



ADUR & WORTHING  
COUNCILS

## Supporting communities to make a difference

### 1. Introduction and objectives

- At Adur & Worthing Councils, we're all about making sure everyone feels they belong. We believe that strong communities happen when every person's voice is heard and when everyone has a chance to shape the place they live in. Our mission is to create fairer, greener, and thriving local spaces where everyone can flourish, and an economy that works for everyone.
- We're working hard to make our communities more connected and inclusive - helping us all grow stronger together. We are committed to doing that both inside and outside our organisation, with our staff, our partners and our communities.
- A key area where we are acting as Councils for the Community is in helping tackle the cost of living through the [support](#) we can provide and the collaboration we have with partners. Bringing people together to get involved in their communities and tackling the cost of living go hand in hand in our support to supporting more [inclusive and connected communities](#).
- That is why we are commissioning support from delivery partners to support & fund communities to develop and deliver practical solutions that help meet people's everyday cost of living needs.

### Supporting different types of groups making a difference to grow

- Across our neighbourhoods, we have people creating practical solutions together to tackle people's everyday cost of living issues - such as shared childcare, batch cooking or bulk buying. These help people in practical ways, help meet daily needs and strengthen solidarity between people.
- We also have groups that have been providing this support to people and demonstrating impact and want to scale and grow, be that extending their work to other streets and neighbourhoods, supporting other communities or joining up with other groups to deliver multiple outcomes.
- At the same time, there is a growth of new economic models - from crowdfunding to co-ops to community shares - that are helping groups be able to mobilise community

solidarity in different ways and diversify their sources of funding, as traditional grant funding models are reduced.

- We value all these projects - from people running informal activities in their streets or estates through to groups looking to scale their work. We want to help grow the number of activities that help people tackle the cost of living and the impact and scalability of those activities.
- We share examples of these community solutions that tackle the cost of living (*see separate document*).
- Insights from our Community Leaders events have outlined the importance of focusing attention on communities most in need. We have data & evidence from our Proactive work that helps us identify the neighbourhoods & communities where cost of living support is most needed.
- This commissioning of targeted support compliments our commissioning of support for the voluntary, community and social enterprise sector in Worthing to build its capacity as a whole.

### **What are we commissioning?**

- We are commissioning a delivery partner/ship to support local communities to develop and deliver solutions that help tackle everyday cost of living issues that people most in need face.
- As we recognise the different needs & strengths of informal resident-led activities versus existing projects that can scale through new economic models, we are proposing these as different but connected streams of work.
- We also value the diversity of organisations - some of whom may have stronger expertise in supporting smaller-scale grassroots activity while others have greater expertise in developing new economic models.

### **Value of the contract**

**£88,000**

To ensure that the projects the delivery partners/ship support:

- Can get tangible support to be able to make a difference, we will provide an additional £60,000 fund for core funding for community projects split equally across Adur and Worthing to achieve the outcomes above. The delivery partner will be responsible for allocating this additional funding.
- Can grow and plan to scale, the delivery partners/ship will need to demonstrate a model that supports people to access the funding, deliver the projects and plan to scale them in inclusive and innovative ways.

## 2. Specification

### Key deliverables

1. Develop activities that support people to put into practice small-scale creative solutions at a street/neighbourhood level that meet practical everyday cost of living needs and strengthen solidarity between people from different backgrounds.
2. Administer and allocate funding to help the activities above with their core costs via a £60,000 community fund provided by the Councils.
3. Develop activities that support the projects funded via the community fund to develop and test new economic models that enable those projects to scale and grow, in terms of their reach to wider communities and ability to attract funding from alternative sources.
4. Use the learning from the solutions developed to enable others to put into practice those solutions in their streets and neighbourhoods.

### Approach and methodology:

- Activities should be developed in a way that are:
  - Participative: Inclusive & accessible to everyone to participate, in particular from people with lived experience of the cost of living.
  - Adaptive: Support people to experience, experiment and embed innovative ways in developing the solutions.
  - Resilient: Rooted in the distinctive identities & strengths of the neighbourhood they are working in to strengthen solidarity in the local area.
- Methods should be specific, measurable, adaptive, responsive, and scalable.

## 3. Requirements for compliance

- All services must align with safeguarding policies.
- All services must have suitable Data Protection policies in place for any personal data collected during the course of delivery
- Services should adhere to standards of quality and inclusivity as defined by the Council's Equalities and Diversity guidelines.
- Providers must comply with health and safety regulations relevant to public-facing projects and community engagement.

See more: [Procurement](#)

## 4. Desired experience

### Experience with community-led initiatives

- Experience in designing and implementing grassroots-level projects that address everyday practical needs (e.g. local food distribution, shared energy solutions, community repair workshops).
- Ability to guide residents in developing replicable models that other communities can adapt.

### Experience in supporting the scaling of / or scaling community projects

- Ability to support community-based initiatives in expanding their reach and impact.
- Expertise in innovative funding approaches, such as social enterprises, cooperative models, or community finance to help diversify funding approaches.

### Skills in participative practices

- Expertise in engaging residents in creative and inclusive ways to have their say on projects, such as participatory budgeting, interactive sessions, or other creative formats.

### Ability to facilitate knowledge sharing and learning

- Experience in translating grassroots solutions into adaptable models that others can replicate in new contexts.
- Familiarity with creating toolkits, templates, or guides that can spread learning and enable similar solutions in other neighbourhoods.
- Ability to guide groups in piloting new economic models that align with their missions and contribute to long-term resilience.

