



Consultancy Brief for Work to be Undertaken in support of Work Package 7

May 2019

iSE (Initiative for Social Entrepreneurs) is a delivery partner in the USE-IT Project, an ERDF project led by Birmingham City Council which completes in December 2019. There are 15 project partners delivering different elements of the project across West Birmingham.

You can find details on the project here <https://www.uia-initiative.eu/en/uia-cities/birmingham>

The USE IT Challenge

Birmingham is a key economic hub and a popular destination for migration. Whilst the city is a 'big draw', the reality of poverty and underemployment amongst indigenous and migrant populations is leading to increasing social, economic and environmental isolation.

We will be working in a highly populated inner city transect with high poverty and new migrant populations, where more than 40% of the population has no formal qualifications. We will use the building of a new hospital, local social enterprise structures and universities rich in cultural and creative capital to enable the population to self-empower in a sustainable way. This means increasing their employment prospects and their ability to engage and influence the public planning, investment and strategy that takes place in their localities.

Consultancy Brief

iSE and partners are seeking a consultant to support the project steering group to develop and implement a strategy for the USE-IT Project legacy, which is the focus of Work Package 7.

This consultancy work is to commence from 24th June 2019 and complete by 20th December 2019. It is expected that the consultant will work flexibly most weeks over this period to achieve the expected outputs and outcomes. The consultant will attend



project steering group meetings and Work Package 7 meetings both of which take place monthly to report on progress and consult with partners.

1. Focus of the Consultancy Activity

The USE-IT project is looking for support in its final year to:

1. Provide support to each individual partner in formulating their Legacy plans – re-engaging dormant partners, understanding their aspirations and obstacles. Output: 15 legacy plans
2. Work with individual Work Package leads (WPs) to ensure that work continues after USE-IT finishes – ensure that all WPs have impact plans till December and legacy plans post 2019. Output: legacy plans and funding plans designed for and with WP4, WP5 and WP6.
3. Provide strategic advice and support for implementation to all three Community Economic Development Plans (CED) currently being designed for Smethwick, Summerfield and Soho. Outputs: 3 implementation plans, 3 progress reports for each CED.
4. Support Challenge Panel - engage and support external partners that are looking to employ the USE-IT model (capitalisation of the project's learning), pursue opportunities emerging around High Speed Rail construction (East of Birmingham), Commonwealth Games and other relevant. Output: 4 Challenge Panels organised – 2x Anchor institutions, 2x Solidarity Economy and support to be provided for the final Social impact investment panel.
5. Represent the project at dissemination events nationally and internationally – to promote the project and allow for wider replication. Output: attend at least one national and one international event
6. Provide support to the project lead organisation – Birmingham City Council concerning future strategy and replication. (6 days)

2. Informing and Supporting the Consultancy Post Contract Award

A range of existing information is available to inform the consultancy activity including:

- Project application and work package specifications



- Monitoring reports: project partners are required to submit monitoring reports quarterly, which include information on project delivery (e.g. demographics, numbers) and services provided
- A project Steering Group will be available to meet with the consultant at key stages of the process to shape delivery and support the work
- Access to Work package steering groups and project partners
- Access to key stakeholders

3. Timescales

Tender advertised: Monday 20th May 2019

Tender return date: 12 noon Monday 10th June 2019

Interviews (if required): 17th June 2019

Tender awarded: w/c 17th June 2019

Consultancy activity- 24th June 2019 to 20th December 2019

Report: All reports and supporting documentation to be completed by 20th December 2019 (4 reports with action plans, one each work package)

4. Budget

A budget of £36,000 (excluding VAT) is available for the project. Payment will be released at key stages of the project as follows: • 25% on signing contract • 25% at an agreed at 2 interim points of the project – this will be based on an agreed project plan. • 25% on submission of final report and recommendations

5. Responding to this brief

Please provide the following information in your tender:

Experience relevant to the tender opportunity: Relevant experience of delivering similar work.



Method statement: how do you propose to deliver the work to deliver the work within the proposed timescales. Please include a project plan with key milestones and dates. Experience of delivering similar evaluations, including examples Staff: who will deliver the work and their skills and experience?

Price: please provide a breakdown of costs (please be clear on any anticipated costs not included).

The deadline for submitting proposals is 12 noon on Monday 10th June 2019. We will be assessing submissions based on the criteria listed below, and if necessary, we may ask you to interview. If required, interviews will be held during the week commencing 17th June 2019 (proposed Monday 17th June).

6. Criteria **WEIGHTING** Method Statement

The tender will have demonstrated that the chosen methodology will deliver the required outcomes 40%

Experience of delivering this kind of project, including examples/case studies and experience qualifications of staff directly working on the project 20%

An achievable project plan including, timescales and key milestones 20%

Value for money 20%

Total 100%

7. Queries and Submission

If you have any queries about any of the elements above, please contact Sarah Crawley, CEO of iSE on 0121 771 1411 or sarah.crawley@i-se.co.uk

Please send the completed tender to Sarah Crawley sarah.crawley@i-se.co.uk by midday on the 10th June 2019.