

Invitation to Tender for Power to Change: Programme Delivery and Grant Administration Services Partner for Funding and Support Programmes

The Opportunity

Power to Change is seeking to appoint an experienced Service Provider to undertake programme delivery and grants administration services for its funding and support programmes for the period April 2020 to December 2022.

The appointed Service Provider will be contracted to provide programme delivery and administration services associated with the full grant management cycle for projects funded via its Community Business Fund (its largest grants programme) as well as a range of grant administration services for its other funding and support programmes as set out in the Invitation to Tender (ITT).

What expertise and experience are we looking for?

Power to Change is investing a substantial amount of its endowment in providing funding and support to community businesses via its various programmes and workstreams and the successful bidder will be expected to work closely with Power to Change and its programme delivery partners.

To provide the contract services, we anticipate organisations that have expertise and experience in the following areas are likely to be suitable to tender but we welcome tenders from any organisation that can sufficiently evidence the experience, ability and capacity needed to fulfil this role:

- A good understanding of the aims and objectives of Power to Change and the funding and support Programme(s) for which services are being procured via this ITT.
- A strong track record of successfully managing the administration of both large and small scale grant programmes, or funding and support programmes of a similar nature.
- A strong track record in customer service excellence
- A strong track record of delivering large scale contracts with multiple services and resources applied
- A strong track record in quality assurance and the application of quality management systems
- A willingness to work collaboratively and participate in the learning approach of Power to Change in order to better support community businesses to improve places.

To register your interest

If you are interested in bidding for this work and would like to receive a copy of the Invitation to Tender and associated documents please send an email to workwithus@powertochange.org.uk confirming your organisation name and contact details.

Please mark your email FAO Sarah McCall with the subject header as:

Programme Management & Grant Administration Services ITT.

The deadline for submitting a completed tender is **5pm on Friday 20th September 2019.**

We look forward to hearing from you!