## TENDER SPECIFICATION

## 

## State of the Sector Report for Sutton’s Voluntary, Community and Social Enterprise Sector (VCSE)

### **INVITATION TO TENDER**

This tender is sought by Community Action Sutton and Volunteer Centre Sutton to provide a detailed State of the Sector report and to make recommendations on how the Voluntary, Community and Social Enterprise Sector (VCSE) can be more efficient, affective and better supported.

The detailed report and workshops with partners and VCSE organisations will enable a better understanding of the size, shape, current capacities, opportunities and challenges of the Sutton charity, voluntary and community sector.

Over the last four years Sutton has faced significant challenges from the pandemic to the cost-of-living crisis. As well as this Sutton’s data highlights the change in demographics and communities settling into the borough. The unstable funding context also affects our communities in Sutton. We want the report to help us identify the gaps and inform intelligence on these issues as they pertain to the VCSE.

### THE APPROACH

Community Action Sutton would like to commission an independent researcher, with knowledge of the VCSE, to conduct in-depth research to better understand the role of the sector in Sutton and make recommendations on how it can be improved and better supported.

### THE REQUEST

1. Detailed plan showing how this work will be carried out including a timeline.
2. Support the increase of survey response rate.
3. Reach organisations not well known to Community Action Sutton (specifically to elicit responses from 30 organisations (with no more than 5 orgs working with the same cohort) unregistered with Community Action Sutton).
4. Reach organisations not well known to Volunteer Centre Sutton (specifically to elicit responses from 30 organisations (with no more than 5 orgs working with the same cohort) unregistered with Volunteer Centre Sutton).
5. A 'known' organisations list will be provided for points 3 & 4.
6. Conduct minimum of 3 workshops online and in person with Sutton VCSE;
7. Conduct analysis of a range of data sources including but not limited to:
   1. Output of a state of the sector survey
   2. Charities Commission
   3. Community Action Sutton’s data
   4. Volunteer Centre Sutton’s data
   5. Output of workshops conducted as part of this work
   6. Best practice data from relevant regional and national sources
   7. Interviews with key stakeholders (a list will be provided)
8. Respondent in-person validation session with VCSE where key draft findings are played back and future support via the infrastructure contract is determined.
9. A significant amount of this work will be carried out face to face.
10. The final outputs from the work are easy to understand and engaging.
11. Produce final report

**The final report will outline:**

1. The current state of the Sutton VCSE;
2. How this has changed over the last 3-5 years;
3. How it compares to similar areas;
4. An understanding of the key priorities for Suttons communities and the potential role for the VCSE sector
5. The current assets that the VCSE have – both organisational and sector wide
6. The challenges that the VCSE face – both organisational and sector wide
7. How the VCSE sector supports prevention and early intervention
8. The market development opportunities
9. Key risks to be mitigated;
10. How best Community Action Sutton and Volunteer Centre Sutton can support the VCSE over the next 3-5 years.

### METHOD STATEMENTS WILL INCLUDE:

1. Relevant experience delivering similar projects;
2. General overview of approach;
3. Approach to workshops/facilitation, particularly the respondent validation session;
4. Approach to how equality and inclusion will be considered
5. Method for reaching unregistered groups;
6. Approach to analysis and recommendations.

**Community Action Sutton/Volunteers Centre Sutton will**

1. Lead on design of survey questions with input from successful tender;
2. Deliver and promote the survey through our usual channels
3. Book and pay for rooms for in person events
4. Provide lists of known organisations

**Community Action Sutton/Volunteer Centre Sutton will not**

1. Analyse survey data
2. Administer bookings and/or facilitate events or focus groups
3. Provide materials for in person events
4. Organise project planning meetings
5. Chase attendees for the events

### **SUBMISSION OF TENDER**

Tenders should be returned no later than **Monday 22nd July 2024 by midday** tenders received after this time will NOT be considered.

The tender submission must be completed and emailed to [enquiries@communityactionsutton.org.uk](mailto:enquiries@communityactionsutton.org.uk )

### **CONTRACT PERIOD**

The Contract is expected to start Monday 12th August 2024 and end 22nd November 2024 subject to performance as agreed on contract award.

### **EXPENSES AND LOSSES**

Community Action Sutton shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals.

### **ASSÚMPTIONS**

Tenderers must not make assumptions that Community Action Sutton have prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response.

### SUBMISSION:

Interested parties should submit the following: (this should be no more than two sides of A4)

1. An outline of the approach to be taken including how the outputs from the work will be validated prior to completion
2. A portfolio showing similar work undertaken with two examples of final outputs from the work
3. A costed proposal
4. CV’s of key personnel who will contribute to the work

### **ASSIGNMENT AND SUBCONTRACTING**

As per the Community Action Sutton’s terms and conditions, which must be agreed to within the qualification envelope on submission of any tender response, the Contractor shall not assign, mortgage, charge or otherwise transfer any rights or obligations under this Contract without the prior written consent of the Community Action Sutton.

The Contractor shall not sub-contract any portion of the Contract without the prior consent of the Community Action Sutton. Sub-contracting any part of the Contract shall not relieve the Contractor of any obligation or duty attributable to it under the Contract.

### KEY DATES:

* Closing Date for Tender – Monday 22nd July 2024 by midday
* Interviews - W/c 5th August
* Mobilisation meeting with successful tenderer - W/c 12th August
* Start date for contract – Monday 12th August 2024