

Invitation to Tender: Strategy Development Facilitator

Executive Summary

The King's College London Students' Union is a registered charity and a member led organisation. It is the associated Students' Union for King's College London and with its 145-year history it is the oldest Students' Union in the UK. One of our early Presidents, Ivison Macadam, went on to become the founding President of the National Union of Students in 1922 and more recent Presidents have overseen an increase in student participation across many areas of its offerings. The Students' Union has a presence in three campuses and has recently been granted funding to develop further our presence at the fourth King's campus in Denmark Hill.

KCLSU is in its final year of its current strategic plan known as *The Big Plan* which was devised in 2014 and created using the theory of change methodology. Since October, KCLSU has been undertaking quantitative and qualitative research in collaboration with a third party company to understand the needs of our members which will form the basis of the strategy development.

The project is now in a position where the research has been completed and an initial analysis has been conducted by the Senior Leadership Team of the Union, and the next step in the process is to conduct some further, in-depth analysis with the Trustee Board at an away day.

A key part of the Board away day will be to involve both the Senior Leadership Team and the Trustees in in-depth conversations about the research outcomes and to develop the mission statements that will form the basis of the development of the strategy.

Purpose and Objectives

The purpose of the Board away day will be for the SLT and the Trustees to be able to analyse the results of the research and ultimately develop key mission statements that will form the basis of the strategy.

The chosen facilitator through this tender process will be required to:

- Shape and develop an agenda and workshops for the day in collaboration with the Chief Executive and the clerk to the board
- Attend the Board away and effectively facilitate discussions between the members
- Provide advice and guidance during the day on the development of the mission statements
- Provide an effective summary of the evaluation after the discussions

Background

The current strategic plan can be found [here](#). This was developed through consultation with NUS. This strategic plan comes to an end in 2019 and research has been undertaken to develop the next 6-year strategy, with reviewing intervals at years 1, 3 and 5.

This project is overseen by a project board consisting of the SLT and the Student Officers and is chaired by one of our Lay Trustees.

Further background information on the project to date, including the results of our research and timescales will be available to the appointed partner.

Stakeholders

The stakeholders that will be involved in the work of the external partner will be:

Stakeholder	Description of relationship	When will be in contacted
Chief Executive	To co-develop an agenda of the discussions and to seek advice on development of facilitation workshops	Prior to the Board away day and during the away day
Senior Leadership Team	To support and facilitate the discussions between the SLT and the Trustees	During the away day
Trustee Board members	As above	During the away day

Responding to the Tender

The tender process will take the form of a written response to the below briefs. Successful responses will be invited to have a phone conversation with key stakeholders to explain their suitability. The chosen partner will be informed of the outcome after this.

Written responses must explain your knowledge and experience in the following areas:

1. Knowledge of the charity sector, with emphasis on Higher Education and Students' Unions
2. A good understanding of charity sector governance and experience of working with Trustee Boards and Senior Managers
3. Experience facilitating discussions and developing solutions from research, both qualitative and quantitative
4. Knowledge and experience of strategic development

Responses to the tender should be sent to the contact details listed at the end of this document.

Application Timeline

Deadline for tender applications: 5pm 26th February 2019

Review and shortlist: 27th February 2019

Phone interview: 28th February – 4th March 2019

Chosen partner informed: 6th March 2019

Budget

There is a maximum budget of £1500 for this project. This budget must include all work outlined by this brief, including achieving the objectives, as well as any costs associated with that work.

Contact

If you require any further information on the tender process or the requirements of the chosen partner, please contact:

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