

Invitation to Quote

External Board Evaluation

Closing Date:

Midday on Monday 27 May 2024

Energise Me is seeking to appoint an organisation or an individual to evaluate the performance of its board of trustees. This support will help us assess the governance capacity and capability of our organisation to deliver the We Can Be Active Strategy and help Energise Me comply with Tier 3 of the UK Sports Governance Code.

**1. Introduction to Energise Me**

**Energise Me is a charity that champions physical activity for all in Hampshire and the Isle of Wight.**

Physical activity transforms lives. We are working hard to make it easier for everyone to move more. Our goal is to create a happier, healthier and stronger future for local people. We won’t rest until everyone has the confidence, support and opportunity to be active on their own terms.

Energise Me is the strategic lead on physical activity across Hampshire and the Isle of Wight and is committed to working with others to increase the number of people taking part in physical activity and sport.

Energise Me is part of a national network of Active Partnerships, receiving investment from Sport England to help build physical activity and sport into everyday life. The charity works across Hampshire and the Isle of Wight to champion active lifestyles.

**Our purpose and values**

Energise Me tackles the things that prevent active lifestyles, so everyone can improve their health and happiness by moving more.

We purposefully tackle the things that prevent active lifestyles by being:

* **Curious** about what stops people from being active.
* **Open** to different ideas and perspectives.
* **Creative** in how we do things and who we work with.
* **Bold** in taking risks and speaking out about things that need to change.

**2. We Can Be Active - background information**

We Can Be Active is a joint mission to inspire and support active lifestyles so we can all be active in a way that suits us. We Can Be Active began with a big online conversation open to everyone in Hampshire and the Isle of Wight.

Local people told us what helps them to be active and what gets in the way. We matched these comments with evidence from around the world before bringing individuals and organisations together to help shape a plan to make it easier for us all to be active.

The resulting strategy was created by over 800 individuals and organisations

Published in 2021, the [We Can Be Active strategy](https://www.energiseme.org/wp-content/uploads/2021/07/We-Can-Be-Active-Strategy.pdf), consists of five broad goals that summarise what local people need to be active. The goals stem from the words shared with us.

We need:

1. **Positive early experiences** for our children and young people.
2. **Opportunities** that meet our needs and interests and are accessible and easy to find.
3. **Places and travel routes** where we*all* feel safe and are encouraged to be active.
4. **Support** to help us get started or keep moving when we feel that we can’t do it alone.
5. **Bold leaders** working together to create happier and healthier communities.

We also published an [Energise Me Will](https://www.energiseme.org/wp-content/uploads/2021/07/We-Can-Be-Active-Energise-Me-will.pdf) document which outlines what Energise Me will do as part of its role in coordinating We Can Be Active and an [Insight Pack](https://www.energiseme.org/wp-content/uploads/2021/07/We-Can-Be-Active-Insight.pdf) to provide the context.

**3. Context for External Board Governance Support**

**Sport England invests in** 43 Active Partnerships that, between them, cover every part of England. Each organisation is expected to have a strong understanding of the needs and issues in their own area, with their focus being on inactive people and under-represented groups.

Active Partnerships think tactically about creating chances to get active which achieve the health, social and economic outcomes in the government’s [Sporting Future strategy](https://www.gov.uk/government/publications/sporting-future-a-new-strategy-for-an-active-nation).

This means identifying where extra capacity is needed to create a more joined-up approach to tackling inactivity in their areas.

Along with other ‘system partner’ organisations, Active Partnerships are required to comply with [Tier 3 of the Code for Sports Governance.](https://www.sportengland.org/funds-and-campaigns/code-sports-governance)  This includes tier 3 organisations undertaking an external evaluation of the Board at least every four years or at the request of Sport England.

This invitation to quote will secure expertise to carry out this evaluation, 5 years after our last evaluation.

We would welcome a steer from the 'bidder' on how best to carry out this evaluation. We welcome plain and accessible language and an approach that is fun and relates to our values.

**4. Our journey so far**

In June 2019, our first external board evaluation report was shared with the Energise Me Board. The organisation’s maturity was assessed against 5 key themes: governance framework; skills competence and diversity; strategic role; dynamics and culture; and conduct of meetings.

Governance was considered strong in all five elements, the author writing “this is not by accident; it reflects the focus that the organisation has given to its strategy and governance over the last few years”.

Three recommendations for improvement were made, focusing on establishing a skills matrix, some housekeeping and exploring whether the board could use its strategic capability even further.

In 2021, Energise Me held an improvement workshop with 2 aims:

1. To test that the strategy development work so far in building our capability to have relationships with partner organisations and people to move beyond talking about collaboration to taking collaborative action.
2. To explore the development of Energise Me as the Physical Activity lead for Hampshire and the Isle of Wight, including but not exclusively: our purpose, our role, our skills and capability. What has worked and what hasn’t and what we have learned.

The workshops provided several areas for us to reflect upon and our external facilitator suggested:

* a big communication piece was needed to make clear to partners – especially those they have less relationship history with and direct involvement with sport and physical activity bodies such as the Arts sector – to share their story of who Energise Me are, what is important to you, how you choose to work and why and what your overall ambitions are.
* the team continue to use their positive, warm and open approach to start conversations with other people’s priorities to maintain a pragmatic and strong system-led approach which partners are responding to. This can continue to be built on.
* Further clarity was needed around the role we wish to play. To firm up short and medium terms goals as an organisation around our role.
* Further exploration and articulation of what learning means to us, why learning is important, what our learning goals are, how we will learn and how we intend to use our learning to inform our work.
* Developing an organisational strategy to draw together the above focus areas enabling the team, including Board, to set a clear direction of travel and define the markers of success.

In response to these areas of improvement, we have developed our role in several areas:

* strategy and business action planning
* improved and consistent communications for new / newer partners
* team and individual training and development
* stakeholder mapping
* measurement, evaluation and learning

In 2023-24, the board carried out their annual review which will be considered at their meeting in April 2024. Any areas for improvement will be made available to the successful contractor.

**5. Purpose of the external evaluation**

* To seek an independent perspective on the performance, effectiveness, culture and function of the Board.
* To assess whether the Board is effectively harnessing a diverse range of viewpoints and experience to improve its decision-making.
* To assess whether the board complies with Tier 3 of the UK Sports Governance Code
* To assess the Board’s capability and capacity to grow and develop and the evaluation will need to include this in the work.

**7. The Fee**

The total cost for undertaking this work will not exceed £10, 000 (inclusive of VAT) and includes any essential travel and expenses.

**8. Responding to the invitation**

This quotation request was issued on Thursday 27th March 2024.

Quotations should be submitted by Midday on Monday 27 May 2024 via email to support@energiseme.org

Submitted quotes should include:

* a CV and/or covering letter which summarises the skills and experience required for this work.
* a proposal for how the work will be carried out
* an indication of the average number or working days/hours to carry out and report on the evaluation
* an anticipated start date
* a schedule of costs and services
* any further information which may support the proposal

We will shortlist quotations based on these criteria. We may want to undertake follow up interviews with shortlisted candidates.

We reserve the right to close this tender early should we receive a high number of quotations.

**9. Contract Details**

This contract will be with Energise Me

Any request for feedback should be made to support@energiseme.org