

Consultancy Application Process

CIP is looking to commission one lead consultancy for all phases of the brief. We would welcome collaboration with others to engage the appropriate skills and experience during each phase, managed on a sub-contract basis in agreement with CIP.

Experience required

We are looking for the lead consultants to bring the following experience

	Essential	Desirable
In-depth understanding of the social housing sector and housing associations	✓	
Experience working with purpose-driven enterprises and overall understanding of the social enterprise sector	✓	
Understanding of the UK social investment market	✓	
Understanding of supply chains, procurement processes and social value legislation		✓
Experience of fund development, management and regulation		✓
Strategy development and project management	✓	
Data analysis		✓
Financial modelling		✓

Input from CIP and the HA partners

CIP will work closely with the lead consultants, providing additional context, indications and confirmation of wider objectives, appetite and red lines as the strategy develops.

The consultants will have access to an Advisory Panel with representatives from different functions within the HA partners (e.g. procurement, finance, governance, community investment etc.) and relevant wider sector representatives (social housing, social investment and social enterprise). Professional expertise can be sourced as required, including access to legal advice.

It is not anticipated the consultants will spend significant time gaining an understanding of the operational or governance structures within an HA. The existing knowledge within the consultancy should be sufficient and can be supplemented with additional insight from CIP as necessary.

The CIP Board will receive regular progress updates and will be responsible for all material decisions as the strategy develops. This includes the 'stop-go' decisions at agreed points. These decision points will be agreed with the appointed consultants at the beginning of the contract.

Budget

The indicative budget available for the work is c. £22,000 +VAT.

Application details

Submissions should include the following information –

- An overview of the consultancy including track record and experience in line with the table above – please include specific examples or case studies where appropriate
- Bios of key people who will be directly involved in the work
- Details of any collaborators or partners likely to be involved in the work and during which phase, including specific expertise and track record
- A comprehensive quote for the work including a breakdown of estimated fees at each phase linked to outputs
- Two client references – these will be followed up at the interview stage

Timeframe and deadline for submissions

We would like the work to start as soon as possible. The overall timeframe for the work will be agreed during the appointment process.

The deadline for submissions is **Thursday 14 January 2021 at 5pm**. Submissions should be sent via email to cip@orbit.org.uk

Shortlisted applicants will be asked to attend an online interview on Thursday 21 January 2021.

We reserve the right to update the brief or accompanying information prior to the deadline for submissions if it is necessary to do so. We will also publish the answers to any questions received that may be applicable to all submissions. Please check the CIP website periodically for any updates.

Contact Us

Any questions about the brief or submission process can be sent to the CIP Investment Manager, Jules Tompkins or the CIP Director for Orbit, Sam Scharf.

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