

Invitation to Quote

Nottingham Playzone Consortium – Invitation to Quote for the position of Project Manager.

Closing Date:

12 noon on Friday 19th May 2023

The Brief

Active Partners Trust and Nottingham City Council, on behalf of the Nottingham Playzone Consortium (NPC), are seeking to appoint an organisation or individual from Monday 1st June to Friday 19th January.

The Nottingham Playzone Consortium (via Active Notts) will appoint the Project Manager (PM) to manage the consultation process and submission of the Playzone bid.

The PM will have regular meetings with Active Notts and NCC to help direct and manage the process, ensuring resources and timelines are adhered to.

A work plan will be developed to help the PM complete key tasks appropriately.

We are looking to appoint a PM for the equivalent of 6 days per month from June 2023 to mid-January 2024 to manage the consultation process and prepare the bid for submission.

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1. Key Partners

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.

About Nottingham City Council

Nottingham City Council is the local authority for the unitary authority of Nottingham. It consists of 55 councillors representing a total of 20 wards.

It supports a range of community-focused services. Our team pride themselves on providing helpful service and aid to Nottingham city residents.

Our City Council vision is that Nottingham is Safe, Clean, Ambitious and Proud creating a city where our vibrant and diverse communities are proud of where they live, have a strong sense of belonging and people get on well together.

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A 'Greener, Healthier, Happier' Nottingham is Nottingham City Council's strategic response to ensuring that our residents will have continued access to good quality, well-managed and sustainable open and green spaces now and in the future.

Vision, Mission and Values

Our mission is to create a Greener, Healthier, Happier Nottingham to ensure that we provide;

- Greener Connected Neighbourhoods
- Resilient climate-positive spaces
- An activated healthy, sustainable city
- Nature-rich beautiful spaces for people

Greener

Over a fifth of Nottingham is dedicated green space. And we strive for more. With nature in mind, we will support wildlife to thrive, joining spaces to benefit our people and the city ecosystem.

We will be proud of a rich resilient and connected open and green space network that in turn protects the planet.

Healthier

Nature-rich beautiful spaces are vital for our mental and physical well-being.

We will continue to provide areas for rest and reflection immersing our citizens in diverse green and open spaces whilst enabling movement around our city through vibrant green corridors on foot or on two wheels.

Happier

Our open and green spaces bring us together and connect us.

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We will continue to share ownership of them to give us a common purpose. These spaces are active and well-used, welcoming people from across our communities to play, socialise participate and partner in looking after, improving and enjoying our city.

2. Specification & Context

2.1 National context

2.1.1 The National Football Facilities Strategy (NFFS) sets out the Football Foundation's ambition to transform England's grassroots game over the next ten years. It aims to deliver thousands of new pitches, while also investing in the improvement of existing grass pitches and off-pitch facilities across the country.

2.1.2 The Football Association, the Premier League and Sport England (on behalf of the Government) jointly finance the National Football Facility Strategy (NFFS) and commission the Football Foundation to deliver it.

2.1.3 The National funding partners have significantly increased investment to accelerate efforts to deliver more and better football facilities for the grassroots game. The Government has confirmed additional funding of over £200m to football facilities by 2022-25. To inform prioritisation of funding, the work has already started in the development and implementation of Local Area Football Facility Plans that will continue to guide the allocation of 90% of national funds and forge stronger partnerships with local stakeholders to develop key sites. This, together with local match-funding is expected to deliver over one billion pounds of investment into football facilities over the next 10-year period.

2.1.4 The investment priorities set out in the NFFS include:

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- 1,000 new 3G football turf pitches (FTPs): in a mix of sizes and settings, dependent upon local needs. All are aimed at enhancing the quality of the playing experience.
- 20,000 improved natural-turf pitches: to help address drop-off due to a poor playing experience.
- 1,000 new changing pavilions / clubhouses: all linked to priority sites.
- Small-sided facilities: to create safe, inclusive, and accessible facilities that bring communities together through recreational forms of football and a range of other sports and activities.

2.2 Playzone Investment Programme

2.2.1 The Football Foundation has recently launched a new capital investment programme that is targeted at communities that face the greatest inequalities nationally. The Playzone programme aims to engage with local communities across the country to create outstanding sports and activity spaces and tackle inequalities in participation.

