

UK Urban Ageing Consortium

Invitation to Tender Coordination of the UK Network of Age-friendly Cities

Contract value: £12,000

1. Purpose of Project

To provide a 12-month coordination and development function to the World Health Organisation-affiliated UK Network of Age-friendly Cities.

1.1: Project deliverables:

1.1.1: The organisation of two full UK Age-friendly Cities Network meetings followed by two policy seminars, which will take place in June and October 2014.

1.1.2: Support to the information exchange between the 12 member cities through:

- the provision of a central coordination function and by keeping in regular contact with member cities;
- the production of two Network News bulletins;
- the development of the web presence for the Network; and
- the production of a twice-yearly progress report based on feedback from the cities, meetings and seminars.

1.1.3: To develop an outward-facing Communication Strategy that ensures that the Network is communicating and promoting its work to external stakeholders.

1.1.4: To organise three learning events between April 2014 - March 2015, each of which will be thematic and hosted by a Network member city. The Consortium asks that a suggested methodology for this element of the tender is detailed within the application process.

1.1.5: To actively seek and bid for funding to develop and sustain Network activity.

1.1.6: To provide a liaison function with university partners and research opportunities.



1.2: The successful applicant will:

- a) Report to the UK Urban Ageing Consortium and will work closely with - and be managed on behalf of the Consortium by - the Age-friendly Manchester team at Manchester City Council. This will necessitate attendance at around six Consortium meetings during the 12 month period of the contract.
- b) Be available to start work on the commission from mid-late April 2014.
- c) Be expected to attend the two full Network meetings/policy seminars and the three learning events between April 2014 and March 2015.
- d) Be able to attend relevant meetings as considered appropriate by the Consortium and by negotiation.
- e) Be flexible in work patterns and physical base. Much of the work can be done from home but a base will be provided with the Age-friendly Manchester team in order to promote learning on the age-friendly cities agenda.

In addition to the commission value, there is a budget to cover the costs of full Network meetings, policy seminars and learning events as well as travel and out-of-pocket expenses for the successful applicant.

2. Commission timetable

- Proposals to be submitted by no later than 5pm on Friday 28 March 2014
- Interviews will be held in week commencing 7 April 2014 in Manchester
- The successful applicant will be notified by Friday 11 April 2014
- The project start date is negotiable but it is desirable that the successful applicant is available to start from mid-late April 2014

3. Background

3.1: UK Urban Ageing Consortium:

The UK Urban Ageing Consortium (henceforth referred to as the 'Consortium') brings together four strategic partners: Manchester City Council, the Universities of Keele and Manchester and national charity, the Beth Johnson Foundation. (Consortium aims and partner information can be found at Appendix A). Established to share and develop learning around age-friendly



cities and communities and advance both practice and debate on urban ageing, the Consortium was launched at the British Society of Gerontology Conference at Keele University in July 2012.

The establishment of the Consortium together with growing interest from cities across the UK led the partners to host a seminar in 2011 entitled 'Age-friendly Cities and Communities: Challenges and Opportunities'. Delegates from a range of UK cities endorsed the idea of developing a collaborative approach to consolidate and build upon existing learning and practice for age-friendly approaches in urban environments, and the UK Network of Age-friendly Cities was born.

3.2: UK Network of Age-friendly Cities:

The Consortium launched the UK Network in September 2012. Representatives from 12 member cities across the UK committed to work together to share learning and, at its inaugural meeting, set itself the following four objectives:

- a) To share learning through peer support, enquiry visits and a series of policy seminars
- b) To support the development and piloting of a Research and Evaluation Framework for the Age-friendly city
- c) To create a national collaborative voice to influence policy and practice
- d) To work with the WHO Global Network of Age-friendly Cities and Communities and to become the recognised WHO-affiliated UK Network, joining a range of global Networks.

The cities that are members of the Network are: Belfast, Leeds, Sheffield, Manchester, Newcastle, Stoke-on-Trent, Brighton & Hove, Edinburgh, Cardiff, Nottingham, London Borough of Camden and Glasgow.

3.3: World Health Organisation Global Network of Age-Friendly Cities:

The World Health Organisation (WHO) conducted research in 33 cities across the globe to explore what the features of an age-friendly city might be. Following this research which concluded in 2007, they published *Age-friendly Cities: A Guide* and launched the Global Network of Age-friendly Cities and Communities (GNAFCC). WHO currently supports a strong range of networks across the globe and have officially recognised the UK Network as their affiliated programme.

WHO Age-friendly Guide:

http://whqlibdoc.who.int/publications/2007/9789241547307_eng.pdf

WHO Age-friendly Checklist:

http://www.who.int/ageing/publications/Age_friendly_cities_checklist.pdf



4. Requirements of the Project

4.1 Project Objectives:

4.1.1: To ensure the continued smooth running and development of the UK Network of Age-friendly Cities through the organisation of its twice-yearly whole Network meetings and policy seminars.

4.1.2: To organise the shared learning programme incorporating at least three learning events from April 2014 - March 2015.

4.1.3: To ensure that strong communication channels are established both between member cities and between the Network and external stakeholders and to raise the profile of the Network.

