

Mentoring Adviser Request for Proposal

Date: 11-05-22

1.0 Introduction

Women in Property is seeking proposals from suitably qualified and experienced individuals or companies for consultancy services for its mentoring scheme.

Women in Property and its mentoring scheme are described below. Sandi Rhys Jones of Rhys Jones Consultants, who is currently leading the scheme, is stepping down at the end of June 2022 after 11 years developing it and delivering the training. In addition, the Association's Executive Director Fiona Alfred has stepped away from her role as of 31 March and will also cease from managing the mentoring programme at the end of June 2022.

Women in Property has set up a Mentoring Task Group, which is responsible for managing the transition to the new delivery arrangements. The Executive Director's work on the mentoring scheme will be shared between a Mentoring Co-ordinator (a new role) and the national Mentoring Champion.

The role of Sandi Rhys Jones will be carried out by a new **Mentoring Adviser**. It is this role that is the subject of this procurement exercise.

The outline scope of service for the Mentoring Adviser is set out in Section 4 below. However, we are happy to have a discussion with interested parties should they wish to propose changes to this scope.

2.0 Women in Property

Women in Property was founded in 1987 as a not-for-profit organisation for women working in all aspects of the property and construction industries. It is membership-based, with approximately 1,100 members. Membership is open to women working in the property and construction industries. The Association is cross-discipline, with members from the full range of construction and property professional disciplines, including architects, surveyors, engineers, contractors, lawyers, environmental disciplines, planners, clients and property entrepreneurs. Our website address is: www.womeninproperty.org.uk

Women in Property is made up of seven regional branches across the UK (South East, South West, Midlands, North West, Yorkshire & North East, South Wales and Central Scotland). There are also a number of satellite branches, including Northern Ireland, Northern Scotland, Scottish Highlands & Islands, Solent, Devon & Cornwall Bath, Thames Valley, Lancashire & Cumbria.

The key purpose of Women in Property is to provide a professional network for women working in property and construction. The Association runs a large number of events (approximately 400 per year). During COVID, the Association moved to deliver events online, which have been very popular and are likely to continue together with in-person events. In addition, the Association runs a mentoring programme, carries out outreach work in schools to promote careers in the built environment, runs an awards scheme for female students of built environment subjects and provides advice to public bodies.

The organisation is managed and directed at branch level by Branch Committees and at national level by a National Steering Committee (NSG). The NSG comprises the National Chair, Vice-Chair, Former National Chair, and all Branch Chairs.

There is also a 12-person National Advisory Board made up of senior professionals including four (including three men) who are not members of the Association.

Women in Property has an executive team who carry out the following roles on a paid basis: Membership Administrator, Finance/Treasurer/Events Management team, PR and Communications adviser, Mentoring Adviser and a Student Awards Co-ordinator.

3.0 The Women in Property mentoring scheme

The mentoring scheme started in 2004. It was initially delivered in partnership with the University of Bradford, who had received support from the European Social Fund. After expiry of this funding, the Association delivered the scheme itself. All members of the Association have access to the scheme.

Over the last five years, 486 members of the Association have attended training sessions to take part in the scheme. Women in Property has contributed to research and knowledge sharing about mentoring schemes carried out by Oxford Brookes University's International Centre for Coaching and Mentoring Studies.

The scheme is currently delivered by the following people:

- The Executive Director organises the training and matching sessions, manages participant information and records, assists with the matching process and liaises with the Branch Mentoring Co-ordinators
- Sandi Rhys Jones of Rhys Jones Consultants delivers the training sessions and advises on matching.
- Each branch has a designated Branch Mentoring Co-ordinator (BMC). The BMCs promote the mentoring scheme to members, attend training & matching sessions so that they can assist with matching, communicate matches to participants and keep in touch with those engaged in live mentoring relationships.
- A national Mentoring Champion (a member of the Association) provides guidance to the delivery team.

The scheme is based on role model mentoring. Both mentors and mentees are members of the Association. Mentors give their time voluntarily. There is no set duration for mentoring relationships. These typically last between three months and two years. There is no set frequency of mentoring meetings, this is agreed between the mentee and the mentor. However, a monthly meeting is typical.