### Proficiency in advanced fundraising and matching funds

- Track record of enabling organisations to access matched funding, both from the community fund and other financial sources.
- Familiarity with developing strategies that can attract investment from diverse channels, including public, private, and charitable sources.

## 5. Resource requirements

### Personnel:

- Skilled facilitators experienced in small-scale, neighbourhood-level initiatives, inclusive engagement practices, and supporting diverse participants in identifying and developing practical solutions.
- Expertise in alternative funding structures, such as social enterprises and cooperative models, to guide groups in exploring and testing new economic models.

- Expertise in guiding community projects through growth phases, helping groups expand reach and impact.
- Expertise in creating and managing learning activities, including workshops, toolkits, and training for other groups interested in replicating economic models.

#### Materials and supplies:

- Materials for hosting community workshops, including print materials, digital tools, and supplies for creative consultation methods (e.g. posters, markers, digital devices).
- Guides, templates, and presentation materials on project planning, crowdfunding, and pitching.

#### Technology and digital resources:

- Digital communication tools for coordinating with residents and supporting virtual or hybrid participation in workshops and discussions.

#### Monitoring and evaluation tools:

- Structured methods for evaluating the scalability, financial impact, and inclusivity of each project's economic model.
- Feedback mechanisms to gather ongoing feedback from participants and other stakeholders.

### **Council-provided resources:**

#### Facilities and spaces:

- Provide meeting spaces for workshops, project planning sessions, and public engagement activities, ensuring accessibility and convenience for residents.

#### Funding and financial resources:

- Passport directly the £60,000 external funding to the selected provider as funds for projects to provide core costs.
- Support delivery partners with guidance on identifying and applying for additional grants or funding opportunities aligned with the Council's objectives.

#### Digital and communication support:

- Use Council social media channels, websites, and newsletters to promote events, workshops, and crowdfunding campaigns to increase visibility and reach.

#### Marketing and outreach support:

- Utilise Council branding to help legitimise and promote community events, making it easier to engage residents and local stakeholders.
- Facilitate opportunities for project leads to present their initiatives to Council decision-makers or external partners, fostering potential for long-term partnerships.

Administrative and logistical support:

- Support delivery partners with navigating local permits or approvals required for neighbourhood events or public gatherings.

Data and Evaluation Support:

- Provide data on neighbourhood demographics, cost-of-living statistics, and relevant community assets to inform project scaling and model development.
- Share evaluation frameworks and tools to assist delivery partners in assessing their project's scalability, financial impact, and community resilience.

## 6. Performance measures

Metrics should focus on evidencing the programme's impact on:

- Engagement and participation of communities in the neighbourhood/s selected
- Capacity for adaptation and scalability/growth of activities that tackle the cost of living
- Growth of new economic models in the neighbourhood/s selected
- Potential for groups to turn informal activities into viable projects
- Neighbourhood solidarity

We value participatory evaluation methods and we encourage bidders to consider creative approaches for community feedback and progress updates.

Examples could include stories, scenarios, dashboards, infographics, mapping, learning sessions, community reporters, workshops and use of different forms of media.

We share examples of metrics that the delivery partner/s could consider (*see separate document*).

## 7. Method Statement

Quality:

Delivery:

- Outline a programme plan that outlines how the deliverables will be achieved, based on the objectives in section 1 including prestart / mobilisation, as well as how the programme will evaluate & track its impact based on section 7.

Participation:

- Outline the participation methodology which will enable the deliverables to be achieved in a way that meets the principles & approach to participation in section 2.

Impact:

- Outline a plan that shows how the learning from the solutions developed will enable the projects supported & funded to scale and grow, in order to deepen the reach to wider communities & issues and strengthen the ability to attract alternative funding

Expertise:

- Outline how the organisation/s bidding meet the requirements for compliance and desired experience in section 3 and 4.

Social Value:

- Outline how the organisation/s bidding will provide additional social value that supports the objectives of the tender.

Price:

- Outline a programme budget for how the £88,000 will be used to achieve the deliverables in the programme plan, including the resource requirements.
- Providers must submit a detailed cost breakdown covering:
  - Personnel costs, specifying daily/hourly rates.
  - Materials and tools required.
  - Overheads and other expenses.

Please specify VAT in the pricing details.

Confirmation of compliance with Council's terms and conditions.

Proof of required insurance and financial stability.

**Proposals should include all the above.**

**Submission Deadline: All proposals must be received by 10 December 2024.**

**Submission Format: email all documents to [participation@adur-worthing.gov.uk](mailto:participation@adur-worthing.gov.uk)**

## **8. Assessment Criteria**

- Quality (60%):
  - Participation (15%)
  - Delivery (15%)
  - Impact (15%)
  - Expertise (15%)
- Price (40%): Cost-effectiveness and alignment with the project budget.

## 9. Pricing Schedule

- Providers must submit a detailed cost breakdown covering:
  - Personnel costs, specifying daily/hourly rates.
  - Materials and tools required.
  - Overheads and other expenses.
- Please specify VAT in the pricing details.
- Please note the total price should not be above the available budget
- Confirmation of compliance with Council's terms and conditions.
- Proof of required insurance and financial stability.

## 10. Timeline

Milestone:	Date Range:
Publish invite to tender	19 November 2024
Deadline for response	10 December 2024
Assessment	10-14 December 2024
Interview panels	17-20 December 2024
Award contract	23 December 2024
Call in	23 December 2024 - 6 January 2025
Project kick off	20-24 January 2025
Evaluation of the programme	July 2025