|  |  |
| --- | --- |
| **SFA_BLK_AW** | Description: LogoESF_Col_Portrait |

**SPECIFICATION**

**INVITATION TO TENDER: itt\_29974**

**SPECIFICATION REFERENCE: 23-005**

**ESF funded activity to support individuals who are NEET in LONDON ENTERPRISE PANEL LEP area**

**LOT\_O1 LONDON CENTRAL**

**LOT\_O2 LONDON WEST**

**LOT\_O3 LONDON NORTH & EAST**

**LOT\_O1 LONDON SOUTH**

**DATE: January 2016**





|  |
| --- |
| **Official-Sensitive**  **EUROPEAN SOCIAL FUND – NEET SPECIFICATION**  **LONDON ENTERPRISE PANEL**  **Targeted NEET 16-18**  **ITT\_29974\_23\_005\_01**  **ITT\_29974\_23\_005\_02**  **ITT\_29974\_23\_005\_03**  **ITT\_29974\_23\_005\_04** |
| BACKGROUND |
| **General**  The contracting authority is the Secretary of State for Business Innovation and Skills acting through the Skills Funding Agency (SFA), an executive agency of the Department for Business Innovation and Skills exercising functions to fund adult education and skills.  The SFA, acting as an Opt-In Organisation for the European Social Fund (ESF), is procuring education and training Services to meet priorities identified by Local Enterprise Partnership (LEP) area European Structural and Investment Funds Sub–Committees. As an Opt-In Organisation the SFA provides match funding at Priority Axis level utilising sources of public funding as match for ESF funded activity.  This Invitation to Tender (ITT) supports ESF Investment Priority 1.2 where the need has been identified both in the LEP area and European Structural and Investment Fund Strategies.  The SFA is looking to procure an organisation to deliver education and training services to support young people who are 16-18 who are not in education employment or training (NEET) in the LEP area set out below.  **London Enterprise Panel Specific Background**  ESF in London is managed by the Greater London Authority who act as the Intermediate Body for ESF under the strategic direction of the Mayor and the London Enterprise Panel.  The London Enterprise Panel (LEP) produced a detailed European Structural and Investment Fund (ESIF) Strategy in 2014 detailing how ESF supported the capital’s Jobs and Growth aims. The LEP has been allocated approx. £529m for the delivery of the ESIF Strategy for London 2014-20. <https://lep.london/publication/european-funding-strategy-2014-20>.    The ESIF Strategy for London builds on the LEP’s Jobs and Growth Plan. Alongside London’s successes there are many challenges; juxtaposed with highly successful agile and profitable labour markets are significant pockets of deprivation, worklessness and economic under performance. The residents of many London boroughs do not possess the skills or opportunities to share in the successes of local markets. London’s allocation of funding allows the LEP to develop a responsive and relevant portfolio of activities to tackle the ESIF strategy challenges.  The LEP has designed a comprehensive package of ESF provision for young people; working closely with the lead strategic body for education and skills for young people in London; the Young People’s Education and Skills (YPES) Board. The London ESF Youth Programmes for 2014-20 reflects the ESIF Strategy’s themes of freedoms, flexibilities and funding incentives; and responds to the objective of supporting interventions to move young people NEET aged 15-24 or at risk of NEET into sustainable employment, education or training (EET).  In developing these programmes, the LEP has applied lessons learnt from the 2007-2013 London ESF programme. As part of the development process for each programme, the LEP brought together stakeholders, including the ESF co-financing organisations (CFOs), local commissioners, boroughs, VCS organisations, providers, researchers and others to identify best practice and discuss how best to support the needs of the target groups.  Throughout the development process a fundamental principle was that the London ESF Youth Programme should be seen as a single programme made up of co-dependent strands, designed to complement existing provision and support participants to achieve their learning and employment potential. It is therefore envisaged that during the delivery phase each strand will work closely together to achieve overall programme objectives.  A document outlining the linkages of youth programme strands can be found here: <https://lep.london/content_page/skills-funding-agency> . **Candidates should read this document before responding to the ITT.** The document explains in detail expected referral routes between strands and key interdependencies. Documents presenting additional background information about target groups supported by some of the youth programme strands can be found here: <https://lep.london/content_page/skills-funding-agency> .  A summary of the complete package of youth programmes which comprise the London ESF Youth Programme - as well as the portfolio of adult employment and skills programmes that will be procured across the CFOs in London (SFA, DWP and Big Lottery Fund) for the first phase of the 2014-20 ESIF programme - can be found here:  <https://lep.london/publication/european-social-fund-proposed-opt-organisation-provision> .  Candidates should be committed to working in partnership to deliver the full London ESF Youth Programme ‎and consider how they will work collaboratively to achieve the overall programme objectives.  **Service Specific Background**  Significant numbers of young people in London are NEET. Data from July 2014 shows that 10,132 young people aged 16-18 were not in employment, education or training and the status of a further 16,312 was not known:  *Volume and percentage of 16-18 year olds who are not in education, employment or training (NEET) and ‘not known’, July 2014 (Source: NCCIS)*   |  |  |  |  | | --- | --- | --- | --- | | Adjusted NEET | % NEET | 16-18s not known | % 16-18s not known | | 10,132 | 4.2% | 16,312 | 6.4% |   Not all of the 16,312 young people reported as having a participation ‘not known’ via NCCIS are likely to be NEET. The Adjusted NEET figure includes a proportion of the ‘not knowns’ but this is likely to be an underestimate of the number of NEET within this group. A report by the Fabian society (*Out of Sight*, 2014) estimates that between 33% and 50% of unknowns are NEET.  