Invitation to tender for Leadership Development Support to the VCSE sector in Hull and East Yorkshire

1. Introduction

Born from the HEY100 Clore leadership programme in Hull in 2018, HEY Confident Futures is a place-based network and leadership development programme for staff, volunteers and trustees from voluntary, social and cultural organisations in Hull and East Yorkshire. Run by a team from Two Ridings Community Foundation and funded by the National Lottery Community Fund, each year HEY Confident Futures offers a vibrant programme of workshops, training, events, one-on-one support and networking opportunities. Read more here.

There are two core elements to HEY Confident Futures:
A Leadership Network - To grow and nurture a network of people working in the social and cultural sector in Hull and East Yorkshire
Leadership Development - A series of leadership development opportunities to suit all individuals at every stage of their leadership journey

Our shared values transcend our geography or sector and as a network we commit to being:

Celebratory
- We are remarkable and celebrate our individual and collective achievements.
- We are a diverse collective and celebrate difference.

Nurturing
- We inspire those new to leadership, building confidence and supporting development
- We are kind and welcoming to all, creating a safe space for us to learn and share with peer-support at the heart of the network
- Support is free to all and tailored including 1:2:1 and small groups

Connected
- We are stronger together, and work to create the conditions for relationships of trust and confidence in each other
- All members are equal and empowered to have a voice

Generous
- We are resourceful, available and open to others with our members at the heart of everything we do
- You get back what you put in and are encouraged to share your learning, expertise and experience with others

Collaborative
- We are ambitious; we have big social and cultural issues to tackle together
- The network is co-designed and iterative, led by HEYCF Collective, to be responsive to changing needs

For more information please contact Paula Bielby, Programme Manager pbielby@tworidingscf.org.uk

2. Scope of Work / Requirements

We are seeking facilitators who share our values, to support the HEY Confident Futures Programme 2026 – 2028 with a range of leadership development activities outlined below. We anticipate that the 'Leading Confidently' programme will commence in summer 2026 and will run for 18-24 months (to be agreed).

The list of activities is not exhaustive, as our iterative programme of support is co-designed alongside facilitators and HEYCF members to ensure it is accessible and responds to emerging needs. **Please feel free to include other activities for our consideration in your response.**

We are committed to being an inclusive network. We prioritise offering programme content and formats that are accessible and relevant to people of all backgrounds, identities and learning styles, and particularly to those who might typically experience discrimination or face barriers to participation. Activities should be interactive, inclusive, practical and accompanied by high-quality resources for participants and to be shared with the wider network. **Please provide one example resource in your response.**

Facilitators will be expected to supply a summary for each activity for marketing and recruitment purposes outlining: who is it for, what skills you will leave with, a full description of content, any pre-attendance preparation or tasks and any access requirements. **Please provide one example summary in your response.**

We also require Inclusive joining instructions – supplied with links resources, online Q&A and session slides in advance of delivery so participants know what to expect and can prepare to get the most from the activity. **Please provide one example of joining instructions in your response.**

The HEYCF team will be responsible for the cost of providing a suitable venue and refreshments where appropriate.

You may submit a response to support all or some of the activities outlined below, along with your own suggestions. **Please ensure your costings for each activity include design, delivery, resources, contribution to external evaluation, and any other expenses for each activity. Please also confirm if you are VAT registered and whether your costs are inclusive or exclusive of VAT.**

Please also **indicate whether you will require a member of the HEYCF team to support you** in the delivery of each activity.

If you require further clarification please contact Paula Bielby, Programme Manager
pbielby@tworidingscf.org.uk

A. Bite-sized Learning activities

60-minute online activities designed to provide an introduction, snappy skills-update or refresher and tools for common workplace scenarios. Each should be suitable as an entry-point for people exploring leadership training for the first time and also work well as refreshers for those with more experience. They should also function as tasters for longer activities where these topics can be explored in greater depth. Each should be delivered as a stand-alone session, but ideally provide a logical progression route for leaders to develop their skills and confidence.

