

Invitation to Quote

Training Needs Analysis

Closing Date for Submission: 12noon, Friday 24th February 2012

Voluntary Action Scotland (VAS) invites organisations to quote for the delivery of a Training Needs Analysis for the network of Scotland's 32 Third Sector Interfaces.

A. About VAS

VAS is the support and representation body of Scotland's 32 local Third Sector Interfaces (TSIs). It is a Company Limited by Guarantee, registered in Scotland (361901) and a Scottish Charity (SC042793).

Further information about VAS and TSIs can be found on our website:

www.voluntaryactionsotland.org.uk

B. About our requirements

VAS seeks a suitably competent provider to undertake a Training Needs Analysis (TNA) of Scotland's TSIs. The TNA will serve to influence VAS's training and support provision in 2012/13 and beyond.

The successful provider will work with TSIs and VAS to develop a TNA identifying skills gaps and development needs. In considering the design of the TNA, it is likely, but not essential, that the successful contractor will want to consider amongst other things:

- The four core functions of interfaces
- The SVA Skills Framework
- The current and future operating environment of TSIs
- The VAS Practitioner Network areas
- Common Key Skills

The potential VAS Practitioner Network areas are:

- Policy
- Communication
- Training
- Networks
- Community Development
- Governance
- Funding
- Charity Law
- Quality Systems
- Youth Volunteering
- Supported Volunteering
- Older People Change Fund
- Young Change Fund

- Business Development
- Volunteering
- Employability

VAS requires a single document, outlining common areas of need that the delivery agent believes VAS should support the delivery of, and proposed methods of delivery of training to meet those needs.

VAS has no pre-conceived model for the delivery of this contract, and it is up to the bidder to demonstrate how their approach would deliver on our requirements.

C. Quotes

You are asked to submit a quote alongside a summary of no more than six sides of A4 in length outlining:

- The level of qualification and experience of those providing services
- A proposed method and approach delivery
- Quality systems, including any standards or frameworks you use
- The name of two organisations to whom you have provided a Training Needs Analysis that we may contact for reference
- Total cost, broken down as appropriate (all costs to be inclusive of VAT where applicable)
- Any other information you believe is relevant

Quotes are expected to be in the region of £5,000 (five thousand pounds) inclusive of VAT and expenses. Voluntary Action Scotland believes the capacity exists within the network to deliver this work and will favour applications from network members. All quotes should be sent electronically to info@voluntaryactionsotland.org.uk by 12 noon on 24th February 2012.