Many young people have complicated needs and vulnerabilities and this programme has been developed specifically with the challenges of these young people in mind. Whilst the incidence of NEET and unemployment is reducing for young people in London, it is still a major challenge.  This programme has been developed through a range of activities; one to one consultations with stakeholders representing a wide range of local interests; review of previous projects funded through the 2007-13 ESF round as well as complementary programmes; the formation of a Task and Finish group who carried out a review of all the evidence available appertaining to this particular group of young people, including current participation in education and employment and indicative trends.  Although the demand for the interventions described in this programme is supported by data and intelligence, softer partner views and feedback, there is very little data available relating to the proportion of the 16-18 year old NEET population who fall into the specific target groups.    In response to this paucity of information, in late 2014, a snapshot was sought from the London boroughs, of the number of young people known to the local authority who fell within one or other of the target groups. The data submitted by the local authorities was not presented consistently and it was apparent that the data that boroughs collected differed from area to area. Therefore data was not available for all groups. With these constraints in mind, it was estimated that approximately 20% of the NEET cohort was likely to have one or more of the target group characteristics.  Although there is limited comparable statistical data to evidence it, it is well-known that young people with the backgrounds that this specification targets experience lower EET outcomes than the general youth population and some of the relevant research is included in the additional information document available.  To tackle the specific barriers highlighted above, these services will provide individually-tailored support for young people aged 16-18 who are NEET and whose background suggests they may require additional re-engagement support, to help them achieve sustained RPA-compliant education, training or employment outcomes. Specific target groups are: refugees, migrants, looked after children/care leavers, homeless young people (including those in temporary accommodation and sofa-surfers), travellers (including Gypsy Roma), those with mental health difficulties, those with drug\alcohol abuse issues, teenage parents and parents to be and young carers. |
| **DEFINITION OF TERMS** |
| **Candidate:** means an organisation who has been invited to take part in this restricted procurement procedure.  **Disability**: A person has a disability if they disclose a disability that limits their ability to work.  **Eligibility:** Other than 15 year olds at risk of being NEET, only people who are eligible to work in UK are eligible for this programme. Asylum seekers are not generally supported by ESF.  **Employed**: People are employed if they perform work for pay, profit or family gain. People are self-employed if they work in his/her own business for the purpose of earning a profit, even if they are not making a profit or are just setting up.  **Inactive**: are persons currently not part of the labour force (in the sense that they are not employed or unemployed according to the definitions provided).  **Job Seeking:** Where applicable, persons engaged in job seeking is understood to be persons usually without work and actively seeking work.  **NEET**: a young person aged 16-24 Not in Employment, Education or Training.  **Qualifications:** Qualification means a formal outcome assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards. Regulated qualifications/aims are those listed in the Learning Aims Reference Service as being regulated. Non-regulated aims are those listed in the Learning Aims Reference Service as being non-regulated.  Regulated and non-regulated aims must be planned to be delivered within budget.  Qualification rates are based on the published LARS rates at the start of the contract.  **Service(s):** The provision of education, training or support delivered to individuals.  **Start Date:** Employment status and age are determined on the date of starting on the Provision.  **Survey**: Where applicable, long term sustained outcomes over 6 months will be monitored separately. Some ESF indicators will be collected by survey by the ESF Managing Authority directly from the participants.  **Unemployed:** Unemployed are persons usually without work, available for work and actively seeking work. Persons considered registered unemployed would be included. Full time students are considered as inactive as they are not available for work. Long term unemployment is greater than 6 months for under 25 years old and greater than 12 months for 25 years old or more. |
| **SERVICE REQUIREMENTS** |
