



TERMS OF REFERENCE: DEVELOPMENT OF A SET OF 4-6 SMALL GROUP MEETINGS COVERING ASPECTS OF FAMILY POVERTY

Background

The Leeds Diocesan Justice & Peace Commission (The Commission) has been in existence for over 40 years. Its main focus of activity is the promotion of Catholic Social Teaching (and action on social justice issues that arises from this) within the Diocese of Leeds. For further general details about the Commission see our website www.leedsjp.org.uk.

A priority on which we have been working for the last 12 months is poverty in the UK. In early 2017 we organized a day workshop called *Towards a Listening Church*. This examined how we listen to people and, in particular, we authentically hear the voices of poor people. In February 2018 we organized a day workshop entitled *Family Poverty: From Awareness to Action*. The emphasis in this workshop was on understanding the impact of recent welfare changes and on understanding the range of initiatives that churches and other organisations are already involved in to support families trying to survive on low incomes.

As a Commission we are keen to reach out beyond the people who can take most of a day out to come along to a central venue to examine these issues. With this in mind we developed a project proposal to devise and deliver a series of small-group meetings that would be effective in a number of contexts. We have now obtained funding to support this project.

The first step that we need to undertake is the development of a programme of meetings about family poverty in the UK. This document is intended to give sufficient background and detail to enable interested and qualified parties (individuals or organisations) to provide the Commission with costed proposals to undertake the work needed to develop this programme.

Composition of Proposed Work Package and Approach

The **work package** consists of the work needed to produce detailed guidelines for a set of meetings that will examine various aspects of UK family poverty in the light of Catholic Social Teaching.

These guidelines will consist of a **Facilitator's Pack** and a **Participant Pack**.

The material should be designed to be used by a small group of 6-12 people led by a (paid) facilitator.

The material should be suitable for use by: -

1. A parish group specifically brought together to do this programme of meetings
2. A group within a parish context (e.g. an SVP or a UCM group)
3. A Churches Together Group
4. A group of older teenagers in a church or school context

The **Participant Pack** will consist of a set of titles and set of activities for each meeting that can be tackled by a small group working for about an hour and a half. The participant pack may need to include case study material, Gospel (or other Church Teaching Document) passages with questions for reflection and concrete suggestions for where to find more information. It should also contain information about organisations that undertake action in that aspect of family poverty.



The **Facilitator Pack** will go one step further and explain the rationale behind the information being presented. It will include details of any video material that might be suitable for each meeting. It should contain an expanded explanation of the aspects of Catholic Social Teaching that apply to each meeting and suggest some additional Gospel reflection references to be shared if people ask for more information about the context of the Gospel or Church document passage selected for each meeting.

Another approach to the work could be to spend one or two meetings looking in more depth at issues, then a meeting about relevant Catholic Social Teaching and relating it to the issues discussed. Finally, a meeting about what further actions the group could do. The Commission is flexible about the approach but is clear that it should start from a consideration of issues.

It is expected that the facilitator will provide the written documentation in editable soft copy so that small changes can be made to the material after its pilot use.

The Commission has no expectations that original material must be developed. If there are existing case studies, video material or other materials that are pertinent, up to date and engaging then we would be very happy to see these incorporated into the programmes for the meetings. It is expected that whoever does this work will research materials available from other organisations such as Church Action on Poverty, other Catholic Dioceses, other Christian organisations and secular organisations engaged in work on poverty in the UK.

The Commission's intention is pilot the programme in a limited number of small group settings. Once feedback is received then the programme will be rolled out to a larger number of groups over the succeeding 18 months.

Key Milestones

Some of these are negotiable. However, it is envisaged that whoever does this work will undertake an initial short workshop with the Project Steering Group so that they have a full appreciation of the Commission's expectations in relation to this work. It is also envisaged that any draft materials submitted will be subject to comment by the Commission and revision by the service provider.

Milestone	By Date
Service Provider selected by the Commission	23/05/18
Work Commences	01/06/18
Initial workshop held with Project Steering Group	22/06/18
Meeting outlines produced	29/06/18
Full facilitator and participant draft guides produced	27/07/18
Final facilitator and participant guides issued	31/08/18
Commission sign off meeting programme	14/09/18
Pilot of meeting programme commences	01/10/18
Pilot of meeting programme completes	31/12/18



Key Skills and Experiences needed to complete this work

The Commission is looking for someone who can demonstrate: -

1. A good understanding of Catholic Social Teaching
2. Practical experience of developing materials for use by small groups
3. A good understanding of the underlying causes of poverty in the UK and familiarity with the organisations working on issues of UK poverty
4. A good understanding of Catholic parish life and organisations that operate within the Catholic Church
5. Sympathy with the aims of the Justice & Peace Commission

Deliverables

An outline of the programme of meetings

A Participant Pack and a Facilitator Pack for the set of meetings in a format suitable for printing (PDF preferred but other formats considered).

Oversight

This work will be managed by the Commission's Project Manager for this project. The Project Manager will provide a single point of contact for the delivery of these materials and any queries, though the Project Working Party will be involved in the review of draft materials.

Help and assistance needed to complete the work

An initial workshop with the Project Working Party is included in the milestones for this project. If there are questions about the work following that workshop, then these should be directed to the Project Manager. The Project Manager will use reasonable endeavours to try and reply within 48 hours. However, if consultation is required with members of the Project Steering Group then it will probably take longer to respond.

Submission and Evaluation of Proposals

Costed proposals for undertaking this work must be delivered by **5pm on 15 May 2018** at the latest. Our own estimate is that the work will take in the region of 5 days of effort to complete.

Proposals must be emailed to

jandp@dioceseofleeds.org.uk

Proposals should include the following headings:-

1. Name of organisation / individual
2. Contact details
3. Evidence of the key skills and experiences outlined above
4. A one page outline of your approach to this work

The proposal accepted by the Commission will be the one that in its view represents the best combination of approach, relevant experience and lowest cost.

Proposals will be reviewed by 23 May 2018 and the result communicated to the successful provider shortly afterwards.