



## **Tender to support the Wormley & Turnford Big Local Partnership**

### **Background**

Wormley & Turnford is a ward in the borough of Broxbourne in Hertfordshire with a population of approximately 11,500. It has been awarded £1 million from the BIG Lottery Fund (through the Local Trust) as part of the Big Local programme. The community set up a residents group known as the Wormley & Turnford Big Local Partnership, and has spent the last four years working with the local community to support their visions and priorities for the future. The WTBL Partnership is supported by its Local Trusted Organisation, the CVS for Broxbourne and East Herts

Evidence from a variety of sources, including widespread community consultation now needs to refresh/renew their Big Local Plan, identifying the area's main objectives and resources. The Plan will set out how the community will continue to invest to achieve the changes the community wants to see over the remaining period of the Big Local Programme and beyond. See further guidance that can be found on the Local Trust Website, including the criteria for what makes a successful Plan here: <http://localtrust.org.uk/library/programme-guidance/big-local-partnerships/>

### **Task**

You will work with local residents and stakeholders, many already engaged with the project, to review the existing plan and to gather ideas and information needed for renewing the Plan, including proposals to administer the funds and a detailed budget of how the money will be used over at least the next two years. You will facilitate a desk top review of all consultation that has taken place over the last 18 months and the ideas gathered within these and insure that these inform the updated plan. Although you will be expected to take the lead in producing and developing the plan document it is paramount that there is community involvement in all stages of renewing the plan.

Your approach must involve the Partnership in discussion and decision-making. It will build on the consultation and engagement processes followed so far and aim to enhance the capacity of the Partnership. The Action Plan will capture the values and principles of the Big Local programme, through inclusive and transparent community participation.

### **Outputs**

- A review of the current Community Plan due to expire on 30<sup>th</sup> September 2018 (to take place towards the end of September 2018)

- An updated Community Profile of Wormley and Turnford drawn primarily from existing data
- A desk top review of all existing consultation that has been carried out over the last 18 months
- Consultation activities with Big Local Partnership and residents of our Big Local Area, leading to a draft Plan for discussion, amendment and agreement by the Wormley & Turnford partnership (by the end of October 2018), including:
  - A set of clear objectives based on the community profile
  - A draft implementation and development strategy
  - An approximate budget of BL spending/investment over the next two years
  - An indication of potential delivery partners
  - A communication strategy
  - Suggested methods and indicators for evaluating progress
- A final, agreed renewed Big Local Plan including a guiding implementation plan and development strategy, which can support the Wormley & Turnford Big Local Partnership over the next two years. It will be presented in a clear format and plain English. The final Plan will meet the Big Local criteria as set out in their checklist and general guidance, and be ready for endorsement by the Local Trust by mid-November 2018.

## **Budget**

The Partnership has set aside a budget for this stage of the Big Local Pathway. Your proposals should indicate your budget for this task, including the costs of any community or stakeholder events you might want to hold. 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 in participatory approaches to community planning
- good writing and presentation skills, with an accessible style of communication
- understanding of the Big Local programme principles and requirements
- financial capabilities to produce a plausible budget
- proven ability to work on own initiative and to tight deadlines
- ideally knowledge of the geographical area

## Timescales (suggested)

Tender circulated	9 <sup>th</sup> August 2018
Closing date for proposals	7 <sup>th</sup> September 2018
Steering group consider applications for short listing	10 <sup>th</sup> September 2018
Interviews held (if required)	(By) 14 <sup>th</sup> September 2018
Consultant appointed and starts work, including first meeting and review of current community plan with W & T Partnership	(By) 30 <sup>th</sup> September 2018
Consultation activities undertaken and a draft Action Plan presented to W & T Partnership.	(By) 31 <sup>st</sup> October 2018
Final Community Plan signed off by Partnership and submitted to the Local Trust.	w/e 16 <sup>th</sup> November 2018

## Application process

Please send your proposal by e-mail to Michal Siewniak, Community Development Manager for Wormley and Turnford Big Local [michal@wtbiglocal.org.uk](mailto:michal@wtbiglocal.org.uk) by **7<sup>th</sup> September 2018**. 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 telephone Noelle Blackman, the Big Local Partnership Chair for Wormley & Turnford on 07721 041053 or Ian Richardson from CVS for Broxbourne and East Herts (Local Trusted Organisation).

August 2018