| **General**  All activities must complement and avoid duplication with other provision, thereby adding value to Department for Work and Pensions, Big Lottery, Education Funding Agency, Skills Funding Agency, local authority, National Careers Service and the new Careers Enterprise Company funded provision. Successful Candidates will be required to ensure that ESF provision will clearly add value and not duplicate any provision that can be arranged locally through existing mainstream institutions.  ***Capacity and readiness to deliver***  Candidates must have:   * The resources to offer very local and flexible delivery in the areas where levels of NEET are highest. * The capacity to deliver provision immediately upon commencement of the contract and that delivery should not be delayed in any way by any recruitment processes or other processes or relationships that need to be established.   ***Track record***  Candidates will need to have the ability to deliver the required activity, based on a track record in the successful delivery and management of this type of programme  Candidates will need to have an understanding of the varied needs of young people and an ability to engage and work with young people, especially those who are disengaged and vulnerable and have particular learning needs or barriers to learning.  Candidates will need to have experience of creating employment opportunities and in designing and delivering high quality provision for young people including those who are NEET/at risk of becoming NEET.  ***Management and quality assurance***  Candidates will need to have effective management arrangements in place to ensure all of the requirements of this specification particularly in regard to meeting the identified needs of identified young people are fulfilled. The Services must be delivered to a high quality and successful tenderers will need to have in place quality assurance and improvement processes.  The Service needs to be flexible and responsive to the changing economic and political landscape and take into consideration that the approach and associated processes may change during the life of this contract. Therefore Candidates will be expected to be able to change the delivery of the Services accordingly.  ***Partnership working***  Candidates will be required to work in partnership with other organisations delivering education and training in the area to ensure the Service is complementary to and not in competition with other funded provision.  Candidates will engage with every Local Authority (LA) in the given Functional Economic Area (FEA) and will be expected to identify internal LA links across different departments. The Service must be able to respond to changing local needs and opportunities, as well as policy changes.  Candidates will be required to establish linkages with and have an understanding of, local stakeholder needs and develop strong links with the key stakeholders.  ***Market intelligence and local knowledge***  The delivery of the Services must take into account the current and future social and economic indicators including labour market intelligence and in particular the specific factors affecting the area in which the Service is being delivered. A comprehensive understanding of the current employment market and the current and future social and economic indicators including labour market intelligence.  ***Management information and reporting***  Candidates will develop management information systems to enable it to submit data to the Skills Funding Agency via the Individual Learner Record (ILR) and put in place robust arrangements for ensuring that the evidence required to support payments is collected and retained.  Candidates will be required to share with LAs, LEPs and the Skills Funding Agency ongoing performance management data as well as additional intelligence to improve the effectiveness of all NEET reduction and prevention activities including details of each young person supported and update them of the young person’s progress.  Candidates should also share appropriate data with other ESF youth programmes.  Candidates will be required to share delivery/outcomes to ensure full coverage.  **LEP Specific Service Requirements**  The aim of the Services is to reduce the number of participants who are not in employment, education or training (NEET) and therefore are likely to suffer from reduced opportunities, low incomes and unemployment at a later stage of their lives.  The Services will achieve this aim by providing support to young people aged 16-18 who are NEET, and whose background suggests they require additional or re-engagement support, into sustained education, training or employment (EET), or other Raising the Participation Age (RPA) compliant destinations including volunteering with training.  The Services that will be required will differ from one Functional Economic Area (FEA) to another based on the background and characteristics of the young people living in that geographic area.  See ‘Geography/Area of Delivery’ below for geographic split within London.  Participants, aged 18, who are receiving support through Talent Match, may be provided with the Services where it can be shown that the support they are receiving provides additionality to this provision.  Participants currently on the Work Programme will not be eligible for the Services.  Participants, who are participating in the National Citizen Service (NCS) may be provided with the Services where it can be shown that the support they are receiving provides additionality to the NCS provision. For some participants a referral to NCS may be appropriate if this would offer them additional support that is not available through the Services.  ***Service Aims and Objectives***  The objectives of the Services for the whole of the London Enterprise Panel area are to:  1. Provide bespoke support to a minimum of 936 young people across London aged 16-18 who are NEET and whose background suggests they require additional or re-engagement support to move into an education, training or employment (EET) destination which is RPA-compliant.  2. Enable a minimum of 598 participants to move into an education, training or employment (EET) destination which is RPA-compliant.  3. Enable a minimum of 351 participants to sustain an education, training or employment (EET) destination which is RPA-compliant for at least 26 weeks out of 32.  