Indicative leadership topics:

- Difficult Conversations
- Fantastic Feedback
- Psychological Safety
- Mastering Motivation
- Enabling Change
- Managing neurodiversity
- Being more productive
- Creating psychological safety
- Dealing with overwhelm

Please indicate which of these online bitesize activities feeds into an in-person session.

For guidance, we anticipate this programme will comprise 10-12 hours of delivery with a maximum budget of £ 5,000, to reflect the preparation and debriefing work around facilitating these spaces.

B. Leadership tools, skills and theories – 1 or ½ day activities, in person

In depth, in-person leadership development activities designed as next steps for those who've attended a bite-size activity. They should also work well as a refresher for more experienced leaders keen to re-cap on an area of skills/theory. These activities should be designed to dig deeper in the core skills and themes of leading others – in a way that creates high impact learning which is relevant and embedded. They should include peer-learning, application to real-life situations, self-reflection and practice of skills. They should be highly interactive, inclusive and enable peer-peer conversations and connections that build the network and professional relationships beyond the activity itself. The training style should focus on application – with participants ready to apply their learning and embed it when they leave the room.

Indicative leadership topics:

- Coaching for Leaders
- Working well together
- Engaging others
- Leading Neurodiversity
- Values based leadership
- Leading change
- How to be a great manager
- Impact storytelling

For guidance, we anticipate this programme will comprise around 48 hours of delivery with a maximum budget of £8,000.

C. Leadership wellbeing – 1 or ½ day activities, in person

In depth, in-person activities designed to support leaders' wellbeing and those they lead. These should be designed to create a psychologically safe space for leaders to share their experiences and to develop strategies to prioritise their wellbeing and the wellbeing of those they lead. They should include peer-learning, application to real-life situations, self-reflection and practice of skills. They should be highly interactive, inclusive and enable peer-peer conversations and connections that build the network and professional relationships beyond the activity itself. The training style should focus on application – with participants ready to apply their learning and embed it when they leave the room.

Indicative leadership wellbeing topics:

- Understanding and Managing Stress
- Building Resilience
- Avoiding and managing Burn Out
- Leading from within
- Imposter Syndrome
- Compassion Fatigue
- Psychological safety

For guidance, we anticipate this programme will comprise around 30 hours of delivery with a maximum budget of £5,000.

3. Procurement Process

Responses are invited between 13th and 30th April 2026, any questions should be submitted via email before 28th April. The deadline for responses is 30th April 2026.

All responses will be acknowledged and the successful bidder(s) will be informed by 20th May. If you have not heard from us by this date it means you have not been successful. If you would like feedback on your response please contact us after this date.

We anticipate contract(s) will commence on 1st July 2026.

Your response should remain valid for 6 months from submission.

You will be expected to adhere to Two Ridings Community Foundation policies, including but not limited to:

- Standard terms and conditions
- Data Protection Policy
- Safeguarding Policy
- Privacy Policy
- Health and Safety Policy

Copies are available on request from pbielby@tworidingscf.org.uk

4. Instructions to Bidders

In your response please include the following:

- A summary of your expertise, relevant qualifications and experience in facilitating and delivering leadership development activities.
- A summary of relevant experience of or insight into the learning needs of voluntary and cultural organisations in Hull and East Yorkshire.
- An explanation of your approach to inclusive facilitation and content.
- The activities and intended learning outcomes you propose to deliver from the sections in the list, along with any suggestions of other activities.
- Please include a brief description of each activity along with the total cost for each as outlined in section 2.
- Please submit a maximum of three pages for each section A, B or C that you wish to include in your response.

Please supply the following supporting documents with your response:

- Public liability insurance
- Cancellation Policy
- One example resource/handout for an activity
- One marketing summary for an activity
- One set of joining instructions for an activity
- Two references

Please submit your response to pbielby@tworidingscf.org.uk by 30th April 2026.

5. Evaluation Criteria

Our priority is not cost alone, although value for money is one of our evaluation criteria.

We will also be assessing:

- Your alignment with our values.
- Your understanding of the challenges facing leaders in the voluntary sector in Hull and East Yorkshire.
- The anticipated learning outcomes of your proposed content.
- Your experience and ability to delivery inclusive, interactive learning content and formats.