2.2.2 Playzones will include the delivery of new and/or refurbished outdoor mini pitches / multi use games areas and recreational facilities designed for football and other sports and activities that will allow priority groups to be more active. Playzones should be in public open spaces and / or in a community setting that will support and encourage and remove barriers to participation. The four main groups facing the greatest inequalities nationally are:

- Lower socio-economic groups
- Women and girls
- Disabled people and people with long-term health conditions
- Ethnically diverse communities

2.2.3 Playzones are modern, safe, and engaging facilities that are designed to deliver recreational football / multi-sport participation growth. There is a range of facility types

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available to meet local sport-specific priorities. The ambition is to deliver 278 Playzones by 2025, phased in over the next 3 years.

2.3 Regional context

2.3.1 Nottingham is a vibrant city with a growing, young population and economy, and a strong sense of place which recognises the importance of high-quality sustainable sport and leisure provision and its open parks and green spaces. There are significant areas of green infrastructure within the city, consisting of parks, sports grounds, and networks of multi-functional open spaces.

2.3.2 There is much to build upon previous work in Nottingham such as the City of Football, Active through Football and the most recent Strategic Outcomes Planning Guidance (SOPG) work in Nottingham.

3. Objectives, Scope, Outputs and Timescales

3.1 Objectives

3.1.1 In the context of the introduction, Nottingham City Council and Active Notts have agreed with stakeholders including Nottingham Forest Community Trust, Notts County Football Trust, Renewal Trust, Castle Cavendish, Notts FA, Groundworks, Bridges Community Trust and StreetGames – known as the Nottingham Partnership Consortium (NPC). Their remit is to understand the needs and requirements for Playzone sites in the City and submit a bid to the Football Foundation for their support in helping to deliver at these identified sites.

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3.1.2 The key drivers for developing Nottingham's Playzone Investment Programme include:

- Aims and objectives for improving health and well-being, tackling inequalities, and increasing participation in sports and physical activity.
- Prioritisation of internal capital and revenue investment - targeting resources into places/communities with the greatest need.
- Development and coordination of sports development and physical activity programmes in response to local need.
- The need to inform the assessment of planning applications.
- Long-term sustainable facilities - development of the most efficient management and maintenance of Playzone sites.
- Accessible outdoor sports facilities to support and encourage their use by disabled people.
- The need to provide evidence to help secure internal and external funding.

3.2 Programme Management Scope

3.2.1 Managing the Project

The Project Manager will:

- Keep driving the Playzones process forward working towards a completed bid submission in January 2024.

Output draft bid tabled for signing off (January 5th)

- Manage the information from the insight process ensuring it is used to influence where potential sites across Nottingham are identified.

Outputs preparation of recommendations for Consortium to discuss including site mapping of potential sites (October 2023)

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- Use the gathered insight and ‘Narrowing the Focus’ information to develop a localised consultation delivery plan in key areas across the city, working with community organisations to deliver this consultation.

Output – neighbourhood-focused consultation and plan delivered across the city to be completed by end of September 2023

- Work with National Governing Bodies of Sport to discuss potential partnerships for delivering dual sports playzones in specific areas where identified through the consultation.
- Manage the consortium, including arranging regular meetings as agreed with NCC, AN & NPC (including taking the minutes of these meetings).
- Management of the Project – **see Appendix 1**

Insight Information

To help with this process a piece of work has already been tendered to gather the necessary insight work – **see Appendix 2**

Considerable information will be available on the quantity, and location of Multi Use Games Areas and Recreational Facilities, Demographic data (Ward Level) and Sport and Physical activity landscape to support the identification of broad locations and concentrations of priority groups.

This data will be consolidated as the first stage in the process of the study. Mapping will be used together with local strategies, insight, and knowledge – from Local / National stakeholders to finalise the priority areas and groups for community engagement.

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3.2.2 The facilitation of a 'Narrowing-the-Focus' workshop with partners will act as an inception meeting across the City and will be scheduled for w/c 15th May.

See Appendix 3 for the 'Narrowing the Focus' workshop template and process.

It is expected that the successful Insight consultants will be responsible for the submission of the resulting 'Narrowing the Focus' plan and community engagement approach to the Football Foundation by the end of May 2023.

3.2.3 Early consideration will be given to a stakeholder and community engagement plan to ensure meaningful, appropriate, and timely involvement is achieved throughout the insight period, including focused engagement of communities and appropriate methods for engagement to reach the agreed priority groups in each place. Stakeholder / community organisation input will be provided to support this process.

