August 22, 2024

Dear Supplier,

INVITATION TO QUOTE FOR SOCIAL ENTERPRISE SUPPORT

You are invited by Stirlingshire Voluntary Enterprise (SVE) to quote for the provision of services detailed in the below documentation. Your quotation must be received by 9th September 2024 at 5pm and sent by email to info@sventerprise.org.uk. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. SVE may undertake not to consider quotations received after that time.

SVE are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately, and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

|  |  |
| --- | --- |
| Evaluation Criteria Weighting | |
| Quality- social enterprise experience | 30% |
| Quality- business development experience | 30% |
| Quality- community benefit | 20% |
| Price | 20% |

If you are successful in your quotation, you will be issued with a Consultant Agreement and will be required to comply with SVE’s Terms and Conditions and relevant policies.

Enquiries and returns regarding this Invitation To Quote should be addressed to Natalie Masterson, CEO of SVE at [info@sventerprise.org.uk](mailto:info@sventerprise.org.uk).

Yours faithfully

Kind regards

A close up of a signature

Description automatically generated

Natalie Masterson

Chief Executive Officer

Stirlingshire Voluntary Enterprise

**Social Enterprise Capacity Building Support**

**Introduction**

Stirlingshire Voluntary Enterprise (SVE) is seeking the expertise of a consultant to support the growth and sustainability of social enterprises in Stirling. As the partnership and development agency for the third sector in Stirling, SVE serves as a local third sector interface, representing a membership of locally based charities, social enterprises, and volunteer-led community organisations.

**Background**

SVE have received funding from the UK government through the UK Shared Prosperity Fund to improve the support available to social enterprises in Stirling, and we would like to engage a talented consultant to work with us for a period of 12 months from October 2024.

Our goal is to advance Stirling’s Social Enterprise Strategy Action Plan, a vital initiative aimed at enhancing the economic wellbeing of the area through the development of social enterprises. The consultant will play a pivotal role in delivering the necessary support and guidance to social enterprises and aspiring entrepreneurs. This support will include support for social enterprises in startup phase through to those in growth and scaling up, helping these enterprises achieve both their business and social value goals.

The consultant’s responsibilities will also include facilitating the Forth Valley Social Enterprise Network, strengthening the collective voice and networks of social enterprises in the region.

The ideal consultant will bring practical experience in business advising, community development, and a strong ability to balance hands-on support with strategic insights. Additionally, they will be adept at building relationships between SVE, social enterprises and other public and private sector partners.

We are interested in working with a consultant who is able to work collaboratively with our diverse and experienced team, and who will take opportunities to share their professional knowledge of social enterprise internally and externally.

**Scope of Services**

1. Development support for social enterprises

* 121 support with social enterprises to understand and meet their development goals including offering direct and brokered support on governance, business planning and networking. This will include, but not be limited to;
  + Brokering training and development from local and national providers.
  + Proving bespoke training where necessary.
  + Support for funding.
  + Assistance in marketing.
  + Support for startups on choice of legal structures, policy templates.
  + Ongoing support and mentoring for start ups
  + Financial management procedures.
  + Development of capacity for investment readiness.
  + Assistance in building collaborative relationships for potential joint tendering by social enterprises
* Support social enterprises to use social impact and evaluation tools and gather this data to tell the collective story of social enterprise in Stirling.
* Promote, champion and facilitate the Forth Valley Social Enterprise Network in partnership with colleagues in CVS Falkirk and CTSI.

1. Advancing Community Wealth Building

* Promote Stirling’s community wealth building approach with enterprising third sector organisations to maximise the opportunities that the approach can bring to their business and community.
* Support the development of Stirling’s Social Enterprise Strategy and Action Plan that contributes to Stirling’s economic wellbeing and community wealth building.
* Supporting the third sector to engage with current or future opportunities for community wealth building capacity building support, for example through the Thriving Communities PIN.

|  |  |
| --- | --- |
| Outputs & Milestones | Timescale/Due Date |
| 121 support with existing 20 social enterprises. | October 2025 |
| 121 support with 5 aspiring social entrepreneurs or pre- trading social enterprises. | October 2025 |
| 6 networking and collaboration events which improves local knowledge of social enterprise and community wealth building. | 6 by October 2025 |
| 3 interim reports detailing quantitative and qualitative progress towards targets. | Month 3, 6, and 9 |
| 1 end of programme report with impact measurements and case studies from social enterprises engaged. | After 12 months |

**Selection Criteria & Award Criteria Weighting (%)**

|  |  |
| --- | --- |
| Evaluation Criteria Weighting | |
| Quality- social enterprise experience  Minimum 5 years experience. | 30% |
| Quality- business development experience  Minimum 5 years experience. | 30% |
| Quality- community benefit | 20% |
| Price | 20% |

**Budget and resources**

SVE has a budget of circa £33,000 to commission the services of a consultant. We would also consider a secondment from a partner organisation.

**Submission**

Please submit proposals for the brief by 5pm on Monday 9th September to [info@sventerprise.org.uk](mailto:info@sventerprise.org.uk).

To ensure consistency in evaluating all bids, we request that quotations follow the structure outlined below:

1. CV: outlining your suitability for the project.
2. Proposal: including,
   1. Relevant Experience: Brief descriptions of similar work completed, including case studies and references.
   2. Methodology and Approach: Explain your proposed approach for delivering the services.
   3. Pricing Structure: Provide a detailed breakdown of daily rates, number of days to be worked, and any anticipated expenses.
   4. Conflict of Interest Declaration: Please declare any potential conflicts of interest in relation to this tender.

**Clarification Questions**

Suppliers may submit questions for clarification regarding this Invitation to Quote by 1st September 2024. All questions should be sent via email to info@sventerprise.org.uk with the subject line 'Social Enterprise Support Tender Questions'. Responses to all queries will be shared by 4th September 2024 on [www.sventerprise.org.uk](http://www.sventerprise.org.uk).

**Evaluation Process**

SVE reserves the right to invite shortlisted suppliers for interviews or presentations as part of the evaluation process. Suppliers will be notified by 12th September 2024 if an interview is required.

**Confidentiality**

By submitting a quotation, you agree to maintain the confidentiality of any sensitive information received during the tender process and throughout the project duration.