



## Tender Specification

### Membership Engagement Project

Tenders are invited from individuals or organisations wishing to undertake a 6 month contract with the British Association of Social Workers (BASW). Working with the BASW Cymru team, working 1 to 1.5 days per week to develop and deliver a range of activities to support our members and our membership. We are looking for an experienced professional or organisation who can help us develop our membership activities for a defined period.

### Background

The British Association of Social Workers (BASW) is the largest association representing social work and social workers in the UK. BASW has a growing membership, which currently stands at around 22,000 across the UK. BASW's 2025 Vision is that social work will be a thriving, influential, respected profession, improving lives and upholding people's rights across the UK.

BASW Cymru has an active membership, which this Membership Engagement Project hopes to grow, and a supportive and engaged National Standing Committee.

### Contract Objectives and Specification

In order to deliver this contract, BASW is commissioning/seconding an individual or an organisation to work with the BASW Cymru team/

Initially focusing on:

- Outreach activities with Local Authorities & higher education institutions across Wales to increase membership numbers, develop the membership offer and work with employers to develop a BASW Cymru offer for employers
- Design and deliver, a monthly practice focused community of practice to support membership development and engagement.

- Develop practice guidelines for social workers arising from key research – set up a template and system for dissemination. You will work closely with existing research centres in Wales as part of this deliverable.
- Through outreach activities, promote and increase take up of our Professional Support Service for social workers (BASW members and non members)
- Be part of the friendly BASW Cymru team and contribute to our learning and delivery.

## **Contract Period**

The contract will run for a maximum of 6 months. Working 1 to 1.5 days per week.

The contract may be terminated with two weeks' notice by either party and specific terms will be agreed in the contract. Please clarify your expected terms as part of your submission.

## **Contract Value**

Up to £8700 (inclusive of VAT)

## **Submissions**

Applicants should be able to demonstrate the following as part of their tender submission: -

### **Skill set required:**

- Social Work Qualification.
- Stakeholder management and working in a consultative way.
- Has worked within and across Wales.
- Excellent communication skills, ideally a Welsh Speaker (verbal, written, digital).
- Has links with employers and practitioners in Wales.
- Curiosity and commitment to generating creative solutions.
- Flexibility to respond to a workload that may fluctuate.
- Uses initiative and has experience of picking up work at pace
- Delivering within contracted timeframes.

### **Experience required:**

Consideration should be given to the BASW Code of Ethics and the purpose and goals of the Association.

Deadline for written submissions to BASW is **10am Tuesday 7<sup>th</sup> May 2024** and should include the following, which will be used as selection criteria by the awarding panel:

- Fees, including an hourly, day and weekly rate and an average weekly time commitment for the project term.
- A description of how the contract will be managed and executed against the contract objectives and specification.
- A supporting statement regarding suitability for the contract, which should include examples of creative and innovative approaches taken in similar circumstances or envisaged for this project.
- Details of potential areas of conflict of interest or other barriers and how these would be mitigated– for example, if your work for another client may pose a conflict of interest or other barrier to working for BASW.
- Contact details of two professional referees, whom we may approach subject to prior agreement with you.
- Evidence of no less than £5,000,000 professional indemnity insurance covering the provider in the provision of the tendered services.

If you would like an informal discussion with the National Director BASW Cymru prior to tender, please contact Sara Hickin – [sara.hickin@basw.co.uk](mailto:sara.hickin@basw.co.uk) who will arrange a suitable time.

Please address your queries and submissions to Sara Hickin – [sara.hickin@basw.co.uk](mailto:sara.hickin@basw.co.uk).

Short-listed tenders may be invited for a series of informal discussions with the National Director BASW Cymru and then offered an opportunity to present their tender vision to a virtual panel.