3.2.4 Engagement must be meaningful; such as actively listening to ensure communities are at the heart of place making. Engagement should include a mixture of face2face and online consultation to provide multiple methods of engagement to reach targeted audiences. One example of Voice, Opportunity, Power Framework and Toolkit could be utilised to assist this process, appreciating there may be others available.

3.2.5 There is the opportunity to engage with, and not limited to, National and Local Stakeholders including National Governing Bodies of Sport, Active Notts, Local Authority Parks / Neighbourhood / Youth Teams and Football Community Trusts, as well as Community and Voluntary Sector Organisations, Youth Providers, Clubs and Volunteers etc. to assist with engagement with residents and local groups.

3.2.6 This should lead to a clear understanding where gaps or growth opportunities exist, and the key considerations for 'enhanced/new provision' and 'animating' and 'activating' facilities to address and focus on the greatest inequalities and participation.

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3.2.7 The recent Strategic Operational Planning Guidance (SOPG) work by Strategic Leisure, which is currently happening in Nottingham City, to help inform the City-wide Sport & Leisure, will be important to embed and inform the work of Nottingham PlayZone.

4.0 Progress Updates & Timescales

4.1 Timescales

<u>Activity</u>	<u>Date</u>
Quote submission deadline:	Friday 19th May 2023
Successful supplier notified:	Wednesday 31 st May 2023
Contract Start Date:	Monday 5 th June 2023*
Consultation / Insight report:	31 st October 2023
Draft bid ready for submission:	5 th January 2024

*Please note that some preliminary work will be undertaken before this date including the initial 'Narrowing the Focus' workshop.

4.2 Progress Update

Monitoring Timescales

Progress Updates Monthly with the Nottingham Playzone Project Lead and quarterly as part of the Nottingham Partnership Consortium – schedule to be agreed.

5. Contract details

This contract will be with Active Partners Trust on behalf of the Nottingham Playzone Consortium.

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The successful organisation or individual will report and be accountable to the Nottingham City Council and the Nottingham Playzones Consortium and will be responsible for the successful delivery of the key tasks as outlined in section three.

6. **The fee**

6.1 The cost of the work must not exceed £13,000 (inclusive of VAT and all costs and expenses)

7. **Quotation submission**

Quotations should be submitted via email to both
Kerryn.chamberlin@activepartnerstrust.org.uk and Adrienne.Kelly@nottinghamcity.gov.uk
by midday on Friday 19th May

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 within the parameters of the fee in point 6.1
- Any further information which may support the proposal

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8. **Assessment Criteria**

The quotation will be assessed against the following criteria:

- Evidence of knowledge, expertise and experience in gathering insight and data to inform and support decision-making.
- Evidence of expertise in engagement techniques and synthesising of information from community engagement.
- Evidence of successful bid writing within grant funders' timescales
- Project management processes including successful examples of bringing projects in within given timescales and budgets.
- Evidence of capacity to undertake the work within the defined budget and timescale
- Value for money and within the set budget
 - Availability on the timescales set out

Active Partners Trust and Nottingham City Council reserve the right to shortlist quotations based on the criteria above and undertake follow-on interviews with shortlisted candidates if required.

If interviews are not required, the successful individual/organisation will be notified by Friday 31st May.

Any request for feedback should be made to Kerryn Chamberlin
Kerryn.chamberlin@activepartnerstrust.org.uk

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Appendix 1

Management of the Project and Overview of the Playzones Nottingham Partnership Consortium

- 1 Nottingham City Council have been identified as the strategic lead for Nottingham PlayZone, linking closely with the Nottingham Partnership Consortium (NPC) for the project.
- 2 Nottingham City Council will have overall management and lead of the Project supported by the Nottingham Playzone Consortium (NPC), and will direct the appointed Consultant in the development of the work, supporting, checking, and challenging work at each stage. Day-to-day management of the project and the Consultant will be provided by an appointed Project Lead for the work

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3 Selected Area Based Leads, statutory organisations and community voluntary sector representatives will sit alongside the Nottingham Playzone Consortium (NPC) to support the development, management, and activation of agreed sites.