A mentor usually has only one mentee at a time. A participant can be both a mentor and a mentee. Some members who are initially looking for a mentor realise after the training session that they can also be a mentor. Equally, some mentors realise that they would benefit from having a mentor themselves.

Mentors and mentees attend an initial training session. This goes over the nature of mentoring and how the Women in Property scheme works. Prior to COVID, training was done in a two-hour face-to-face session. It is now done online over a 1.5 hour period via Women in Property's Zoom account. Online training has been very successful, as it allows members from all over the UK to attend any session.

The training sessions are delivered by the Mentoring Adviser. The Executive Director, the Mentoring Champion and BMCs who are available, attend each training session. This allows them to get to know the participants to help with the matching process.

Following the training session, participants complete a feedback form setting out the reason they are seeking a mentor or, for mentors, the areas where they can offer support to a mentee. Some participants elect to be both a mentee and a mentor. Typical reasons for seeking a mentor are to obtain a promotion, to change jobs/role, combining work with motherhood or starting a business.

After receipt of feedback forms, mentees are matched with a suitable mentor. This is done collaboratively during online meetings of the delivery team. The unique element of our mentoring scheme is that it provides the opportunity for cross-discipline matching. This avoids conflicts of interest (e.g. mentees and mentors working for competitor firms) and also brings the benefit of a different perspective. This is very valuable in an industry which involves collaboration between many professional disciplines.

Now that the training is done online, most participants are happy to hold their mentoring sessions online. This has the advantage that matches are not constrained by geography. For some mentees, it is an advantage to have a mentor from outside their region, as this gives a broader perspective.

The BMCs advise each mentee of their proposed mentor, checking that there are no conflicts of interest or other problems. If acceptable to the mentee, the BMC communicates the match to the mentor. If accepted, the BMC passes the contact details of the mentor to the mentee, who arranges the first meeting.

4.0 Mentoring Clubs

This initiative started in 2020. The Clubs are online meetings (free of charge) for people taking part in the mentoring scheme. Meetings are held online. The purpose is to discuss issues relevant to career development. Sandi Rhys Jones chairs the discussion.

5.0 Boardroom Forum

Following discussion at the January 2021 training session, this was set up to allow senior members to share experience of working at senior management level. The Forum comprises women who are mentors in the scheme. It involves online meetings (free of charge) when a topic of relevance to senior women working in property and construction, is discussed, again chaired by Sandi Rhys Jones.

6.0 Student Awards

Each regional winner of the Women in Property student awards scheme is offered a mentor through the mentoring scheme. Regional winners participate in a mentoring training session, which takes place in person on the same day as the final National Awards judging. To date, this has been held in London. The number of regional winners varies slightly each year depending on the number of students nominated by their universities. In 2021 there were 13 regional winners.

7.0 Outline scope of service for the Mentoring Adviser

The proposed scope of service is as follows. However, we welcome feedback from prospective advisers about how they see the role and any suggestions for revisions to this scope.

- (i) Plan and deliver online mentoring training sessions

The purpose of the training sessions is to equip participants with the knowledge to form effective mentoring relationships, make them aware of the skills required and give them tools to use. Currently, sessions last 1.5 hours and usually have around 20 participants. Preparation to include review of participants' application forms and CV's. An initial 15 minute meeting is held after each matching session to capture suggestions from the branch mentoring co-ordinators in attendance. Review feedback forms following each training session and adjust course content and delivery as appropriate. We envisage five training sessions per year.