The Services must correlate to the Department for Education statutory guidance (can be found by accessing the web link below) for local authorities ‘Participation of young people in education, employment or training’ and add value to local provision (set out in Annex 3) and participants should be supported to move into RPA-compliant EET destinations.  <https://www.gov.uk/government/publications/participation-of-young-people-education-employment-and-training> .  The Services must enhance existing support mechanisms and have due regard for compliance and legislation for sharing sensitive information about young people and clear safeguarding processes.  A Young People’s Reference Group must be established which will be made up of young people who are learners on or graduates of, the programme. It will be charged with providing feedback to the successful Candidate and their sub-contractors on the appropriateness of the delivery model in engaging and supporting young people from the eligible groups. The Group should meet at least three times over the lifetime of the Service.  Employers must be involved in the delivery of the Services from the start.  The Services must offer an innovative approach to delivery and assessment of work-readiness which is appropriate for the target group. There are a range of work readiness qualifications and modules available and “Outcomes Frameworks: a guide for providers and commissioners of youth services”, published by the Cabinet Office in December 2014, may provide some useful examples:  <https://www.gov.uk/government/publications/outcomes-frameworks-a-guide-for-providers-and-commissioners-of-youth-services>  **Detailed Services requirements**  Participants must be engaged with the Services through close working with local authorities, schools, colleges, training providers, voluntary sector organisations, employers and other ESF provision, including the outreach, careers guidance and Youth Talent programmes to ensure that eligible participants are referred.  ***On Programme Support***  There must be robust initial assessment and needs analysis for all participants referred to the Services which will result in a high quality individual plan to ensure that the Services are tailored to a participants needs. Key activities identified for a participants through the initial assessment should begin within a few weeks of referral to the Services so that they can immediately see the benefits of the Services and experience a step change.  The Services must be available on a roll on / roll off basis.  The Services must be delivered through a combination of one-to-one and group work and be based on the achievement of personal goals and provide bespoke support to assist participants entry into employment education or training.  Referral mechanisms must be establish with the ESF Outreach Programme with the ESF Outreach Programme service provider to ensure that eligible young people are referred to the Services.  The Outreach programme provider will continue to provide mentoring support to the young person for 6 months following the referral to the Services and the successful Candidate must confirm whether the young person has completed a sustained planned progression. In addition, there must be liaison with the providers of the ESF Preventative NEET programme to ensure that eligible young people who are being supported by the preventative NEET programme but who fall out of EET are referred to the Services  The Services must provide one-to-one support using a caseworker model. Subject to the participant’s needs, caseworkers must schedule at least one hour-long face-to-face meeting per month, which must be written up. Caseworkers should also be available by email, telephone and in person for ad-hoc conversations at other times. Casework activities will include joint goal-setting and regular progress reviews and as part of this caseworkers must meet with the participant at least every 3 months to document their progress, re-assess their needs and agree a revised individual programme of support and activities. Progress reviews at month 3 and month 6 will attract an output payment.  Support and guidance must be available for the participant when ‘crisis’ or transition points arise.  The Caseworker Quarterly Reviews must take place 3 months after the participant has started on the programme and 6 months after the participant has started on the programme. The 6 month review may take place after the participant has progressed onto employment, education, a traineeship or an apprenticeship. Further quarterly reviews should take place every 3 months while the participant is receiving support from the project, even after the participant has progressed onto employment, education, a traineeship or an apprenticeship, but only the 3 month and 6 month reviews will attract an output payment.  The aim of the Quarterly Review is to look back at the participant’s activity over the preceding three months and review progress against the objectives set out in their individual learning plan, to consider any problems or barriers that may have arisen since the original learning plan was agreed, to revise any previous objectives or planned activities that may no longer be appropriate or required to meet the participant’s needs and aspirations, and to identify and plan further support and activities for the next three to six months.  It is essential that the participant is actively involved in this review and forward planning process and so the Quarterly Review must be undertaken through a face to face meeting between the participant and the caseworker. The review may also need to involve the participant’s parents or guardians in order to ensure their understanding of, and support for, the objectives and activities.  A Quarterly Review which takes place after progression onto employment, education, a traineeship or an apprenticeship, will focus on identifying the ongoing support that a participant may need to sustain their placement or progress to another stage (e.g. from training to paid employment).  