



Llywodraeth Cymru
Welsh Government

REQUEST FOR QUOTE

Acting on behalf of the [Pembrokeshire Community Hub](#), PAVS has been awarded funding from the Welsh Government Coronavirus Recovery Grant for Volunteering 2020-21. The purpose of the grant is to sustain volunteering and community action during the pandemic and recovery and, at the same time, improve or introduce new systems and support arrangements, complementing existing infrastructure, to ensure more sustainable models of volunteering. The grant was formally approved on 22nd January 2021 and all funded activity **must be completed by 31st March 2021**.

The **Volunteering for Pembrokeshire** programme comprises four elements of work:

Programme 1: Drafting an all-age inclusive multi-agency volunteering strategy across the continuum of active citizenship including participating in local democratic structures

Programme 2: Sustaining and strengthening volunteering and community action as a contributor to COVID-response and recovery and to meet the needs of vulnerable groups and individuals

Programme 3: Working with volunteer-involving organisations and town & community councils to co-produce collaborative approaches to volunteer recruitment, training, management and deployment, and supporting active citizenship

Programme 4: Evidencing the contribution that volunteering makes to individual and community wellbeing and sharing learning locally, regionally and nationally

The majority of delivery will be undertaken by staff from Hub partner organisations and third sector organisations who contributed to the development of the bid. In light of the tight timescales for completion, it has also been agreed to bring additional capacity into the delivery team through the appointment of freelance consultants with the appropriate level of experience and expertise to assist the team during February and March 2021.

A description of the work programmes that need input from external consultants is attached for information, together with an estimate of the number of days support required for each. In total, we are looking to bring around **100 days** of support into the project.

If you are interested in being part of the team over the next two months, please send a short expression of interest to sue.leonard@pavs.org.uk by **9.00am on Monday 1st February 2021** clearly setting out:

- Which package(s) of work you are interested in delivering
- Relevant experience/expertise/similar work undertaken
- Availability to 31st March 2021 (number of days/flexibility)
- Day rate inclusive of VAT and all associated costs (maximum £300 per day¹)
- Conflicts of interest and any other information that may be relevant to the appointment process

Consultants will be expected to have the necessary computer and phone equipment to enable effective remote working. On appointment, consultants will be required to sign a code of conduct covering issues of confidentiality, information sharing, professional integrity, impartiality, etc.

Decisions will be taken by the project steering group based on expertise, experience, availability, flexibility and price. Interviews may be undertaken as part of the decision-making process, if considered necessary.

¹ For the purposes of this RFQ, a day is deemed to be 7.5 hours

Expressions of interest are invited in the following packages of work. You are welcome to apply for more than one work package or for part of a work package (please specify the number of hours you are able to commit). You may also choose to register a general expression of interest in the overall work programme and a willingness to be deployed in whatever capacity is deemed by the programme steering group to be most appropriate on the basis of your experience and availability.

Work package 1: Co-producing a volunteering strategy for Pembrokeshire (30 days approx)

Working with partners to co-produce the final draft of an all-age and fully inclusive multi-agency volunteering strategy for Pembrokeshire covering:

Formal volunteering (Volunteering Wales)

Digital volunteering

Micro volunteering

Employee/employer supported volunteering

Youth volunteering

Family volunteering

Inclusive/supported volunteering

Informal volunteering (Connect Pembrokeshire)

Representative democracy (standing for election to town & community councils)

Volunteer recruitment (including Welsh speaking volunteers + Volunteer Reward schemes)

Volunteer management

Volunteer training (on-line and blended options)

Volunteer recognition programmes (Volunteering in Pembrokeshire/Pride in Pembrokeshire)

Volunteering infrastructure (Volunteering Wales + Connect Pembrokeshire)

Measuring impact of volunteering

Sharing learning + good practice

Key activities

Reviewing good practice from elsewhere

Engaging with partner organisations and volunteers – focus groups/individual interviews/on-line survey

Producing a draft strategy for formal sign-off by each partner (post-March)

Drafting a high level implementation plan as the basis for future planning/work programmes

Deliverables

Draft multi-agency Volunteering Strategy for Pembrokeshire

Draft implementation plan (high level)

This is a key element of the **Volunteering for Pembrokeshire** programme. The appointed consultant will be expected to pull together the draft strategy and implementation plan with input and support from Hub partner organisations, voluntary organisations, volunteers, networks and partnerships (including the Pembrokeshire Public Services Board).

