

Tender Specification: Charity Governance Review and Board Development Programme

Overview

Together Active is excited to invite tenders from suitably qualified consultants to conduct an in-depth governance review and develop a cutting-edge Board Development Programme. After a period of significant change and the addition of several new board members, we are seeking to reshape and reinvigorate how the charity is governed. This piece of work aims to maximise the board's competencies, foster cohesive and efficient governance, sharpen decision-making, and embed robust support systems for the executive team.

Our Vision

Design out inactivity across Staffordshire and Stoke-on-Trent.

About us

We are an independent charity and the Active Partnership for Staffordshire and Stoke-on-Trent. We work to promote physical activity as a tool to improve the lives of some of the most overlooked and unheard populations by working across three priority areas:

1. Health and Wellbeing
2. Social Inclusion
3. Powerful Communities

Our work focusses on population groups who experience one or more of the following:

- Mental health distress
- A long-term physical health condition
- Low or no income
- Exclusion as a result of gender and/or race
- We work in collaboration with partners from systems across Staffordshire and Stoke-on-Trent to work toward our vision.

Outcomes

Cohesive, Effective Board

Enhanced collaboration and communication among board members, leading to clear and strategic governance.

Informed Decision Making

Empower board members with the knowledge and tools for robust, strategic decision-making.

Supportive Executive Team

Foster a positive, productive working environment where the executive team feels genuinely supported by the board.

Engaged, Active Board

Cultivate a vibrant and dynamic governance culture with increased participation and engagement from all board members.

Recognised Strong Governance

Have strong, forward-thinking governance and adherence to best practices, with a particular emphasis on EDI and safeguarding.

Objectives

Governance Review

To thoroughly evaluate current governance structures, policies, and practices, thereby enhancing organisational effectiveness.

Board Development

To design and deploy an innovative programme that boosts board effectiveness and engagement. This includes defining the behaviours and embedding the behaviours that we will measure our performance against.

EDI Focus

To seamlessly integrate equality, diversity, and inclusion practices within governance and board functions, aligned with Together Active's Diversity, Inclusion, and Action Plan (DIAP).

Specific Requirements

Governance Review

- Conduct an assessment of the current governance framework.
- Assess the effectiveness of the board's existing decision-making processes.
- Ensure compliance with all legal and regulatory mandates.
- Identify areas for improvement and offer actionable, impactful recommendations.

Board Appraisal Process

- Implement an annual appraisal of the board's performance, using self-assessments, peer reviews, and stakeholder feedback to highlight strengths and identify opportunities for growth.

Board Development Programme

- Develop tailored, dynamic training sessions and workshops for board members.
- Craft a bespoke development plan aligned with the insights from the governance review.
- Facilitate engaging teambuilding activities to enhance cohesion and collaboration.
- Ensure continuous professional development opportunities are accessible to all board members.

Skills Audit

- Develop and undertake a comprehensive skills audit to map the current skills landscape within the board and address gaps through focused training or recruitment.

Sub Committee Structure Review

- Periodically assess the structure and efficacy of board sub-committees.
- Evaluate the mandate, composition, and performance of each sub-committee.
- Provide strategic recommendations for optimising the sub-committee framework.

Communication and Reporting to Executive Team

- Establish clear, effective communication channels between the board and the executive team.
- Work with board and executive team to develop regular, insightful updates and reports that support decisions and strategic direction.
- Encourage timely, constructive feedback from the executive team to the board.

Equality, Diversity, and Inclusion (EDI)

- Develop engaging EDI training modules for board members to foster deep understanding and implementation.
- Align with Together Active's Diversity, Inclusion, and Action Plan (DIAP).
- Embed EDI principles into all governance and operational aspects of the charity.

Proposal Requirements

Experience and Qualifications

Provide a detailed description of relevant experience and qualifications in governance review, board development and EDI.

Approach and Methodology

Offer a comprehensive outline of the proposed approach and methodology for both the governance review and board development programme.

Timeline

Present a clear, realistic timeline for the project's completion. We expect the programme of work should be completed within 12 months of start date.

