

## Invitation to Quote

**Produce the narrative(s) to position the vision and priorities of Making our Move: *Uniting the Movement in Notts and Derbyshire* with the work of the East Midlands Combined Authority**

**Closing Date:  
Thursday 8 February, 12 noon**

[activepartnerstrust.org.uk](http://activepartnerstrust.org.uk)



Active Partners Trust is seeking to appoint an organisation or individual to identify where the shared aims within Making our Move - our shared vision for Uniting the Movement in Notts and Derbyshire and the priorities of the East Midlands Combined Authority align and draft the narrative(s) that our team and partners can use to open up these conversations.

## 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

Active Partners Trust is one of the few organisations that exactly mirrors the catchment of the East Midlands Combined Authority. There are some common themes in the shared aims in Making our Move and the priorities included in the devolution agreement:

EM Combined Authority	Making our Move
Driving economic growth	Shared aim 4 Maximising the potential of being active to improve physical and mental health i.e. the positive impact movement can have on the health of the current and future workforce 'Fit to work'.
Local skills provision/local skills improvement plans	Shared approach Supporting and developing people i.e. increasing the diversity and skills of the paid and voluntary workforce supporting residents to move more
Integrated local transport	Shared aim 5 Creating accessible, safe and inclusive places and environments for physical activity i.e support people to move more through active travel (walking and cycling), through active design. This could be how people travel to work.
New affordable homes	Shared aim 5 Creating accessible, safe and inclusive places and environments for physical activity i.e. support people to move more where they live through active design (15 minute neighbourhoods)
Net zero ambitions	Cross cutting theme Minimise the environmental impact of sport and physical activity i.e. support people to move more through active travel (walking and cycling), through active design (15 minute neighbourhoods). Support sport and community clubs to reduce their carbon foot prints

### 3. Scope, outputs and timescales

The aim of this work is to

- Review Making our Move and the devolution agreement to identify any crossovers in our aims.
- Have conversations with key players in East Midlands Combined Authority to understand their immediate, medium and long term priorities and how and when conversations should take place.
- Depending on their priority, develop the narrative we can use to explain what we are trying to achieve and how it could support what they are trying to achieve. A narrative around active travel will need to be different to a narrative around skills development.
- Provide us with a plan of who to meet with/when to meet and the narrative to base the conversation on.

### 4. Progress Updates

<b>Monitoring</b>	<b>Timescales</b>
Progress Updates	Face to face meetings or Teams calls as required.
Narrative produced	End of March
Deliver workshop(s) with our team/Board/Panels	April/May 2024

### 5. Contract details

This contract will be with Active Partners Trust.

The successful organisation or individual will report and be accountable to Ilana Freestone 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. We anticipate that this will be between five and 10 days work but would expect you in your submission to provide an estimate of the number of days.

### 6. The fee

Please provide costings for this work. 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 noon on Tuesday 6<sup>th</sup> Feb via email to [margaret.blount@activepartnerstrust.org.uk](mailto:margaret.blount@activepartnerstrust.org.uk)

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 the work
- A schedule of costs and services

## 8. Assessment Criteria

The quotation will be assessed against the following criteria:

- Evidence of knowledge, expertise and experience of the East Midlands Combined Authority and understanding of Making Our Move
- 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 12th February. 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 9<sup>th</sup> February.

**End**

**Ilana Freestone**  
**CEO**  
**Active Partners Trust**

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