Work Package 2: Establishing a model for the Pembrokeshire Community Fund (20 days approx)

Following a feasibility study and options appraisal carried out by Wavehill Consulting on behalf of Arwain Sir Benfro (Pembrokeshire Local Action Group), Hub partners have agreed to progress the idea of setting up a **Pembrokeshire Community Fund** in order to provide sustainable investment in voluntary and community-led action across the County.

Key activities

Review Community Fund study carried out by Wavehill on behalf of Arwain Sir Benfro
Produce a business case for the Community Fund (structure, function, cost, etc)
Secure commitment to setting up a Pembrokeshire Community Fund
Agree a phased implementation plan

Deliverables

Phased implementation plan for the Pembrokeshire Community Fund
Marketing/communication materials

Work Package 3: Developing progression pathways and packages of support for Pembrokeshire Community Support Network groups (15 days approx)

Creating packages of support/resources aligned to a range of development pathways for PCSN groups to include:

- Informal groups – matching requests/offers for help
- Good Neighbour Schemes
- Community Resilience Planning Networks (linked to town & community councils)
- Formally constituted community-led care, support & wellbeing groups (Solva Care dissemination project)
- Community Wellbeing Hubs (anchor organisations taking on local assets and working across the wider determinants of wellbeing, not just care & support – links to PCC asset transfer policy)

Work will also be carried out to encourage local volunteers attached to informal groups to take on specialist volunteering roles with large volunteer-involving organisations so that this support can be offered at a hyper-local level – for example, volunteer drivers for community transport schemes, befrienders, digital champions, eco champions, etc

Key activities

Working with partners to develop initial ideas for progression pathways for PCSN groups
Engaging with PCSN groups to work up these ideas and any others that may come from the group
Developing packages of support and resources for each pathway
Creating an on-line repository of resources (potentially a padlet)
Mapping out a development programme for PCSN members to be delivered in 2021-2022 based on an assessment of their future plans/support needs

Deliverables

Resources to support PCSN groups to develop in the way that they choose
Programme of development and support for PCSN groups in 2021-2022

The appointed consultant will work as part of a wider team to develop progression pathways and resources for PCSN groups.

Work Package 4: Develop volunteer recognition awards (10 days approx)

Creating all-age and inclusive volunteer recognition awards based on the current **Volunteering in Pembrokeshire** and **Pride in Pembrokeshire** schemes

Key activities

Explore best practice from elsewhere and share learning (potential for a shared approach across West Wales)

Review what is currently offered in Pembrokeshire – Volunteering in Pembrokeshire and Pride in Pembrokeshire

Work with key partners (including volunteers) to co-produce the recognition awards

Develop a marketing and communication strategy

Work with graphic designer/printers to create marketing materials/banners, etc.

Deliverables

Volunteer Recognition Schemes x 2

Promotional materials for volunteer recognition schemes

The appointed consultant will be supported by PAVS Volunteer Centre and the Pembrokeshire Public Services Board Support Officer (Pembrokeshire County Council) to enhance the current volunteer recognition schemes and develop a communication and marketing strategy that will increase the number of applications/nominations for the awards.

Work Package 5: Developing a model for a Volunteer Passport (15 days approx)

Working with volunteer-involving organisations to develop a **Volunteer Passport** (or similar) and designing a model for shared/pooled volunteers that can be deployed in a crisis

Key activities

Review volunteering passport schemes from other areas of the UK and how these are utilised, particularly in the context of strengthening local resilience

Work with partners to co-produce pilot volunteering passports for community transport drivers and outdoor volunteers (other pilot programmes may be identified)

Create resources and identify training modules for volunteer passports

Work with the Local Resilience Forum to create a framework for pooled volunteers linked to local resilience planning

Deliverables

Volunteering Passport (or similar) for 2 areas of volunteering

Framework for pooled volunteers linked to local resilience planning

Please note that PAVS and PACTO (Pembrokeshire Association of Community Transport Organisations) will support the development and delivery of the pilot volunteer passports for community transport drivers and outdoor volunteers.

Work Package 6: Designing a volunteer recruitment campaign (20 days approx)

Co-producing a volunteer recruitment campaign and developing promotional resources to encourage more people to volunteer

Key activities

Work with members of the Pembrokeshire Volunteer Organisers Network (PVON) to co-produce a volunteer recruitment campaign

Design volunteer recruitment materials that can be adapted for use with different target audiences

Encourage volunteer involving organisations to register volunteering opportunities on Volunteering Wales

Improve access to on-line information relating to volunteering and recruiting volunteers

Deliverables

Volunteer recruitment campaign

Promotional materials to recruit volunteers including online videos

Individuals and organisations signed up to Volunteering Wales

Improved PAVS website to promote volunteering