

The Jo Cox Foundation
Moment to Movement
Diversity and Inclusion Consultancy Brief

1. Background

1.1 The Jo Cox Foundation (JCF) was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to build a positive legacy for the late MP, Jo Cox, and to create something positive from the tragedy that was her murder. Our vision is for a kinder, more compassionate society where every individual has a sense of belonging and where we recognise that we have more in common than that which divides us.

1.2 The JCF inspires and galvanises positive change at local, national and international levels. We do this by partnering with visionary individuals and organisations who share our commitment to the fairer, kinder world that Jo dedicated her life to building.

1.3 The 'Stronger Communities' workstream is inspired by Jo's belief in the importance of building cohesive neighbourhoods. Jo Cox's commitment to bringing people together and her belief in focusing on our commonalities drives our objective to work towards building strong compassionate communities where everyone has a shared sense of belonging. At the heart of this work is diversity and inclusion.

1.4 The JCF is approaching the end of the first year of a 3-year funding term with Spirit of 2012 (Feb 2020- 2023) for its project entitled 'Moment to Movement: Building a Society of Stronger, Happier Communities.' This is an ambitious project, spanning two elements of the Foundation's 'Stronger Communities' workstream : the Great Get Together, and More in Common.

1.5 The Great Get Together (GGT) is a U.K. wide campaign that brings people together in local events and activities which unite communities to celebrate all that we have in common. In 2019, an estimated 720,000 people took part in over 11,000 Great Get Together events.

1.6 The More in Common (MiC) Network is a collection of local groups working to promote Jo's powerful 'more in common' message in their community. The groups are active throughout the year, running local initiatives to build community cohesion and tackle loneliness. There are currently 8 More in Common groups across England and Wales. The JCF is currently working to strengthen the foundations of the Network, with a view to growing the number and

reach of More in Common groups over the next three years. Our ultimate ambition is for a UK-wide network of inclusive grassroots groups that make a real impact on cohesion and loneliness in their local community.

1.7 The 'Moment to Movement' project explores the relationship between these two strands, asking under what conditions 'moments' such as the Great Get Together can spark long-term social change via 'movements' such as More in Common.

1.8 Please see the webpages linked here for more information about the [Jo Cox Foundation](#), our [Stronger Communities](#) workstreams and [The Great Get Together](#).

2. Project overview

2.1 A vital element of Moment to Movement is increasing the diversity of the project and developing a roadmap for inclusion. This project aims to grow the MiC Network and GGT organiser base to reflect the diversity both of their localities and the UK as a whole, and to be a movement where everyone has a sense of belonging.

2.2 The Foundation anticipates working in an extremely collaborative manner with the successful candidate and is open to suggestions for how the project is delivered.

3. Specification

3.1 The proposal should include an approach to the below objectives.

The contractor will be asked to support the Foundation with the project's objectives:

- Development of a robust and practical diversity and inclusion strategy for the Moment to Movement project
- Capacity building in this process with key staff members
- A roadmap to implement the strategy in the short, medium and long term

3.2 Advice and suggestions on any other areas of support the applicant could provide to strengthen the project are welcome.

3.3 The strategy and roadmap is envisaged to be complete by March.

4. Timeline and instructions for responding

Activity	Date/ time
Issue of brief	24 November
Deadline for clarification questions	5pm 8 January
The Jo Cox Foundation to respond to clarification questions	13 January
Deadline for submissions of proposal <ul style="list-style-type: none"> - Proposal to take the form of max two page response detailing applicants relevant consultancy experience and proposed approach to the brief - CVs may be attached separately 	18 January
Interview Stage: Successful candidates will be invited to discuss their proposals	Interviews to be held 26 January
Contract awarded	29 January
Contract start date	15th February (approximately)

4.2 Clarification questions and proposals to be sent to Emily Danby and Josh Westerling at communities@jocoxfoundation.org

4.3 Responses should outline a proposal for addressing the overall project objectives and aims listed in section two and three.

5. Estimated Value of the contract and pricing

5.1 The maximum budget available for this contract is £5,000.

5.2 The Foundation is committed to ensuring value for money in all work. As a non-profit organisation, we have a responsibility to ensure that our funds are used to the maximum benefit. As such, we also expect applicants to explain how their proposed budget and activities provide the Foundation with value for money.

5.3 To ensure we are able to assess applications adequately, we ask applicants to complete the attached budget template when submitting your proposed budget.

5.4 The Foundation is not registered for VAT and therefore we cannot recover VAT charged to us. You should ensure that you have investigated what the services provided will cost and include all necessary costs including VAT, at the appropriate rate, where applicable.

5.5 The Foundation does not pay overheads. Please do not include these in your budget breakdown.

5.6 The budget you submit should be the usual 10% reduction we anticipate for charities and be your best and final offer to provide the services outlined in this brief.

6. Background data (to be available upon request)

6.1 Upon request, the Foundation will provide the following appendices:

- Appendix 1: Moment to Movement Baseline Report
- Appendix 2: Relevant extracts from 'Moment to Movement' Spirit of 2012 Application.
- Appendix 3: Relevant extracts from More in Common members survey June 2020
- Appendix 4: Relevant extracts from Great Get Together organisers survey June 2020

7. Contract Requirements

7.1 The contracting authority is The Jo Cox Foundation, which includes any subsidiary companies and other organisations that control or are controlled by The Jo Cox Foundation.

7.2 By submitting a proposal, you are agreeing to be bound by the terms of this document.

8. Confidentiality and Information Governance

8.1 All information supplied to you by The Jo Cox Foundation, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party unless the information is already in the public domain.

8.2 You shall not disclose, copy, or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response.

8.3 This document and any accompanying documents shall remain the property of the Customer Organisation and must be returned on demand.

8.4 The information shared in this document and its attachments is confidential and must not be shared with third parties.

8.5 We may request that suppliers complete a non-disclosure agreement.

9. Rejection of proposals responses

9.1 A proposal may be rejected if it:

- Contains gaps or omissions in addressing the aims and objectives in section 2 and 3 above;
- Does not reflect or confirm full and unconditional compliance with all of the documents issued by The Jo Cox Foundation forming part of this document;
- Is received after the proposed deadline.

10. Right to cancel or vary the Procurement Process

The Jo Cox Foundation reserves the right to cancel or vary this procurement process at any time. We are not bound in any way to enter into any contractual arrangement with potential contractors. We reserve the right to terminate, suspend, amend, or vary this Procurement Process by notice to all potential contractors in writing.