

Diversity and Inclusion series – invitation to tender

Introduction and background:

[Big Local](#) is a funding programme that puts money into the hands of communities to use to address their priorities, making their areas even better places to live. Residents living in Big Local areas have the decision-making power to use over £1million up to 2026 to work on the priorities that are important to their community. At the core of each Big Local area is the partnership, which is made up of local residents who make decisions about how to spend the funding to create lasting change in their communities. Local Trust administers the Big Local programme, and provides a [range of support](#) to partnerships alongside the funding we provide.

Local Trust is committed to putting more power and resources into the hands of communities, enabling all to participate on an equal footing regardless of background. We believe that a thriving community is one that recognises and embraces the diversity in its area, creating spaces that are inclusive and welcoming to everyone. We also recognise that power within communities can be held (and withheld) by individuals and groups, resulting in imbalance and we actively seek to support the distribution of power. Local Trust has developed a [set of equality and diversity principles](#) that Big Local areas are expected to follow as they develop their own approaches to promoting and achieving equality and diversity in their areas: Value diversity; Promote participation, and; Be inclusive.

Local Trust has been running a [Diversity and Inclusion series](#) since October 2020. So far, we have brought in individual experts to run focused sessions on having a conversation about racism; unconscious bias training; and challenging discrimination. As part of our annual Connects event we also facilitated a discussion on what Black Lives Matters means for Big Local.

We have undertaken some work to looking into equality, diversity and inclusion (EDI) approaches in Big Local areas and across the programme, and found that there is an appetite for progressing issues of equality, diversity and inclusion within Big Local and a sense that Local Trust could do more to highlight good practice that is relevant for the programme. Separately there is also a piece of research looking at power dynamics within partnerships which we can share with the chosen facilitator. Particular topics of interest included improving the diversity of participants in Big Local activities, improving the inclusiveness of engagement & decision making, and considering equality as part of the Big Local planning process. In response to this, we are looking to scale up the D&I series to meet this interest by bringing in a facilitator to support the development and delivery of future sessions.

We are aware of some Big Local areas working on these issues locally, through addressing inclusion within their partnership or the wider community, or through running specific projects in the community, looking to tackle local inequalities. Research has identified some examples of what Big Local areas are doing, but we would want the series facilitator to bring in further examples from within and outside of Big Local, especially those that help groups to uncover where they are not having the impact on EDI issues that they would like to, and to promote self-reflection in regards to EDI issues. There's also a role for this series to help shape a shared understanding of terms like "equality", "diversity", "inclusion", and "accountability" and what they mean in the context of Big Local's work.

Objectives of the series:

- Raise the profile of diversity and inclusion within the Big Local programme
- Constructively engage individuals in partnerships to reflect on their own practice, individually and within their area

- Build confidence, skills and knowledge of partnerships to discuss and respond to issues of diversity and inclusion, both within the partnership and in their wider community
- Recognise the importance of reflecting the diversity of your community within your partnership and to understand the practical actions that partnerships can take to ensure they are inclusive and welcoming of everyone who wants to get involved in Big Local
- Provide inspiration for Big Local areas, through practical examples of community-led work that promotes inclusion and challenges discrimination which could be adapted by Big Locals for their context
- Local Trust gains an improved understanding of how Big Local communities are tackling and experiencing these issues.

We would welcome feedback and suggestions on the objectives from the chosen facilitator once they are familiar with Big Local and the context of the programme.

Structure & content

Building on the success of our [environmental series](#), we will look to keep the Diversity & Inclusion series structured as an ongoing series of standalone events. People involved in Big Local are then free to sign up to individual events, without needing to commit to attending every session. However, we plan to take a curated approach, where sessions build on each other and there is some continuity between events through the facilitator. This will ensure the ongoing learning from the series is captured by the facilitator and any common support needs or interesting learning arising from conversations can be identified.

The series will be demand-led and responsive to emerging learning from the series itself as well as the wider Big Local programme so we don't have a fixed number of events or topics at this stage. We recognise the importance of these issues and the series will run for as long as there is interest from Big Local areas and that there is agreement between the facilitator and Local Trust that it is adding value to the programme. We anticipate that this would run for at least 5 events over the coming 8-10 months, with the potential to continue beyond this. The series will have a lead contact in Local Trust who will support the facilitator to make the best use of relevant data we receive from Big Local areas and reps, and to contribute ideas or feedback from the Local Trust EDI working group. We welcome suggestions from bidders in how Local Trust could best support them in using the information we have to inform the future events in the series.

Through our research we have identified three 'levels' or circles of influence in which diversity and inclusion issues can be worked on by Big Locals – within the partnership (power, representation, inclusiveness); within the local area (understanding the data and local inequalities, working in partnership, engaging diverse groups or funding activities targeted at diverse groups); and campaigning/influencing wider and structural change (how local inequalities reflect wider inequalities in society, the role of campaigning and advocating for change). The series should look to incorporate these three levels alongside more specific topics that relate to protected characteristics; identified groups; relevant skills; etc.

A priority for us in all our Learning and Networking events is that attendees leave with practical next steps on what to do next, such as a project to adapt to their local context; changes to make to their current work to make it even better; or a source of further learning to explore.

We want to ensure the sessions enable participants to better understand the specific barriers or inequalities faced by certain groups. However, we also recognise the need to take an intersectional approach, which is sensitive to the multiple forms of disadvantage an individual may experience. The

facilitator will work with the Local Trust lead to identify which topics would benefit from a session focusing on that alone, such as ethnicity, gender, disability, LGBTQ+, age, and religion; and which issues could be looked at in a more cross-cutting way, including much of the skills-based sessions. We also want to explore issues around different people's backgrounds, such as education, employment history, or perceptions of class (and what is meant by that).