4 The NPC will include representation from Nottingham City Council, Sport & Leisure, Community Sector, Active Notts, Football Foundation, Nottinghamshire FA, Other NGB Sport Specific representation (Basketball, Cricket, and Netball), and the two Nottingham-based Football Community Trusts, as the primary stakeholders responsible for the ownership, management, and sustainability of sites, and national and local sport and physical activity delivery plans.

5 Nottingham area-based Partners and Stakeholders will include representation from a range of organisations across the public and voluntary sectors that understand local area needs and have the expertise and knowledge of engaging and working with specific Nottingham communities. These include but are not limited to Community Organisations, Youth Groups, Faith Groups, Police, Schools, Health Care Providers, Clubs, Council Neighbourhood / Youth / Park Services, City in the Community, and NGB partners and delivery networks.

6 The responsibilities of the Nottingham Playzone Consortium (NPC) are:

- To provide strategic leadership and co-ordination for the development of the PlayZone football programme in Nottingham.
- Defining the scope of the study, preparing and signing off project management documents e.g. the project plan and project brief.
- Establishing the context and tailoring the approach.
- To define and agree on the key priority groups and places for the development of PlayZone Programmes.
- To support the implementation of community engagement and consultation, ensuring a targeted approach to reach priority groups

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- Identifying who should be consulted to gather the 'supply and demand' information.
 - Directing the 'supply and demand' assessment.
 - Setting survey response targets.
 - Direct any consultancy support.
 - Where unforeseen problems occur decide how to progress the work.
 - Checking and challenging key findings, issues, solutions, recommendations and actions.
 - To develop and deliver a coordinated PlayZone programme that provides multi-sport benefits and addresses inequalities in priority groups and places.
 - Develop a fit-for-purpose workforce to sustain and grow recreational football / multi-sport participation
 - To influence the future development of football across Nottingham and challenge the existing methods of engagement through innovative programmes that will enhance the opportunities to participate.
 - To use football as a tool to address cross-cutting issues and agenda's, such as reducing crime, improving health, and improving educational attainment
 - Ensuring that investment into new facilities is focused on supporting the most efficient operational model, maximising revenues, and creating a sustainable football / multi-sport programme.
 - Maximising other commercial/alternative sources of funding to reduce ongoing reliance on public sector support.
 - Maximising leverage and resources for agreed programmes, events, and facilities.
- 7 During the process the Nottingham Playzone Consortium will meet at the following stages:
- Initial Scoping Meeting
 - Project initiation sign off

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- Information gathering updates
 - Presentation of initial findings
 - Action plan development
 - Action Plan sign off & implementation
 - Quarterly thereafter to review Nottingham Playzones Programme implementation progress
- 8 The PlayZone Programme will be a 3-Year Plan and therefore once adopted the Consortium will evolve and become a Delivery and Implementation Group who are responsible for the following:
- Memorandum of Understanding for the Group
 - Preparing Annual Monitoring Report/Progress Reporting

Appendix 2

Brief for Insight Consultants

Following Sport England Assessing Needs & Opportunities Guidance (ANOG methodology), consider the following aspects through desk-based research, consultation, and analysis of data from key stakeholders:

- What are the key objectives and priorities of the local and regional stakeholders?
- Who are the key target groups for engagement to address inequalities in football/multi-sport and physical activity participation, recognising local demographics and participation / activity data / latent demand? (The FA, County FA, England

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Netball, England Basketball and The ECB will share national insight to inform this aspect)

- What does future population growth / demographic changes look like and how does this influence targets?
- What is the Local / Regional / National context, including links to Active Notts Making our Move Strategy / Nottingham City Physical Activity JSNA, Nottingham Playing Pitch Strategy, Cycling & Walking Infrastructure Plans / Parks & Open Spaces Strategy / Local Facility Plan and the emerging Nottingham SOPG insight work.
- What are the key issues, barriers and challenges impacting participation? (national and local insight and consultation – place-led consultation with an agreed list of key local groups and organisations with an understanding of the local landscape and key barriers, and opportunities) with a particular focus on the engagement of priority groups (people with disability and long-term health conditions, ethnic diverse communities, lower socio-economic groups – focus on children and young people and women and girls).
- What would support increased participation? (national and local insight and stakeholder and community consultation)
- Local supply picture? set out the current state of Multi Use Games Area (MUGA's) facilities and active infrastructure (walk and cycle lanes, parks, and open spaces etc.), highlighting key issues, risks, and opportunities (making use of existing up-to-date information already collected on MUGA's, via the Playing Pitch Strategy and sources of information available.
- To assess and/or allow for the assessment of any additional proposed multi-use games areas and active spaces where gaps and/or growth opportunities exist.
- To provide an understanding of local needs and aspirations and identify highly valued multi-use games areas, active spaces, and recreational facilities.

