'Supporting Sharing' Project Consultancy

Terms of Reference

This Terms of Reference document outlines BIP consultancy requirements in supporting successful project delivery, subject to Letter of Offer of funding from Belfast City Council.

1. Background:

a) BIP
Belfast Interface Project (BIP) was formed in 1995 and became a membership organisation in 2000. BIP is a company limited by guarantee with charitable status. BIP staff work to a board elected from amongst our membership at our AGM.

BIP has approx 65 members, of which approx 45 are community groups operating in predominantly catholic/nationalist or predominantly protestant/unionist interface areas of Belfast. The remaining approx 20 members are made up of associate members and individual members which share BIP's aims and values.

BIP conducted consultations with members and stakeholders in 2008 / 2009 which led to the production of a strategic plan (2009 – 2014) and operational plan (2009 – 2014), which are available at our website.

BIP's aim:
To promote the social and economic regeneration of Belfast's interface communities.

BIP objectives:
- To influence policy and advocate for change.
- To advocate with agencies and others in order to address issues of safety in interface communities.
- To support interface communities to develop positive relationships.
- To ensure that membership remains reflective of interface communities and that the organisation is managed efficiently and effectively.

b) 'Supporting Sharing' project:
BIP has very recently been successful in securing funding, through Belfast City Council's Peace III Small Grants programme, in order to deliver a new 'Supporting Sharing' project.

'Supporting Sharing' project aims:

1) To document effective practice and engage with key stakeholders in the development of shared space in neighbourhoods close to an interface.
2) To document effective practice in the development of issue based policy networks and platforms.
3) To develop a practitioners' forum offering a) peer-support and networking opportunities for community activists, groups and other stakeholders in the development of shared space, and b) a policy network through which to more effectively influence interface neighbourhood regeneration policy.

2. Minimum consultancy requirements:

1a) To carry out and record at least 12 interviews with practitioners experienced in the creation of shared space in neighbourhoods close to an interface, by March 31st 2010.
1b) Based on the interviews, to write a new publication outlining key features of effective practice in the development of shared space in areas close to an interface, by June 30th 2010, and co-ordinate printing of 500 copies.
1c) To organise and facilitate 2 seminar events outlining key findings, each attended by at least 25 people, by Dec 31st 2010.
2a) To carry out desk research and record at least 12 interviews with practitioners experienced in the creation of effective issue based policy networks and platforms, producing options regarding the organisation of the latter, by March 31st 2010.
2b) To produce 1 report summarising findings, by April 30th 2010.
3a) To carry out and record at least 15 interviews with members and key stakeholders in order to gauge and advocate support for the creation of a practitioners' forum in promoting the development of shared space, and in developing a policy network, by August 31st 2010.
3b) To produce 1 report summarising findings, by September 30th 2010.
3c) To organise and facilitate 2 practitioners' forum meetings as opportunities for peer support and informed debate, inc 2 exploratory discussions to draft terms of reference, consider opportunities to influence policy, and draft a work plan, by Dec 31st 2010..
4) Identify liaison arrangements inc. bi-monthly update and discussion with BIP board members.

3. Project Proposal:

3.1 Those submitting quotations should design a suitable methodology and timeline which incorporates design, secondary and primary research, analysis, and report writing stages that will ensure the achievement of the objectives.

4. Requirements of Appointed Consultant:

BIP expects the consultant to show evidence of the following:
relevant/significant experience of work similar to that proposed;
some experience/understanding of interface issues;
experience of researching and reviewing best practice.

4. Timescale and Budget:

a) Timescale
Project milestone dates are as listed above at item 2).

b) Budget

The maximum allocated budget for this piece of work is £12,100

5. Selection criteria:

These will include:

Relevant experience and expertise.
Methodology and approach.
Added value.
Cost.
Timescale.

6. Submission of Proposals

Proposals should be submitted by email or post to arrive no later than
12.00 noon on Wed December 2nd, 2009.

Proposals should be submitted to:

Belfast Interface Project
3rd Floor, 109 – 113 Royal Avenue
Belfast BT1 1FF

Email: info@belfastinterfaceproject.org

For further information about the 'Supporting Sharing' project, please contact Chris
O'Halloran at BIP, tel 028 9024 2828.

Further information about BIP is available at our website:
www.belfastinterfaceproject.org