Budget

Submit a detailed budget and pricing structure, including all relevant expenses. Proposals should not exceed a value of £15,000 including VAT.

References

Supply contact details for at least two previous clients who can attest to the quality of similar work undertaken.

Submission Details

Deadline

9am Monday 22nd July 2024

Submission Method

Submit proposals electronically to hello@togetheractive.org with the subject line Tender Response: Charity Governance and Board Development Programme. It is your choice

how proposals are presented and we welcome creative approaches to this. However written submissions should not exceed 2,000 words overall.

Providers may be requested to attend a clarification interview if required.

If you have additional accessibility requirements, please contact us and we can offer alternative submission arrangements if needed.

Contact Information

For an informal discussion or questions related to this tender, please contact Carly Jones on 07814 131 074 or email carlyjones@togetheractive.org.

Scoring Criteria for Tender Submissions

To ensure a transparent and objective evaluation process, we will use the following scoring criteria for assessing tender submissions. Each section of the proposal will be evaluated based on clear metrics and assigned a score. The total score will determine the selection of the most suitable consultant.

Experience and Qualifications (25%)

Relevance of Previous Work (15%)

Experience in governance review, board development, EDI.

- 15 points: Extensive relevant experience with clear examples of similar projects.
- 10 points: Moderate relevant experience with some examples of similar projects.
- 5 points: Limited relevant experience with minimal examples of similar projects.
- 0 points: No relevant experience or examples provided.

Qualifications (10%)

Relevant professional qualifications and expertise of key personnel.

- 10 points: Highly qualified team with specialized certifications.
- 7 points: Well-qualified team with general relevant qualifications.
- 4 points: Some qualifications, lacking specialisation.
- 0 points: No relevant qualifications.

Approach and Methodology (30%)

Proposed Approach (10%)

Clear and comprehensive outline of the methodology for governance review and board development programme.

- 15 points: Detailed and innovative approach that covers all aspects.
- 10 points: Clear and comprehensive approach, but less innovative.
- 5 points: Basic approach with some gaps.
- 0 points: No clear approach outlined.

Implementation Strategy (10%)

Practicality, feasibility, and alignment of the proposed methodology with Together Active's needs.

- 15 points: Highly practical and aligns perfectly with organisational needs.
- 10 points: Practical but requires minor adjustments to fit.
- 5 points: Feasible but with significant adjustments needed.
- 0 points: Impractical or poorly aligned strategy.

Alignment with Together Active's Values and Mission (10%)

Demonstration of understanding and alignment with Together Active's mission and values, especially in EDI.

- 5 points: Strong alignment with clear examples of how the proposal supports mission and values.
- 3 points: General alignment with some references to mission and values.
- 0 points: Little to no alignment demonstrated.

Timeline (15%)

Realism and Detail

Realistic and detailed timeline for project completion.

- 15 points: Timeline is realistic, detailed, and demonstrates a clear path to completion.
- 10 points: Timeline is realistic but lacks some detail.
- 5 points: Timeline is overly ambitious or lacks significant detail.
- 0 points: Timeline is unrealistic or not provided.

Budget (15%)

Clarity and Justification

Detailed budget with clear justification for costs, including relevant expenses.

- 15 points: Comprehensive and well-justified budget.
- 10 points: Clear budget but with some minor justifications missing.
- 5 points: General budget with significant justifications missing.
- 0 points: Budget is unclear or not provided.

References (15%)

Quality and Relevance

References from previous clients attesting to successful completion of similar projects.

- 15 points: Excellent references from highly relevant projects.
- 10 points: Good references from generally relevant projects.
- 5 points: References provided but with limited relevance.
- 0 points: No references provided or poor references.

Additional Value (Bonus: Up to 10%)

Innovation and Creativity

Additional value through innovative solutions or creative approaches.

- 5 points: Highly innovative and creative solutions proposed.
- 3 points: Some innovative and creative elements.
- 0 points: No significant innovation or creativity.

Total Possible Score

140 Points

Proposals will be evaluated based on the above criteria, and the highest-scoring proposal will be selected. In the event of a tie, the proposal that demonstrates the greatest alignment with Together Active's mission and strategic goals will be prioritised.