

Invitation to Tender

October 2014

Coaches, Community Engagement Project

Scottish Communities Climate Action Network (Scottish Communities CAN) is seeking a number of suppliers to provide bespoke advice and support on community engagement techniques, to community groups taking action on climate change. We are seeking suppliers from a range of backgrounds including community development, consultancy and academia.

Details of the project are given below. For information about Scottish Communities CAN see www.scottishcommunitiescan.org.uk.

The successful suppliers will act as coaches to community groups, building their capacity. We anticipate that up to 6 suppliers will be appointed, to work with up to 3 communities each.

Timeline and submitting a tender

The deadline for submitting a tender for providing coaching is 17:00 on Monday 10 November 2014. Tender submissions should be sent to Suzy Goodsir (Scottish Communities CAN vice-chair) suzy@greenerkirkcaldy.org.uk. Tenders should provide a proposed methodology, identified risks and summary of experience and expertise related to the topic.

Successful suppliers will be notified by 30 November 2014. Please note that success at this stage does not guarantee that you will be matched to any communities – it simply means that you have been added to an ‘approved suppliers’ list. Community groups to benefit from the project will be selected through an application process, and matched to a suitable supplier by Scottish Communities CAN in December 2014. Support to community groups will be delivered over the period February to July 2015.

Each community will receive 3 days of support. This may take the form of ‘consultancy’, delivered over a short period, or ‘mentoring’, delivered over a period of several months.

Please provide a tender on a ‘per community’ basis. If you would prefer to support only one community, state this in your tender. Provide a breakdown of costs and indicate if VAT will be applied. The work must be completed by the end of July 2015, including billing. Please indicate on your tender that this timetable is acceptable.

Project details

The Scottish Communities CAN project “Bespoke Peer or ‘Expert’ Advice and Support – Pilot project for 12 communities” aims to form a group of individuals and organisations with experience of effective community engagement techniques, to act as mentors or consultants to 12 community groups.

This support seeks to address the two key challenges our members tell us they face in their community engagement work:

- How can community projects broaden their appeal to engage with a greater cross-section of their community (beyond the ‘usual suspects’)?

Scottish Communities CAN receives a grant from Scottish Government to provide a Secretariat, currently provided by Changeworks. Steering group and task group members give their time voluntarily.

- How can community projects deepen their engagement to ensure that interest in their activities leads to lasting behaviour change and commitment to a low-carbon future?

It proposes to offer one of two options to the recipient community groups:

1. Consultancy

Around 3 days of support would be made available to the group, delivered over a short period of time. The consultant will meet with representatives of the recipient group to understand their support needs, and develop solutions with or for them to suit their needs.

Example scenario – Community X have funding for a new project which aims to deliver energy advice to households in their village. They have ambitious targets and only 18 months to deliver. Community Z have run a similar project for several years and their Marketing Coordinator is appointed as a consultant to help Community X. She meets them to understand their project's targets and wider aims, then develops a written 'Engagement & Marketing Plan' for their project, building on her learning in her own community while taking into account the unique local knowledge of Community X. She also helps them develop marketing materials such as website copy, template emails and flyers for a street-by-street energy saving campaign, and delivers a short training session to Community X's staff and volunteers to make sure they can make the most of the resources. The new project gets off to a flying start, fast-forwarding several months of learning.

2. Mentoring

Around 3 days of support would be made available to the group, delivered over a 6 month period. Support will take a coaching and capacity building approach and the support needed will be different for each recipient group.

Example scenario – Community A are a purely voluntary group who engage their community around local food and growing. They would like to develop their capacity to inspire lasting behaviour change in their community. Consultant B is appointed to support the volunteers to develop and implement their own solutions. He meets them to understand their aims and activities, and develops a bespoke programme blending training, mentoring and consulting. This starts with a workshop for the group to develop a logic model for their project idea, and to understand it in the context of the ISM model. He then supports the team as they make their own plans. This ongoing support takes the form of follow-up meetings and telephone support over a 6-month period, and helps the group reflect on their work's success, develop specific activities and resolve difficulties. He also provides specialist knowledge or advice when needed.

Evaluation

The impact of the project will be assessed through an independent evaluation.

Dissemination

The learning of the 12 participant communities will be captured in a set of written case studies, plus a short 'top tips' document, for wide dissemination to communities taking action on climate change. Participants are also required to share their learning and experience by contributing to the Scottish Communities CAN blog, and taking part in events. Presentations and workshops to disseminate the learning from the project will be included in the next Scottish Communities CAN Annual Gathering, in spring 2015 and in future Climate Challenge Fund gatherings.