4.1.4: To ensure the continuation of Network activity after the period of the Commission by actively seeking and bidding for external resources.

4.1.5: To provide a liaison function between the Consortium's university partners and research opportunities.

Applicants should demonstrate that they are suitably qualified to deliver all elements within the scope of this commission, in particular strong organisational and interpersonal skills and experience in communications, report writing, and event management. Experience of fundraising is desirable and the selection panel will be looking for applicants who will be credible with a wide range of stakeholders from the public, academic and third sectors.

4.2: Submission requirements:

Applicants are invited to set out in detail how they propose to approach each of the six core elements of the commission (detailed at 1). The Consortium is particularly interested to see suggested methodology for the three shared learning events.

In addition to the proposal, the selection panel expect to see:

4.2.1: Previous examples of relevant experience

4.2.2: Applicant's Curriculum Vitae

4.2.3: Indicative budget and cost breakdown of staff time

4.2.4: A summary timetable for undertaking the commission

4.2.5: References or contact details of referees

This information should be submitted electronically as a single document in Word or PDF format.



5. Selection Criteria

The Consortium will shortlist applications based on:

- Understanding of the brief
- Calibre and competencies of applicant
- Methodology
- Previous relevant experience
- Ability to meet timescales

6. Contact and Submission

Proposals should be returned by email to Sally Chandler, Age-friendly Manchester Programme Manager, by 5pm on Friday 28 March 2014.

Proposals received after this time and date will not be considered.

Interviews for shortlisted applicants will take place in week commencing 7 April 2014.

If you require any further information or wish to discuss your submission, please contact Sally Chandler on:

Email: s.chandler@manchester.gov.uk

Telephone: 0161 234 3513 Mobile: 07817 133224

7. Expenses and Losses

The Consortium shall not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their proposals.



Appendix A – Consortium aims and partner information

Making environments age-friendly is one of the most effective policy approaches for responding to demographic ageing and there has been a global growth in both interest in - and evidence for - age-friendly approaches to ageing. The Consortium aims to be recognised as the lead national organisation for developing and sharing learning about ageing in cities and the age-friendly city concept.

It will seek to reflect developing national and Europe-wide policies and will take a long term vision of what needs to be constructed over the next twenty years to create spaces and structures that promote a better experience of ageing in cities.

Its remit will be to develop and disseminate understanding and evidence across all eight World Health Organisation (WHO) age-friendly city domains by:

- Testing approaches to creating age-friendly neighbourhoods through practical local projects;
- Collaborating on research proposals to develop the practice evidence base;
- Networking other cities and developing a UK Age-friendly City Network and make explicit links to develop a European Community of Interest;
- Developing a Research and Evaluation Framework to be piloted through Network member cities ;
- Supporting practitioners through the development of an on-line, age-friendly resource repository;
- Attracting resources and partners to grow and strengthen the Consortium;
- Ensuring that the Consortium's work is linked to and complements the WHO programme and the Dublin Declaration; and
- Encouraging private and public sector partnerships.

Partner information

Age-friendly Manchester (formerly Valuing Older People):

The Age-friendly Manchester team (formerly Valuing Older People) is part of Public Health Manchester at Manchester City Council. The programme was established in 2003 with the remit to improve the quality of life of older Manchester residents, to change policy and to extend thinking about ageing issues beyond the health, social care and pension agendas. Importantly the programme places older people at the heart of what it does and there are well-developed and extensive engagement mechanisms in place.

Manchester is recognised nationally for its work with and for older people and this was reflected in 2010 when they were accepted into the World Health Organisation's Global Network of Age Friendly Cities (GNAFC). The Age-



friendly Manchester programme was launched in 2012 and builds on more than a decade of a citizenship-based approaches to preparing for an ageing population.

Beth Johnson Foundation:

The Beth Johnson Foundation is a national organisation based in Stoke-on-Trent that seeks to make a positive impact on the lives of older people, to gain recognition for the valuable role older people play and to challenge age discrimination through pioneering initiatives that bring together research, policy and best practice. The Foundation has a strong track record in supporting Local Authorities to develop age-friendly communities

Centre for Social Gerontology, Keele University:

The Centre for Social Gerontology at Keele University has been at the forefront of research, teaching and policy development in the field of ageing since 1987. The Centre's work on the social analysis of ageing reflects the importance of diversity through all phases of the life course. Adopting interdisciplinary perspectives, research focuses on areas such as family and kinship, women and ageing, social inclusion and exclusion, inter-generational relationships, and the social policy of later life.

Manchester Institute for Collaborative Research into Ageing (MICRA), Manchester University:

MICRA was established as the Manchester Interdisciplinary Collaboration for Research on Ageing in April 2010. The aim of MICRA has been to promote interdisciplinary and innovative research on ageing and the life course, working across all faculties within the University of Manchester. In March 2013 MICRA was given approval to become a University research institute on ageing working across all faculties, with formal sign off in July 2013.

MICRA is governed by a Management Board which includes representatives from all faculties as well as key stakeholders in the field of ageing from the public and voluntary sectors in Greater Manchester, including older people linked with the Manchester City Council's Age-friendly Manchester team.

