**Specification for Delivery Partner – Civic Futures Fellowship Programme (Years 4 and 5)**

The GLA’s Community Engagement team is seeking to commission a delivery partner to help us to deliver the fourth and fifth years of our Civic Futures Fellowship.

The work will be delivered from September 2023 – March 2025.

The GLA’s Communities and Social Policy Unit is seeking to commission an external provider to design and deliver two rounds of the fellowship programme between September 2023 and September 2025 and to produce a final report by December 2025.

**About the Community Engagement Team**

The GLA’s community engagement work is based on the agreement that those who are most affected by an issue are likely to have the most valuable insights into how to respond to it. The communities and individuals most affected by key issues should therefore be involved in decision-making on those issues. This is because policy that is developed collaboratively with communities is more effective and delivers better outcomes.

Therefore, the GLA’s community engagement work ultimately aims to ensure that **the work of the GLA has a bigger, more positive impact on the quality of life of Londoners, especially those who are most marginalised and underrepresented.** For this to be achieved, Londoners need to **feel, seen, heard and respected and that GLA policy and programmes need to reflect the needs, lives and concerns of Londoners, especially those most impacted by those policies and programmes.**

The GLA’s community engagement work therefore seeks to support both **London’s communities** and **GLA staff** to work collaboratively to develop better policy and programmes for London.

The GLA Community Engagement team has a number of workstreams, some of which are internally focused while others focus on London’s communities and the organisations that support them. These projects are divided into four broad areas:

* Civil Society
* Engaging Londoners
* Democratic Participation
* Foundations of Engagement
* Commission for Diversity in the Public Realm

**About the Civic Futures Programme**

Now in its third year, the Civic Futures programme is designed to bring together these people who are active across London, to explore the skills, tools, methodologies, and relationships that we need to build emerging futures. It starts by asking: how can we build shared wisdom in making the transition to a better future? How do we best bring together some of the amazing people active across London to learn from and support each other in building that future?

The Civic Futures fellowship programme will bring together individuals from across London’s civil society, local government, and activist spaces to facilitate a collective learning and discovery experience. We expect the programme to be responsive to the needs of the cohort, and to facilitate a space for learning and development that is codeveloped with the participants. You can see an [outline of the 22/33 programme](https://www.london.gov.uk/publications/civic-futures-3-prospectus) on the GLA website.

The Civic Futures programme will:

* Bring together a diverse range of London’s civic, community and public sector leaders to support their personal development
* Develop greater collective understanding of meaningful collaboration and partnership between the GLA and civil society
* Test approaches to collaboration and shared inquiry focused on supporting London’s communities
* Ensure barriers to participation are actively addressed, including a small number of bursaries to ensure unwaged civic leaders are able to participate equally

**Deliverables**

The objectives of the Civic Futures Fellowship are:

* Increased confidence, capabilities and skills for London’s civic and regional public sector leaders to make a transition to a better future
* Improved relationships and systems for collaboration between and within London’s civic ecosystem

The GLA would like the following essential services to be delivered:

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| **Services** | **Description** |
| Inception and Planning  | The provider should be available to attend an inception meeting once the contract has been mobilised and lead a planning meeting at the GLA. The provider should provide an outline plan for the design and delivery of the programme before the planning meeting. |
| Design and Format  | The programme should be designed to achieve the objectives set out in Section 1. The provider should recruit a cohort of 30 civic and regional public sector leaders to the programme. They will also manage the personal development journeys for the cohort (coaching, 360 feedback, etc), ensure accessibility of the programme through addressing support needs of the cohort, design and deliver a minimum of 8 learning cycles/workshops and manage the collaborative experiments (including microgrants).  |
| Core programme elements | The provider should build in following programme elements:* Recruitment of diverse cohort of civic and public sector leaders
* Personal development support to the civic leaders, including but not limited to individual coaching and 360 feedback
* Deliver a series of learning cycles focused on reflecting, planning and doing
* Clear mechanisms to capture learning and evidence impact
* Focus on wellbeing
* Frequent opportunities for fellows to engage with GLA staff and teams
* Involve Civic Futures Alumni in elements of the new programme
* Issue microgrants (up to £80k across current fellows and alumni) to support collaborative experiments
* Ensuring that current follows interact with Civic Futures alumni as part of the programme.
* Ensuring the programme is accessible for those who need financial support and for those who will have access needs. This includes sourcing accessible venues, transport, assistive technology and other support mechanisms as and when required for the cohort.

Bidding organisations should demonstrate how they will account for these programme objectives in an outline plan for the design and delivery of the lab. The outline plan should be flexible in order to respond to the emerging needs of the grantees.  |
| Engagement with cohort | The provider should work with each cohort participant to support their involvement with the fellowship and keep them engaged in the year long programme.  |
| Engagement with the GLA | The provider should hold regular update meetings with the GLA. The frequency and format for these will be agreed during the inception and planning meetings. The provider should deliver an interim update at the halfway point of the programme and a report at the end of each cohort. In addition to this the provider should identify moments when the cohort itself can connect with the community engagement team and wider GLA teams. |
| Final Report and Presentation | The provider should produce a full report that addresses the Objectives set out in Section 1 and includes: a summary of the year’s sessions, at least 4 case studies on how collaboration between civic leaders and the public sector has strengthened communities in London. This report should be produced in an easily digestible format and presented in both Word and Power Point. We will also ask the provider to present the final report in person to the GLA and partners at a minimum of 2 events/opportunities. |

**Budget and Timeline**

The budget for the fellowship is £90k per year (23/24 and 24/25). Alongside the fee for delivering the programme, the provider will also manage £80k of grant funding across the two years to support collaborative work between fellows and between alumni.