

Invitation to Quote

Collation and analysis of school data and insight related to the Opening School Facilities fund

**Closing Date:
16th February 2023**

activepartnerstrust.org.uk



Date 05/02/2023

Active Partners Trust is seeking to appoint an organisation or individual to provide support of the analysis of data and insight relevant to the Opening Schools Facilities Fund.

1. About Active Partners Trust

Being physically active is good for us, for society, health, and even for the economy. There's no doubt about that. But how do we get people moving more? That's a bit trickier, and the need varies from place to place, programme to programme, and person to person.

As one of 43 Active Partnerships (APs) across England, Active Partners Trust, working in Derbyshire and Notts, teams up with local councils, community groups, businesses, healthcare organisations, charities and more to find out what's needed. That means asking questions, making suggestions, sharing our knowledge, finding the right partners, and spotting opportunities, all to make movement part of everyday life. Because when we all work together, we can better understand, reach, and support the people who need it most.

Making our Move - [Our shared vision for Uniting the Movement in Notts and Derbyshire](#) is a new plan to guide our and partners' work over the next 10 years - where we work and how we work.



Our values and behaviours define us as an organisation - they are who we are and what we stand for.

Our values

Make a Difference. We seek to positively make a difference through movement, physical activity and sport. We add value through insight and learning, influencing relationships, strengthening our networks and connections and embedding what works well.

Integrity. We will act with integrity in all that we do, being open, honest and trusted. Encouraging this culture with others.

Collaborate. We commit to collaborate, giving time and space to develop relationships, to listen, to reflect and to build shared purpose. We take collective responsibility and learn together to inform our work.

Inclusive. We ensure we are inclusive in everything we do. We are open-minded and equitable, encouraging others to reflect on how they think and act. We are a committed ally to inclusion.

Passionate. We believe in what we do. We are energetic, curious and aspire to think creatively. We are bold in our thinking, not afraid to try new things.

Our behaviours

We will

- Seek to understand and add value
- Be open and honest
- Be mindful of others and show emotional intelligence
- Lead by example, adapting our style as required
- Take collective responsibility and be accountable for our actions
- Give time and space to developing relationships
- Be open-minded and equitable
- Commit to being an ally of inclusion
- Be willing to learn and grow
- Believe in what we do
- Bring energy, curiosity and courage to our work
- Positively and professionally challenge views

2. Background to this work

The Department for Education is funding Active Partners Trust to deliver a 3-year (until March 2025) programme of 'Opening School Facilities'. The funding will be targeted at those schools with the highest need - Free School Meal Eligibility, Special Educational Needs and Disabilities, Cultural Diversity etc and support out of school time activity for pupils and the community.

3. Scope, outputs and timescales

Priority schools will be supported for up to three years and the selection of these schools needs to be subject to a comprehensive insight led process. This process will include analysis of both quantitative data and reflections of local conditions with the Active Partners Trust Team and system partners.

This insight process will be undertaken during February and March 2023 .

Analysis of the data and conversations will be shared with the 'Opening Schools Facilities' team to support them setting the 2023/24/25 programme.

4. Progress Updates

Monitoring	Timescales
Data Review	End February 2023
Qualitative Review	End March 2023

5. Contract details

This contract will be with Active Partners Trust.

The successful organisation or individual will report and be accountable to Wendy Riley and will be responsible for the successful delivery of the key tasks as outlined in section three.

The term of this contract shall be from the day of commencement as soon as possible following appointment.

6. The fee

The budget for this work is £10,000. This may exclude any essential travel allowance and expenses. Business miles are paid at 45p per mile.

7. Quotation submission

Quotations should be submitted by email to christine.gregory@activepartnerstrust.org.uk by 5pm 16th February 2023.

Submitted quotes should include the following:

- CV and/or covering letter which summarises the skills and experience relevant to the project scope and assessment criteria
- A clear proposal for how the work would be carried out
- An indication of the average number of working days/hours per month
- Anticipated start date and completion dates for relevant phases of the work
- A schedule of costs and services
- Any further information which may support the proposal

8. Assessment Criteria

The quotation will be assessed against the following criteria:

- Evidence of knowledge, expertise and experience in analysing qualitative information
- Suitability of the proposed approach
- Evidence of capacity to undertake the work within the defined budget and timescale
- Value for money
- Availability

Active Partners Trust reserves the right to shortlist quotations based on the criteria above and undertake follow-on interviews with shortlisted candidates.

Interviews, if required, will take place from a selected shortlist on week commencing 20th February 2023. The successful organisation or individual will look to start as soon as possible thereafter.

If interviews are not required, the successful individual/organisation will be notified by Friday 17th February 2023.

Any request for feedback should be made to Wendy Riley.

End

**Wendy Riley Contact number: 07989 558090
Strategic Lead - Opening School Facilities Active Partners Trust**

Email: wendy.riley@activepartnerstrust.org.uk