements other work being undertaken and signposts participants to other available leadership opportunities. Participation in this community leadership programme will have a positive impact on future representation and engagement with the Humber, Coast and Vale Health and Care Partnership and contribute to building the future workforce across all sectors by providing a key entry point into employment within the health and social care sector.

-There are key aims and outcomes in the development and delivery of this programme of work:

- At a Humber, Coast and Vale Health and Care Partnership level, this programme will create meaningful opportunities to involve black, Asian and minority ethnic leaders in all aspects of its work, including pro-active engagement and appropriate representative opportunities. This will represent an inclusive approach to engagement and participation, recognising current structural and cultural barriers that lead to underrepresentation from some communities. This approach will translate to influencing ongoing work in all six places across the wider Partnership. The long-term outcome is that black, Asian and minority ethnic communities have a stronger voice in influencing decision making within the partnership.
- This Programme will support the integration of the skills, knowledge and lived experience of black, Asian and minority ethnic communities and black, Asian

² This is also evident through data which tells us across the North of England only 5.7% of VCSE organisation chairs and 6.1% of CEO's are from black, Asian and minority ethnic backgrounds. (Third Sector Trends, 2019)

and minority ethnic community leaders into the work of the Partnership at both a system and place level.

- On a community level, this Programme will support participants to recognise and enhance their skills, experience and knowledge to develop leadership skills within their own communities/ organisations, access to engagement and representative opportunities and to mentor and support others to develop their skills in the future.
- This pilot needs to be evaluated to evidence the impact that the programme is making to evidence any further roll out in other areas of Humber, Coast and Vale.

This Programme will support the wider work of the Humber, Coast and Vale Health and Care Partnership at both strategic and place-based levels and participation will reflect the diversity of communities in each of the six areas. It will link directly to work already being undertaken around workforce, the black, Asian and minority ethnic Network of Networks, and emerging work around health inequalities, social inclusion and equality and diversity.

We are looking to commission the development of a programme with a view to piloting the programme in two contrasting places (Hull and North Lincolnshire) before undertaking a phased implementation across all six places within the Humber, Coast and Vale Health and Care Partnership by the end of March 2023. **This tender opportunity is focused on the initial co-production and development of the core programme and the roll out and evaluation of this work in the two identified pilot sites by the end of September 2022.**

The Programme Steering Group will actively support the provider in establishing pro-active relationships with key black, Asian & minority ethnic lead groups and organisations in each of the two pilot sites and help in the recruitment of an initial cohort of participants who will be involved in the design and delivery of the programme at its pilot phase.

We would want to explore in the pilots whether participants in the pilot could be involved in the facilitation and delivery of the next phase of the programme, via a supported training the trainer model.

3. Project outline

The expected outputs of the Programme will be:

- Research existing black, Asian and minority ethnic Leadership Programmes and build on current models of good practice
- Pro-actively engage with the Partnership and black, Asian and minority ethnic leaders to inform the programme design and scope
- Develop an understanding of the barriers and challenges facing black, Asian and minority ethnic communities to engage in leadership development programmes and other health-related opportunities, this will create learning to be shared with the Partnership

- Use a co-production model to develop a modular learning programme designed to develop the skills, knowledge and potential of black, Asian and minority ethnic community Leaders by June 2022
- Deliver the pilot learning programme in Hull and North Lincolnshire to a minimum of 25 community leaders across both pilot sites by September 2022
- Evaluate the programme as it progresses to support a planned implementation across the partnership.
- Track the individual journeys of participants engaged over the course of the Programme to understand impact in terms of future employment and participation in HCV activities at system, place and neighbourhood levels.

The Programme Steering Group will be pro-active in helping broker introductions to key groups and organisations in each of the pilot sites and assisting identifying a cohort of potential participants who can be engaged in this work.

4. Management and Expertise

Tenders are invited from qualified organisations/ individuals' with relevant expertise in providing similar contracted services. **Due to the nature of the work tenders are particularly welcome from organisations/individuals led and/or delivered by people with lived experience. Tenders should articulate their relevant knowledge, skills and experience in providing similar contracted services.**

The following are the specific areas of expertise expected of the tenderer by strand:

- Experience in leadership development and supporting programmes of development
- A strong understanding of the community, voluntary and public sector
- Experience of using co-production methodology in the design and delivery of training and development programmes
- An understanding of the health and social care workforce
- An understanding of the factors affecting black, Asian and minority ethnic communities gained through either lived experience and/or working within these communities.
- A pro-active approach to understanding the current barriers to participation
- Strong communication, facilitation, analytical and report-writing skills
- Demonstrated capacity to work flexibly and to deadlines.
- An appreciation of the challenges facing leaders in small, community projects

The tender will be managed by Two Ridings Community Foundation and day-to-day coordination of the project will be the responsibility of the programme Steering Group.

Ownership of all resulting materials rests with HCV Partnership along with decisions on all aspects of publication.

4.1 Project Budget

Project budget for the work:

- £60,000 (inclusive of VAT) to fund the development of leadership programme and initial rollout to a cohort of participants in Hull and North Lincolnshire.

Based on the monitoring and evaluation of the development of the Programme and the delivery in the two pilot sites, the Steering Group will be responsible for identifying the longer-term sustainability of the Programme and overseeing the planned roll out of this work across the Humber, Coast and Vale Health and Care Partnership.

