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**Brief for the Greater Manchester Faith and Belief Advisory Panel Facilitation Market Engagement Event**

Date: 12th August 2021 2pm-3pm

Location: Microsoft Teams

**Interested parties should register their interest via** **procurement@greatermanchester-ca.gov.uk**

## Purpose

The purpose of this Market Engagement Event is to notify interested parties that the Greater Manchester Combined Authority is seeking to provide contract funding for the facilitation of our Greater Manchester Faith and Belief Advisory Panel.

The GMCA invites organisations wishing to bid to attend a supplier event on 12/08/21 when the tendering process and contract delivery requirements will be outlined.

## Greater Manchester Ambition

The Greater Manchester Strategy sets out a clear ambition for ‘*a place where all voices are heard and where, working together, we can shape our future’*, and this is reinforced in the principles underpinning the Greater Manchester Model; ‘*doing with not to*’. Greater Manchester covers the ten local authority areas of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan.

The Equality Panels have been established to tackle the structural and organizational prejudice and discrimination that causes inequality and injustice in society, through the advancement of equity, fairness and positive relationships in public organisations and the services they deliver.

The Panels:

* **Champion** Greater Manchester’s cultural heritage and history of community inclusion and social justice
* **Advise** the Mayor of Greater Manchester and the Greater Manchester Lead for Ageing and Equalities of the opportunities and challenges faced by people linked to their identity.
* **Proactively support** the Greater Manchester Combined Authority (GMCA) and its public, private and voluntary sector partners to develop effective solutions that tackle inequality and increase equity.
* **Constructively challenge** political and system leaders to tackle prejudice and discrimination within their organisations and structures

Panels do this by:

* providing **insight** into our diverse communities, enabling political leaders and public bodies to listen and **engage** with people in a more targeted and appropriate way
* **communicating** key messages to our communities as trusted sources
* working with public bodies to **codesign** more effective policy, commissioning and services with public bodies, improving outcomes for individuals, reducing inequality and preventing expenditure in other parts of the system
* supporting an asset-based approach, highlighting new opportunities (and challenges) for positive **collaboration** that build on the resources and strengths within our communities

Membership of the panels aims to reflect the diversity of Greater Manchester, with a broad representation across different demographics, the ten districts, and across sectors and other interests. Collectively, panel members possess strong links to the communities that they provide the voice of, through grass roots organisations and established networks. Furthermore, the Panels take an intersectional approach where appropriate, collaborating with other GM Equality Panels and networks.

## Faith and Belief Advisory Panel

The Faith and Belief Advisory Panel is a ‘network of networks’, bringing together representatives from each of the different faith and interfaith groups across Greater Manchester, and ensuring all faiths and beliefs are represented.

The Aims and Objectives of the Panel are to:

1. Optimise the Faith and Belief contribution to The Greater Manchester Strategy
2. Ensure that the role of Faith and Belief in society is recognised and valued
3. Foster good relations and dialogue between people of Faith and Belief and others
4. Advance equality of opportunity and eliminate unlawful discrimination, harassment, victimisation (and any other conduct prohibited by the Equality Act 2010 and the Public Sector Equality Duty) between people who of Faith and Belief and others

## Overview of Specification

The contracted party will facilitate the Faith and Panel Advisory Panel, enabling it to achieve the overarching aims of the Equality Panels (as set out above), through its specific workstreams

The contracted party will facilitate the Panel in collaboration with GMCA officers, working together in partnership to achieve our shared ambitions of a strong, effective panel, that acts as a bridge between public services and the wider community and contributes to a broad tackling inequalities agenda.

Core requirements of the contracted party are:

Strategic development

* Support the development of strategic priorities and develop a work programme based on the shared vision of the Greater Manchester Strategy
* Recruit and maintain an inclusive and diverse panel membership, ensuring it is representative of relevant organisations and/or communities, and their skills, knowledge and experiences, from across the city region
* Maintain an action plan that manages, monitors and evidences impact in tackling inequality, using appropriate quantitative and qualitative intelligence
* Explore opportunities to secure additional funding for the work of the Panel

Communication, engagement and insight

* Working with the GMCA Communication and Engagement team, highlight suitable comms and engagement opportunities from the panels workplan, and where required develop a delivery plan to support this activity
* Ensure all communication materials produced conform to GMCA brand guidelines
* Support promotion of the Panel at city-region, regional and national level
* Liaise with GMCA on all media requests of the Panel and panel members
* Support the Panel and panel members to undertake effective engagement and communication with their networks and communities, enabling public services to gain greater insight to inform policy making
* Ensure the Panel uses data, intelligence and insight to inform priority setting and activity

Panel member development

* Provide support to panel members, ensuring their active involvement and tackling any concerns
* Undertake and maintain a skills audit, enabling most effective use of the Panel members and any gaps to be addressed
* Develop and deliver a training and development programme for members
* Enforce the Code of Conduct

Organisational development

* Host the Panel, acting as the main contact
* Provide secretarial and administrative support to the Panel
* Provide appropriate resources to coordinate and facilitate the work of the Panel, including working groups or other methods
* Facilitate annual election of the Chair/s
* Work collaboratively with other equality panels and networks to enable effective use of resources, tackle intersectional issues and avoid duplication
* Liaise with key stakeholders including the GMCA and partner agencies to ensure positive collaboration and mutually beneficial relationships
* Prepare effective briefings to the Chair, speakers and panel members, before meetings or events

Financial management

* Pay and process reasonable travel and other out of pocket expenses incurred through the work of the Panel to panel members
* Pay for any additional support required by panel members to enable them to play an active role, for example childcare or accessible material

Transparency and accountability

* Comply with all relevant data protection legislation and regulations
* Comply with all relevant risk assessment and safeguarding legislation and regulations
* Maintain the Code of Conduct and Terms of Refence
* Maintain a database of panel members details

Evaluation

* Deliver a quarterly report to the GMCA on progress as part of contract management arrangements
* Produce an Annual Report for the Panel of achievements and recommendations

## Procurement Approach

##  Value and duration

There is a contract amount of £50,000.

The contract will be for a 12-month period and will be paid in quarterly instalments

The contract may be extended for a further 12 months, subject to successful delivery and pending budget approval.

## Guiding Principles

Bidders will be required to outline the ways in which they will meet the requirements detailed in the tender. Bidders should consider how they will demonstrate:

* engaging, managing and facilitate partnerships with public, private, political and community stakeholders’ groups
* Information Governance

## Bidding Requirements

When responding to the ITT bidders will need to:

* Be registered on [The Chest](https://procontract.due-north.com/Register) where the entire process will be managed
* Complete the Selection Questionnaire & Evaluation document

The GMCA is not liable for any costs, fees, or expenses incurred by any party in attending this event. Any questions interested parties may have should be directed through the procurement@greatermanchester-ca.gov.uk .