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- Consider and understand the local club & multi-sport picture across Nottingham as well as the recreational/informal football, multi-sport / physical activity offer (Stakeholder and Community / Resident Consultation – supported by area-based consortium partners to connect to local groups and key target groups)
- Schools and community engagement picture?
- What are the local active travel networks – existing and planned, particularly in the context of linking to sport-specific facilities? (making use of existing up-to-date information via the Playing Pitch Strategy, Open Green Space Study, Cycling Facility Investment Strategy, amongst others)
- What are the key considerations in ‘animating’ and ‘activating’ the facility investments, to ensure programmes and delivery models engage the local communities/priority groups and respond to identified issues and barriers?
- What co-location opportunities exist, particularly in relation to supporting cross-fertilisation of activity and future sustainability?
- How can operational / programming coordination be achieved, to maximise the benefit from investment in facilities and provide clarity of offer to customers?

The outputs from the insight work should include:

- Assessment of the current state of multi-usage games areas, recreational facilities and active infrastructure including strategic context, geographical distribution, usage, financial performance, operation, condition, and opportunities for enhancement / new provision.
- Assessment of future needs and opportunities, including:
 - consideration of population and housing growth,
 - barriers to participation and potential solutions,

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- current and aspirational participation levels,
 - current and future gaps in provision,
 - catchment travel times for different Multi Use Games Areas / Recreational Facilities
 - opportunities for wider investment in Multi Use Games facilities, Recreational Facilities, and infrastructure.
- Production of a final report that includes consideration of investment plans, including phasing, operational sustainability, capital investment requirements (based on indicative comparator facility costs), funding options, against available resources and agreed objectives and priorities of the partners.
 - Identify potential delivery/management partners.

Parameters and Assumptions

Please quote for the production and presentation of reports as per the research objectives, scope and considerations with supporting evidence and data analysis.

The partners will provide access to local GIS layers to inform the supply analysis, local and national insight, data, and links to key stakeholders.

Key Stakeholders, mostly those who form the Nottingham Playzone Consortium (NPC) include but are not limited to:

- Nottingham City Council
- Active Notts
- Nottingham residents

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- Public Users of current facilities
- Local community, clubs, and community groups, especially children and young people/youth groups / providers
- Local Councillors
- Nottingham-based Football Community Trusts (Nottingham Forest & Notts County)
- Community/Youth Organisations/Health & well-being Network/Providers
- The Football Foundation
- County FA
- Other Playing Pitch NGB's (England Basketball, England Netball, ECB / Trent Bridge Cricket Foundation)

The consultants are not expected to need architect or QS input in their team, as this is an Insight -focused piece of work.

Appendix 3

The Narrowing the Focus workshop Template

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Narrowing the Focus

Consortium Template

Purpose

Following formal approval of an application submitted via Expression of Interest the consortium has now progressed to phase 2 of the project development process. The lead applicant is responsible for leading a 'narrow the focus' process with the consortium.

The Football Foundation will arrange a phase 2 meeting to kick-off this process. Ahead of this kick-off meeting, all consortium partners are required to complete this form which will begin to bring together current knowledge and understanding linked to the outcomes of the funding programme. The information included within this template will form the basis for discussion at the kick-off meeting.

Question 1 Existing Strategies

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What strategies does your organisation have relating to our priority groups (*lower socio-economic groups, women and girls, disabled people and people with long term health conditions and ethnically diverse communities*)?

Are you aware of any other relevant strategies that will be important for this programme?

Who are your priority groups and why are they important to you? How do you identify these groups?

Question 3: Identification of priority places

What geographical areas (ward or MSOA) would you see as priorities for PlayZone delivery and why? How do you prioritise the places to work in?

What local insight and knowledge can you share about your target groups and priority locations?

Question 5 Existing organisations

Which organisations (including yourselves) currently work with priority groups and in your priority places? What programmes do they deliver?

Question 6: Community Engagement

Have you used community engagement to deliver projects or programmes? What are your experiences of taking a community led approach?

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