

SPORTS PARTNERSHIP HEREFORDSHIRE  
& WORCESTERSHIRE

---

# TENDER PACK

---

**Our Community Can**



# INTRODUCTION

Sports Partnership Herefordshire & Worcestershire, in partnership with Ignite CIC are seeking an **evaluation partner** for the evaluation of Our Community Can (OCC) – a 4 year National Lottery Community Fund (NLCF) funded project.

This document sets out the background, evaluation aims and objectives, budget, timeline and next steps.

Sports Partnership Herefordshire & Worcestershire (SPHW) is the strategic lead for physical activity and sport committed to improving the lives of people in Herefordshire & Worcestershire through the power of physical activity and sport. Our purpose is to create a more active and healthier Herefordshire and Worcestershire by enabling a thriving, sustainable environment of physical activity and sport.

Ignite CIC is a Community Interest Company delivering across Herefordshire. They work with local individuals, groups and organisations using creative and physical activities as a vehicle to bring people together and enhance wellbeing. Ignite's vision is for people to build and benefit from sustainable creative and physical activities, through individual endeavours or as community groups in order to sustain a healthy lifestyle.

Together we are seeking an experienced organisation with a strong track record of evaluating community based programmes and initiatives to carry out comprehensive evaluation of each individual project and the programme as a whole over the full 4 year duration.



# Project Overview

Our Community Can is an exciting 4-year project being delivered across Herefordshire & Worcestershire, working with communities to establish and enhance both physical and creative activities in local areas that will bring people together, improve community cohesion, reduce isolation and enhance wellbeing, reducing the risk of future physical and mental health issues.

Through active participation in a wide choice of high quality activities, as decided by the community themselves, the project will build community resilience by establishing new and strengthening existing relationships and connectivity between community members, as well as increasing physical and mental wellbeing and healthier lifestyles in activities closer to home.

The model, the basis of this project, has been refined following two successful pilot projects, funded by Herefordshire Council with match from ignite cic, Brightstripe Cultural Health cic, Sports Partnership Herefordshire and Worcestershire, Parish Councils, Village Hall Committees, Community Volunteers, Practitioners, Community Members, and various activity clubs.

The number of sustained group activities that the project initiated measured success; which included constituted clubs, community volunteers taking activity leadership roles and professional practitioners taking over classes on a commercially viable basis. Other outcomes included new members to parish councils and an increase in other social activities.

The following 9-step model has been developed with a flexible approach for each community in mind



The evaluation team should advise with regards to the scale and scope of the evaluation process and methods of collection of relevant data for this level of project.



# Project Aims

Over the course of the 4 years, the project aims to engage with 56, predominately rural, communities – 28 in Worcestershire and 28 in Herefordshire.

The overall aim of the project is to increase activity levels of people living in rural areas through the provision of sport, physical activities and creative opportunities as defined by themselves.

The specific aims of the project are:

- **Increased community connectivity and relationships**
- **Established sustainable creative and physical activities within local communities**
- **Increased wellbeing**
- **Reduced feeling of isolation**

We anticipate that the demographics of the communities we will be working with will be quite diverse and as such, everyone will be welcome to join in with local opportunities. A key demographic for the project will be older adults over the age of 55 however we expect a broad range of ages to participate.

Over the 4 years of the project, we anticipate engaging with in excess of 1500 individuals.



# Key questions for the Evaluation

We are seeking to understand the following through the evaluation process. This information should be collated and made available to include in 12 monthly reports throughout the length of the project and an infographic.

## Process

- What partnerships/contacts were needed to ensure the effective delivery of the C&AC model?
- Does the flexibility of approach work for the different areas?
- What activities were popular with communities/participants, and why?
- What key lessons have been learnt through using the model

## Impact

- To what extent has the implementation of the model improved wellbeing outcomes for the local community/participants
- How successful has the model been in terms of achieving sustained activity in each area?
- How has the project performed against the NLCF identified outcomes of;
  - Bringing people together and building strong relationships in and across communities
  - Improve the places and spaces that matter to communities
  - Enable more people to fulfil their potential by working to address issues at the earliest possible stage

## Economic Value

- What value has there been to the project in terms of local providers who have been involved (increased numbers at activities at a local level, number of providers in the local area engaged in activity) ?
- How does the cost per community provide value in terms of the identified outcomes against the cost overall of the project?
- What has been the added value in terms of local support through volunteers/key contacts?



## Approach / Methodology

We will expect that throughout the evaluation the chosen provider will work closely with the OCC Strategic Project Management Group (made up of representatives from SPHW and ignite CIC) in a collaborative way. This group meets quarterly and a representative from the chosen provider will be required to attend a minimum of 2 meetings/year to provide updates on progress. We would value bids from providers who are able to demonstrate their ability to be flexible in their approach.

We are flexible to the kind of evaluation partner we have (academic or non-academic) and are open to collaborative bids.

### **We anticipate that the evaluation will:**

Employ a mixture of qualitative and quantitative methods to provide breadth and depth of coverage (as identified through the programme logic model & evaluation planning template)

Provide narrative to give an understanding of the story behind the numbers and draw out key learnings that will be used to support the development of future projects

Analyse quantitative data to provide clear output measures

Undertake case study development to provide a comprehensive picture of each local project taking in to account the views of all involved (participants, delivery staff/practitioners, project leads and stakeholders)

Provide individual project impact reports and an annual report of the OCC project as a whole – provided in line with NLCF reporting schedule.

# Management Arrangements

Through the strategic project management group we will expect to work closely with the chosen provider and be in regular contact via phone/email. Initially we anticipate a weekly conference call and monthly meetings during the set up phase. Beyond that monthly phone calls and attendance at the strategic project management meetings at a minimum 6 monthly intervals.

Day to Day management will be carried out by Project Manager (Workforce) with support from Laura Davies – Project Officer (OCC) at SPHW and Jan Perridge – Director, at ignite CIC

## Budget

Quotes should not exceed **£30,000** over the 4 years of the project. We are looking to start work with the chosen provider immediately, so please ensure you have the capacity to enable this.

In addition to the available budget SPHW are committing staff capacity through Thomas Lawley – Project Officer (Information and Insight) for 1 day/week to support the chosen provider.

The project duration runs from 1st January 2020 – 31st December 2024.



# Application process

In order for us to make an informed decision, please answer the following questions:

1. Please outline your approach to evaluating this project (1000 words max)
2. Please outline your approach to working with stakeholders, volunteers and participants (500 words max)
3. Please explain your approach to disseminating the learning from our project (500 words max)
4. Please outline your previous experience of evaluating physical activity programmes/projects (750 words max)
5. Please provide a comprehensive breakdown of the costs/year for the evaluation. Please include number of days/year, tasks, daily rate etc

Your tender will be scored against the following criteria:

Value for money – 50%

Answer to questions – 50% (10% each)

The assessment process will also include 121 phone calls or face to face meetings with applicants before a final decision is made.

The deadline for applications is **Sunday 23rd February 2020**

Please submit your application and supporting documents via the online form <https://www.sportpartnershiphw.co.uk/forms/view/occ-itt>

## Additional documents

- NLCF project application
- Programme logic model and evaluation planning template
- Full project proposal from NLCF

## Contact details

Stephen Brewster, Chief Executive, Sports Partnership Herefordshire & Worcestershire. Phone: 01905 855537 / Email: [s.brewster@worc.ac.uk](mailto:s.brewster@worc.ac.uk)

Jan Perridge, Director, ignite CIC.

Phone: 07983 495 978 / Email: [jan@ignite-cic.co.uk](mailto:jan@ignite-cic.co.uk)