- (ii) Plan and deliver an in-person mentoring training for regional student awards winners Similar to (i) above, but delivered in person to students in the penultimate year of undergraduate property-related degrees.
- (iii) Advise on matching of mentees to mentors
This would involve review of feedback from participants in each training session about what they are looking for from a mentor and what they can offer as a mentor and attendance at online matching meetings. Matching meetings are held online approximately one week after each training session. Follow up sessions are held if not all participants can be matched at the first meeting. We envisage eight matching sessions per year, dates to be agreed in advance.
- (iv) Advice
Give ad hoc advice to the Women in Property national Mentoring Champion about the operation of the mentoring scheme and resolving any issues. To be charged on a time charge basis.
- (v) Plan and lead online Mentoring Circle events for participants in the mentoring scheme Chair and lead a discussion on a topic relevant to women's career development in the (to be agreed in advance). Anticipated duration of event: one hour. We envisage four Mentoring Circle events per year.
- (vi) Plan and lead online Boardroom Forums for mentors in the mentoring scheme Chair and lead a discussion on a topic relevant to senior women in the industry (to be agreed in advance). Anticipated duration of event: one hour. We envisage four Boardroom Forum events per year.
- (vii) Annual review
Contribute to design of participant survey to be carried out by Women in Property. Review feedback from participants in the mentoring scheme, attend online meeting to review with the national Mentoring Champion and branch co-ordinators.

8.0 Terms of appointment

Women in Property is in the process of developing standard terms of appointment for its consultants. These will be made available to short-listed applicants.

The appointment will be on the basis that the services will be delivered by a named individual. No change may be made to the person delivering the service except by agreement with Women in

Property. In this case, the replacement mentoring adviser would be required to have equivalent experience etc. as the original named person.

The duration of the appointment will be for two years in the first instance. Payment will be made monthly in arrears on receipt of invoice for completed work.

9.0 Person specification

The following sets out Women in Property's anticipated person specification. However, applicants may be considered if they meet some but not all of the criteria listed below. Any queries should be directed to the contact person listed in section 11 below.

9.1 Experience and qualifications

1. Experience of delivering training for participants in a peer mentoring scheme involving professional women
2. Experience of advising a company/organisation on design and delivery of a peer mentoring scheme
3. Experience of advising on matching of mentors to mentees
3. Experience of delivering online training sessions for professional staff
4. A relevant professional qualification
5. Membership of a professional body relevant to mentoring

9.2 Knowledge and understanding

1. An understanding of the theory of mentoring
2. Knowledge of the property and construction industry and issues relevant to the career development of professional women in these industries.
3. An understanding of the barrier that women face in the property and construction industries, including the particular issues faced by black and brown women, LGBTQ+ women, women with disabilities, women from a working class background.

9.3 Personal qualities

1. Commitment to empowering women to take charge of their career development
2. Commitment to achieving diversity, equity and inclusion in the property and construction industries
3. Ability to empathise with and build rapport with women taking part in the mentoring scheme
4. Ability to be a role model to women taking part in the mentoring scheme.

10.0 Information to be provided with proposal

1. Information to demonstrate that the person meets the requirements of the person specification
2. Contact details for two previous clients of similar services within the last three years from whom a reference can be obtained
3. Proposed daily rate for first 12 months
4. Outline of proposed approach to delivering the requirement, including any proposed changes to the operation of the scheme

5. Brief history of company/employment status
6. Confirmation of insurance cover held

11.0 Queries about the requirement

Queries about the requirement should be submitted to Brenda Jones, Chair, Women in Property Mentoring Task Group via email to **brenda.jones@stornowayport.com**

12.0 Submission deadline and procedure

The deadline for submissions is **5pm on Friday 10th June 2022.**

Proposals should be submitted by email to: **nationalchair@womeninproperty.org.uk**

13.0 Evaluation

Evaluation of submissions will be undertaken by a working group comprising members of the Association and the National Advisory Board. The initial evaluation will consider whether applicants appear to meet the requirements of the role.

These applicants will be taken forward to a second stage of evaluation, which may include an online interview, delivery of a short sample online training session and further discussion about the proposed approach to the role and price for the services.

14.0 Disclaimer

Women in Property reserves the right to make changes to this request for proposal or to cancel the process in its entirety. Applicants are responsible for their own costs in preparing and submitting a proposal. Under no circumstances will Women in Property be responsible for reimbursement of any costs incurred by applicants in responding to this request for proposal.