As an asset-based programme our starting point is that everyone brings something unique and valuable to the Big Local programme and wider community, and we expect all events in this series to integrate that as a foundational value by meeting all participants where they are at in terms of their skills and knowledge, as well as the wider context that they are working in within their community.

Role of the facilitator

The facilitator(s) will be an experienced individual(s) or organisation who has a thorough understanding of issues related to equality, diversity and inclusion and how they apply to community-based programmes such as Big Local. Their role is to develop and shape the overall series, ensuring it continues to build on what came before while responding to emerging needs and interests from Big Local areas. They will also lead on the delivery of each event, bringing in expert speakers (ideally with lived experience) or case studies as relevant.

They will work across each event by:

- Developing the agenda and facilitation plan for each event and agreeing with Local Trust whether it is more appropriate to run it face to face or online;
- Identifying, securing and briefing expert speakers as needed;
- Delivering the events and facilitating participation from areas who attend;
- Ensuring that events cater for the range of prior experience, knowledge and skills that the attendees bring;
- Capturing key learning, successes, support needs and other feedback (in collaboration with the Local Trust lead) and particularly where these relate to key Big Local priorities such as legacy or community engagement;
- Evaluating the success of each event in terms of engagement/participation during the event and outcomes achieved
- Providing a write up of each event separately, and a combined summary report across the whole series once it concludes.

The Local Trust lead will support the facilitator in finalising the agenda and communicating this out to Big Local partnerships. Local Trust can support with identifying and liaising with event venues and will book participant travel & accommodation for face to face events and can manage online hosting for digital events.

If the chosen facilitator is unfamiliar with Big Local we will discuss appropriate induction with them, which will involve attending a Big Local Deep Dive. The Local Trust lead will support the facilitator to ensure that events are in line with our values, ethos, and what we've learnt from delivering events to Big Local attendees. Particularly where events are focused on a specific protected characteristic, i.e. disability, we will expect facilitators to bring in experts where they do not have this expertise themselves.

Applying

If you are interested in applying to deliver this work then please email your application in line with the guidance below by 9am on the 21st of June 2021 to programmes@localtrust.org.uk. Prior to the submission of your proposal suppliers are provided the opportunity to submit any questions they have

about this piece of work. All questions are to be submitted to the Local Trust by 7th of June to this email: programmes@localtrust.org.uk. The answers to the questions will be published on the Tender webpage by 10th June. We will look to hold interviews on the week commencing the 5th of July.

Please submit a proposal of no more than 10 pages that outlines:

- Your experience of facilitating interactive and participatory learning events for adults. This can be within and/or outside Big Local.
- Your experience and knowledge of the issues, and who you could bring in from your network to support on specific topics (if needed).
- An explanation of how your proposed activities will meet the objectives of these series
- How you would plan to deliver the series above, including the approach you would take to delivering the events, such as any format or elements you would include.
- An overview of what you see the key topics, skills and other priorities that would need to be included and how these would fit together over the duration of the series.
- Description of anticipated risks and challenges and ways to mitigate them and quality assurance for your work.
- The support you would need from Local Trust to deliver the series.
- A budget covering development, delivery and follow-up costs. This should not include venue costs or participant travel/accommodation, but should include an estimate of any speaker fees as well as any materials alongside the facilitator's time. It should also include costs for initial scoping with Local Trust of topics which will involve around a day of reading/desk research, and a further day of discussions with Local Trust. The budget should include your proposed day rate, and an estimate for development & delivery of a 2.5 hour online event and an estimate for a 6 hour face to face event¹.

Please also include the below as appendices, which will not count towards the page limit:

- A CV for each named individual
- Contact details of two previous or current clients with direct knowledge or experience of your work relevant to this invitation to tender. Please specify how the referees know your work and if they can be contacted by us straightaway.
- Examples of similar types of work.

Please note:

- We want the first event to happen within approximately two months of signing the agreement.
- We also expect the facilitator(s) to have a diverse membership (where it is an organisation or group), a network that draws on people from a range of backgrounds, be inclusive in practice and have experience of working across a range of settings, with or alongside minority communities.
- This contract can be delivered by one or more facilitators, but we will be awarding only one contract for the entire series and expect continuity of facilitators across all events. We won't accept proposals where there is not an individual facilitating or co-facilitating across all events, or proposals only covering part of the series. We would welcome applications from a group of individuals or partner organisations who will combine together their expertise in facilitating events/training and expertise in D&I. We will want one of these individuals or organisations to be identified as the lead contact.

¹ We recognise this would likely vary up or down a little depending on the specific event, and will be subject to mutual agreement in each case. Costs for events should include some time to allow for ongoing management, learning and review of the series in partnership with Local Trust.

- The breakdown of topics in the series are subject to mutual agreement with Local Trust, and we will work with the chosen facilitator(s) to develop these through an initial scoping process and ongoing review.

Diversity & Inclusion

Local Trust takes diversity and inclusion seriously, and we want to partner with suppliers who share our commitment. We will ask you questions related to D&I as part of our invitation to tender processes.

Accessibility

We are committed to ensuring that our invitations to tender exercises are accessible to everyone. If you have a disability or a chronic health condition, we can offer adjustments to the response format e.g. submitting your response in an alternate format. For support during the invitation to tender exercise, contact the Big Local Contact.

If, within the proposed outputs of this invitation to tender exercise, specific adjustments are required by you or your team which incur additional cost then outline them clearly within your response. We are committed to evaluating all proposals fairly and will ensure any proposed adjustment costs sit outside the commercial evaluation.