

# Invitation to tender

## Co-production at Girlguiding Scotland

5 November 2024

### 1 Background

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of our amazing volunteers, we are active in every part of Scotland.

It is a core principle of the way we operate that girls are involved in decision making on issues that affect them. We see this embedded throughout the organisation from girls deciding what activities their unit will run in the coming term, to girls deciding what we campaign on at a national level.

We would like to take the principle further by establishing an organisational approach to co-production with both adult volunteers and girls, with the hope that this becomes a key feature of the way in which we develop new ideas in the future.

In 2023, we identified that an increased focus on volunteer recruitment and retention is essential to achieving our mission. Over the next 5 years, we have committed to delivering work under our new strategic priorities to recognise the vital role that our volunteers play in delivering our mission and goals.

The Transformational Leadership Project is a new area of work under the new strategy and it offers us an opportunity to trial new ways of working including co-production. This project is a collection of innovate pilots designed to try new ways of supporting our current volunteers in leadership roles, as well as ensuring pathways into leadership for people who could take on these roles in the future.

### 2 Purpose

As part of the Transformational Leadership Project we are seeking to pilot a way of keeping in touch with 18–30 year old members who have previously taken part in events/projects at a Scottish/UK/international level and may now be volunteering locally or may have left the organisation. We would like this keep in touch mechanism to support the young women to feel connected to the organisation, to make them aware of further opportunities with the organisation and to support them to be positive ambassadors for us within the organisation and in wider Scottish society. We would like to design this alongside the young women who could take part to ensure it is relevant and of interest to them, as well as offering them something in return.

We would like to use this pilot as a springboard to ensure that our organisational approach to co-production is grounded in best practice.

We are seeking a consultant to:

- A. Develop and deliver a co-production plan for working with a group of 18-30 year old current and former members to develop the proposed keep in touch mechanism. It is expected that this will include an online workshop that the consultant will deliver and write-up after.
- B. Develop a co-production guide for broader use by staff and volunteers, with clear guidance, support and advice for how to work together with girls and adult volunteers to develop projects. It is expected that this would be no longer than 8 pages and would align with our values and ways of working.

The maximum available budget at this stage is £1000 including VAT and we are looking for this work to be completed by mid-February 2025. More precise deadlines will be agreed with the consultant depending on their availability.

### 3 Selection process

We are looking for the consultant working with us on this to:

- Have a thorough understanding of co-production best practice
- Have experience of developing and delivering co-production plans
- Have experience of supporting organisations to develop their approach to co-production
- Have excellent written and verbal communication skills
- Be able to work to agreed deadlines
- Be committed to the aims and values of Girlguiding
- Be committed to equity, diversity and inclusion

If you are interested in bidding for this work, please email Rachael Graham (Head of Strategic Innovation) by emailing [rachaelg@girlguiding-scot.org.uk](mailto:rachaelg@girlguiding-scot.org.uk) by Sunday 24 November with:

- a copy of your CV including examples of similar work you have previously completed.
- a written statement of no longer than 500 words outlining how your skills and experience match what is required for this piece of work.
- details of someone who can be contacted as a reference who you have completed work for previously.