**Brief for the completion of an Impact Report on the VCSE infrastructure support provided by Shropshire Infrastructure Partnership (SIP)**

8th September 2023

Contact : Pete Ezard, Chief Executive Officer, Energize STW – pete.ezard@energizestw.org.uk

**1.Summary**

Energize STW requires a consultant with an understanding of the voluntary and community sector (VCSE) in Shropshire, and how the organisations within the sector contribute to people’s health and wellbeing, and play an important role in the cultural, economic and civic life of the county.

The successful contractor will require the ability to –

* undertake desk research
* gather, analyse, interpret and organise data and information
* undertake targeted conversations with relevant organisations
* present findings in clear and accessible ways

**2. Objective and outputs of the contract**

The purpose of the contract is to complete an Impact Report on the infrastructure support activity of the Shropshire Infrastructure Partnership (SIP) and will include both the impact of individual organisations and a critique of the perceived difference the Partnership creates.

The Impact Report will evidence –

* the infrastructure support activity of each of the SIP organisations in meeting their agreed project outputs and outcomes
* their impact on the resilience and sustainability of the Shropshire VCSE
* the Social Value they generate collectively

The partner organisations are:

* Community Resource
* Qube/Oswestry Community Action
* Shropshire Youth Association
* Energize STW
* Citizens Advice Shropshire

The report will include detailed quantitative and qualitative metrics derived from documents provided by each organisation, including their annual reports and project outcome measures.

In addition to desk-based research, the successful contractor will engage with the organisations through telephone and/or face to face discussions to gain insight and intelligence.

The successful contractor will deliver two briefing sessions on the findings of the study. One to the SIP members and one to a wider partnership.

The principal output of the study will be a written, well presented, attractive and accessible report in physical and digital form. The report will be used by SIP to demonstrate the value of the partnership to external stakeholders. The report will be accompanied by summary slides, which will be used for briefing sessions.

**3. Background**

SIP is a partnership of voluntary and community sector infrastructure support organisations operating in Shropshire. SIP facilitates effective joint working amongst voluntary and community infrastructure support organisations in Shropshire.

SIP’s aims include:

* Become a conduit which promotes greater collaboration between voluntary organisations and community groups and the public sectors, particularly the local authorities and health.
* Improve communication and understanding between sectors.
* Create a vehicle through which the public sector could contract/commission the wider VCS.
* Support VCS organisations to develop services which meet local need, but also align with Shropshire, Telford and Wrekin strategic intentions.
* Provide infrastructure services to enable a vibrant and sustainable VCS.

**4. Response to invitation to quote**

A short written expression of interest is requested from interested contractors with a proposed methodology for the work including how the outputs described will be met, a break-down of costs including day rate and number of days proposed, and evidence of relevant skills and experience. The pricing specified should include all costs required to fulfil the brief.

**5. Funding**

The maximum budget for this work is in the region of £6000. Payment may be made in stages to be agreed, with the 25% final payment on completion of the contract. The contract fee must include all aspects - preparation time, research, liaison and reporting.

**6. Terms and conditions**

The appointed contractor will contract with Energize STW. The consultant/contractor will be appointed on a fixed price basis and will need to comply with Energize STW’s Terms and Conditions.

**7. Timescale**

All aspects of the project need to be completed by 31st March 2024, excluding delivery of the briefing sessions which will be held as soon as possible after this date.

**8. Submission of Expression of Interest**EOIs should be sent by email to Pete Ezard pete.ezard@energizestw.org.uk **by 30th September 2023**

The success of the EOI will be notified by email or phone as soon as possible after this.

**9. Further Information**

SIP will ensure that the successful contractor has the desk-based research information and resources required and will facilitate access to other relevant documents and information as required. SIP will also make the necessary introductions to enable telephone conversations and face to face meetings to be organised.

Should any further background information be required please feel free to contact Pete Ezard, Chief Executive Officer, Energize STW via email: pete.ezard@energizestw.org.uk