4.2 Timescale

The expected schedule of the project is as follows:

- Commencement of contract: March 2022
- Delivery of the pilot learning programme in Hull and North Lincolnshire to a minimum of 25 community leaders across both pilot sites to commence by September 2022
- Monitor and evaluation to take place throughout contract with agreed regular monitoring provided to the steering group.
- Completion of contract 12 months after the contract start date

Whilst these are indicative timescales, the Programme Steering Group is keen to adopt a flexible approach to the timescales for development and delivery of this work in negotiation with the identified provider.

5. REQUIRED FORMAT OF TENDER

All tender documents should comply with the following format:

- The pages of the tender document to be numbered sequentially
- Supporting documents to be cross referenced in the main tender document and attached as an appendix to the main document

6.1 General Information

The following information must be contained within the proposal:

- Name, address, telephone number, email address, and introduction to your organisation and/or Curriculum Vitae of all parties involved in the tender proposal.
- Type of organisation (limited company/sole trader/CIC etc)
- Company or charity registration number (if applicable)
- Name and position of contact person dealing with the contract.
- Details of previous relevant work undertaken
- A statement demonstrating that the tenderer understands each of the strand tasks and proposed outputs.

- Any key assumptions made in formulating the tenderer's approach or in estimating the resources for the assignment

6.2 The Proposal

The applicant must describe the following:

- Skills and experience
- Methodology
- Timeliness

The table below shows the weighting of the scores for the tender assessment and the word count.

For each strand	Weighting for scores	Word count
Skills and Experience – please provide details of the relevant experience, knowledge and qualifications of staff that will be involved in delivering similar projects	30%	500 words max
Methodology – please provide a method statement setting out how you would approach the tasks. This should include an outline report structure if relevant.	50%	1000 words max
Timeliness – how will you ensure you are able to carry out the work to your agreed timescales? Please provide an indicative work plan.	20%	300 words max

Additional information: suppliers wishing to quote for this work are also required to provide the following:

- CVs of each member of the project team
- Examples of similar projects undertaken
- References from similar projects, which will be taken up prior to any tender being awarded

6.3 Financial Information

All costs must be quoted in POUNDS (£). Tenders must cost each element of the work outlined in their proposal and the sum should include staff costs, travel and subsistence, room hire, printing and all other overheads/costs associated with the delivery of the research. V.A.T., where applicable, should be shown separately – but must appear on the proposal. A breakdown of the total cost should be provided i.e., the number of days, daily rates being charged in respect of each individual to be involved in the project etc.

Payment will be phased and linked to progress as follows:

- 33% upon signing of contract;
- 33% on confirmation of satisfactory progress being made at mid-way point, or some other point to be agreed with successful tenderer

- Final balance upon receipt of final report and satisfactory conclusion of the overall project.

The figure quoted must be the best and final offer for the award of the contract and must be a single fixed figure quotation. Two Ridings Community Foundation is a registered charity administering publicly donated funds, therefore there is an upper limit on the funding available for an evaluation and quotes received are expected to be competitive whilst being realistic.

6.4 Evaluation criteria

Two Ridings Community Foundation will select the most economically advantageous quotation using the following price: quality ratio:- 40% Price : 60% Quality

Your responses to the questions in 6.2 will be assessed based on the score mechanism shown over

QUALITY ASSESSMENT SCALE		
Tenderers should be aware that when scoring evaluators will be considering the following:		
<ul style="list-style-type: none"> • How well does the Tenderer's response meet requirements? • How well does the Tenderer's response demonstrate a satisfactory understanding of requirements? • Is the Tenderer's response supported by a good standard of evidence? 		
Assessor Score		Rating
5	Significant assurance supported by a robust, comprehensive Tender without any errors / omissions	Excellent
4	Demonstrates overall ability to deliver the requirements with no cause for concern	Good
3	Demonstrates ability to deliver in most aspects but doesn't quite meet the criteria for a 'good' score.	Satisfactory
2	Demonstrates ability to deliver but has a number of omissions which preclude a higher score	Fair
1	Fails to demonstrate overall ability to deliver the Services to an adequate level	Poor
0	Significant shortcomings which raise major concerns for Two Ridings Community Foundation	Very poor

7.0 Other Terms & Conditions

Two Ridings Community Foundation is not responsible and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits in preparing the tender, post-tender negotiations or interviews.

Nothing in the enclosed documentation or appendices, or any other communication made between Two Ridings Community Foundation and any other party, can be considered a contract or agreement at this stage.

The tender will be evaluated based on a combination of quality and price criteria. Two Ridings Community Foundation reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Please note that by submitting a tender response for consideration you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to Two Ridings Community Foundation is open for acceptance for 60 days from the tender closing date.

If you have any queries regarding this tender please contact:

tenders@tworidingscf.org.uk

General questions raised (without disclosing the source of the enquiry) may be made available to all bidders where they provide clarification of the process or tender requirements.

8.0 Submission of tender

Responses to this Invitation to Tender should be submitted by email to tenders@tworidingscf.org.uk by no later than **12.00 noon on 31st January 2022**

Please use **black, Asian and minority ethnic Community Leadership Programme - Tender** as the subject reference for your email.

Any Tender received after the Deadline shall not be opened or considered. Two Ridings Community Foundation may, however, in its own absolute discretion extend the Deadline and, in such circumstances, will notify all Tenderers of any change.