

Active Amber Valley

Invitation to Quote

To identify, collate and analyse the assets, opportunities and need in seven identified places across Amber Valley.

This is to help inform planning to ensure active lives become the norm for people who live, work and study in each community.

Return Date:
Sunday 15 September 2019

Work Completion Date:
Friday 31 January 2020

Active Partners Trust (Active Derbyshire) acting for Active Amber Valley is seeking to appoint an individual or organisation to identify, collate and analyse the assets, existing opportunities and need in seven identified places in Amber Valley to help inform planning so that active lives become the norm for people who live, work and study in each community.

1. Background Information

- 1.1. Active Amber Valley is a collaborative network that aims to embed physical activity and help **'active lives become the norm for people who live, work and study in communities across the borough'**. The network includes representatives from: Active Derbyshire, Amber Valley Borough Council, Amber Valley Centre for Voluntary Services, Amber Valley Health Partnership, Amber Valley School Sports Partnership, Arts Derbyshire, Derby County Community Trust, Derbyshire County Council, Futures Housing Group, P3 Amber Trust and Places Leisure.
- 1.2. Active Amber Valley have produced 'Towards an Active Amber Valley' a strategic framework for anybody who can contribute to the vision, including **key partners, community groups and organisations, sports clubs and volunteers**. The focus is on **people and places where physical activity inequalities** exist. The strategic priorities will help to develop collaborative partnerships and inform planning, delivery and investment to ensure the **greatest impact is made on health and wellbeing**.
- 1.3. Amber Valley is mainly rural but contains the four market towns of Alfreton, Heanor, Ripley and Belper. It has 52,596 households, the highest number of households of any Derbyshire district. Several areas are in the **top 20% most deprived areas in England**.
- 1.4. Health inequalities are stark. The gap in life expectancy between the least and most deprived areas is **10.1 years for males and 8.1 years for females**; for healthy life expectancy it is **15.0 years and 14.6 years respectively**.
- 1.5. Physical inactivity rates also vary significantly, ranging from **18% to 34.3% of the population in different communities being classed as physically inactive**.

2. Project Specifications, Outputs and Timescales

- 2.1. The purpose of this work is to help inform planning so that active lives become the norm for people who live, work and study in each community.
- 2.2. These seven areas are:
 - 2.2.1. Aldercar.
 - 2.2.2. Alfreton.
 - 2.2.3. Heanor.
 - 2.2.4. Ironville.
 - 2.2.5. Langley Mill.
 - 2.2.6. Riddings.
 - 2.2.7. Somercotes.
- 2.3. Aim of the work:
 - 2.3.1. Identify key partner, contacts, insights and knowledge for each area.
 - 2.3.2. Collate existing physical activity opportunities and provision for each area.
 - 2.3.3. Undertake the necessary community engagement to understand need and gather an understanding of what residents would like to do.
 - 2.3.4. Identify individual and community motivations and barriers that may be impacting on physical activity levels.
 - 2.3.5. Analyse the findings in a report on each area that:

- Prioritises each area in terms of their readiness for intervention both from a community and a partner perspective to reduce physical activity inequalities.
- Outlines the assets that can be built on as the foundation for future intervention.
- Presents both community and partner insights to inform planning.
- Provides recommendations, suggested action and identifies the key partners and groups operating in the area.

2.3.6. Throughout, the report should address the inequalities that exist in physical activity and sport engagement with a focus on people with a long-term limiting illness or disability and people from a lower socio-economic group.

2.4. The following monitoring and output schedule will apply:

Project Monitoring	Timescales
Progress Updates	Monthly by email, meetings and conference calls as required

Project Output	Timescales
Consultation with representatives of the Active Amber Valley network	October 2019
Undertake community and partner consultation	October 2019 to December 2019
Presentation of initial findings	December 2019 / January 2020
Present final report	Friday 31 January 2020

3. Contract Details

- 3.1. The contract will be held with Active Partners Trust.
- 3.2. The individual or organisation will report to Suzanne Watson, Place Lead, Active Partners Trust and will be responsible for the successful delivery of the key tasks as outlined in section 2.
- 3.3. The term of this contract shall be from the day of commencement, approximately October 2019, until Friday 31 January 2020.
- 3.4. It will be expected that the individual or organisation will work around 15 hours per week or more if the report is to be completed successfully and in line of the schedule outlined above.
- 3.5. The individual or organisation will provide regular updates and will be expected to attend wider network meetings as necessary.

4. The Fee

- 4.1. The total costs for conducting this work, including expenses shall not exceed £5,000 (VAT exclusive)

5. Application Process

- 5.1. To apply for this position please submit your proposal demonstrating your ability and skills related to the project specification (section 2) and the person specification (section 6)
- 5.2. Proposals should be submitted by 11.30pm on Sunday 15 September 2019 by email to margaret.blount@activepartnerstrust.org.uk Tel: 01773 741915 or 07786 660690.
- 5.3. Informal interviews, if required, will take place from a selected shortlist on Thursday 19 September 2019 from 1pm at Amber Valley Town Hall.
- 5.4. If shortlisted, applicants will be notified by email by 1pm on Tuesday 17 September 2019. Applicants will be asked to elaborate on their proposal and discuss how the work will fulfil the aims outlined in section 2.
- 5.5. The successful applicant will be expected to start in early October 2019.

6. Person Specification

- 6.1. Submitted quotes should include the following:
 - A proposal summarising the skills and experience of the individual or organisation relevant to the project specification and the assessment criteria.
 - A clear approach to 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.
- 6.2. The proposals will be assessed against the following criteria:
 - Evidence of knowledge, expertise and understanding of physical activity and/or public health considerations
 - Evidence or knowledge and experience in collecting, understanding and reporting insight and data.
 - Able to work as an individual and with partner organisations.
 - Experience and knowledge of using necessary software and Microsoft office to undertake the work and present the findings.
 - Experience of consulting with individuals and communities.
 - Excellent written and communication skills.
 - Experience and evidence in report writing.
 - Evidence of capacity to undertake the work within the defined budget.
 - Evidence of capacity to deliver the work within the required timescales.
 - Value for money.
 - Availability.
- 6.3. This quote document has been issued on Thursday 15 August 2019.

End

Margaret Blount, Head of Operations, Active Partners Trust

Contact number: 01773 741915 or 07786 660690

15.08.19

Appendix 1 - Towards an Active Amber Valley

A copy of Towards an Active Amber Valley can be found here:

www.activederbyshire.org.uk/uploads/towards-an-active-amber-valley.pdf.