

Invitation to Tender

Impact Measurement Tool - Digital Platform

1. Introduction

Who we are

Together Liverpool supports faith communities to develop their social justice work. We achieve this through facilitating the launch of new projects, networking and training. We are now looking to develop our impact assessment work so that local faith communities can effectively and easily measure the difference they are making.

2. Project Overview

Together Liverpool seeks to develop a digital platform to enable faith communities and charitable organisations in the Liverpool City Region to measure, and report on their social impact. This tool aims to empower these organisations by providing clarity on the difference their making and facilitating a collective understanding of the difference made across the region.

The project involves creating a digital platform with the following features:

- **User Interface:** An easy-to-use interface for partners to input data and access resources.
- **Admin Dashboard:** A dashboard for Together Liverpool to manage the platform, analyse data and receive reports.
- **Data Reporting:** Tools to automatically generate personalised reports for users and aggregate data for broader insights based on 'social action theme', geography and faith group
- **Membership:** Capacity to include a subscription service at a later date.
- **Integrated with external platform:** A social value calculator has been identified who, via an API, will provide these calculations for inclusion in reports.

3. Objectives

- Develop a platform that is responsive and accessible on multiple devices.
- Ensure data security and compliance with relevant regulations.
- Provide scalable solutions that can be extended for future enhancements.

4. Key Deliverables

- A fully functional digital platform.
- User and admin dashboards.
- Data reporting and analysis tools.
- Documentation and training for platform users and administrators.

5. Budget and Timeline

- **Estimated Budget:** £20,000-23,000 incl. VAT.
- **Initial Project Timeline:** October 2024 to June 2025.

6. Proposal Requirements

Interested parties must submit proposals including:

- Company background and relevant experience.
- Proposed approach and methodology.
- Detailed budget and cost breakdown.
- Project timeline and milestones.
- References from previous clients.

7. Evaluation Criteria

- Experience with similar projects.
- Expertise in impact assessment.
- Quality and clarity of the proposal.
- Alignment with Together Liverpool's values and objectives.
- Cost-effectiveness and value for money.

8. Submission Instructions

Submit your proposals to James Green by 31st August 2024.

Proposals will be evaluated and a decision made by 13th September 2024.

Application Form: Tender Submission for Impact Measurement Tool

Tender submissions can be made either using this form or through a portfolio and separate document. All information requested below must be provided.

Section 1: Company Information

1. Company Name:
2. Address:
3. Contact Person:
4. Phone Number:
5. Email Address:
6. Website:

Section 2: Project Approach and Methodology

1. Describe your proposed approach to the project.
2. Outline the methodologies and technologies you intend to use.

Section 3: Experience and Expertise

1. Provide a brief overview of your company's experience with similar projects.
2. List and describe relevant projects and include references.

Section 4: Budget and Timeline

1. **Detailed Budget Breakdown:**
 - Planning and Scope Definition
 - Design and Development
 - Testing and Deployment
 - Post-Launch Support – please include ongoing maintenance requirements and costs.
2. **Proposed Timeline and Key Milestones:**

Section 5: Additional Information

1. **Any additional value-added services or considerations.**

Section 6: Declaration

- I confirm that the information provided is accurate and that our company can deliver the project as outlined. (Signature and Date)