The review must be thorough, focused on the participant’s needs, and the review record to be completed as fully as possible providing clear evidence of what has gone well or not so well over the previous 3 months and why, why objectives or aspirations have changed (if relevant), and how the objectives and activities planned going forwards will meet the participant’s needs and aspirations.  The Services must include the effective use of enhanced and impartial, intensive and high quality Information, Advice and Guidance (IAG) at all stages of a young person’s learning programme. Support to develop ‘work readiness’ including work experience and interview skills must be provided including participation at further education taster days.  The Services must include motivational and confidence building activities and engagement activities during holiday periods [especially summer], including life skills, for example; how to deal with authority figures, developing a work ethic, financial and debt management, and broadening geographic horizons.  The Services should also make available the following activities to participants depending on the career goals and specialist support needs identified as part of the initial assessment:   * Employer led training, short courses and skills packages, for example Construction Skills Certification Scheme (CSCS), first aid, food hygiene, manual handling, customer service, or units towards qualifications * Signposting and wrap-around support to access literacy, numeracy and English for Speakers of Other Languages (ESOL) or other relevant key-skills training * Managing drug and alcohol issues * Managing mental health issues (including cognitive based therapy) * Finding suitable accommodation * Independent or supportive travel training for young people with Learning Difficulties and Disabilities (LLDD) and those that need more support * Supported volunteering * Home visits and work with young people in their homes * Family support * Preventative gang membership advice and support * Access to childcare * Support to access funding (e.g. Care to Learning or the 16-19 Bursary Fund) * Membership of ongoing project young peoples’ reference group.   This list is not exhaustive and the Services should provide any other relevant activities required to meet the identified needs of participants.  Employer engagement is a key part of this programme. The Services must provide support to the employer as well as the participant during a work placement or at the start of a job or volunteering opportunity.  ***Support into sustained EET***  The Services must offer bespoke support to ensure that the participant sustains an EET destination for at least 26 weeks. During this sustainment period, as a minimum there should be the offer of ongoing 1:1 caseworker and/or mentoring relationship with the young person, with the continuation of other specialist support services as appropriate.  Where an initial EET destination is not sustained, the participant must be supported to go on to an alternative EET destination. Support should be available for both the participant and their host educational establishment or employer during this period. During this period a caseworker and/or mentoring relationship with the participant must be provided, to provide support and guidance for the young person when crisis or transition points arise. Ongoing support may also require continuation of activities delivered or begun during the ‘on-programme support’ period.  The Services should provide continued support for a 16 or 17 year old participant until they are 18 to ensure that they achieve a sustained EET outcome for 6 months. This is covered by the unit costs for this element of the Services where the participant is enrolled on the programme before their 17th birthday.  Young people may require additional support and the successful Candidate will have to be aware of the availability of specialist resources within each borough and provide services (or provide access to services) which meet participant’s needs, enhance existing delivery and avoid duplication. This may involve referral to other support, including other elements of the London ESF Youth programme, for example, ESF Careers Guidance provision.  ***Reporting***  The successful Candidate will need to collect and report the following on a quarterly basis:   * Number of learners achieving a work-readiness/employability qualification/certificate (70% of learners should achieve this) * Attendance at school, college or training following the intervention (all learners who successfully move onto EET should then be able to demonstrate 85% attendance) * Achievement of educational or learning qualifications as a result of their participation in the programme (70% of learners should achieve this) * Improved confidence and motivation as a result of their participation in the programme (80% of learners should achieve this) * Learners who demonstrate an ability to set themselves and achieve realistic goals as a result of their participation in the programme  (70% of learners should achieve this) * Learners who receive support in relation to issues that impact on their lives, for example drug and alcohol issues or mental health issues. (70% of learners should receive this).   The successful Candidate must appoint a dedicated programme manager with overall responsibility for coordinating all elements of the Services. The Candidate must have a clear safeguarding process for the project, and identify a safeguarding lead.  The successful Candidate for each of the Functional Economic Areas (FEAs) will be responsible for setting up a project steering group. This will include representatives of the SFA, local authorities and other relevant local stakeholders. The successful Candidate will share information on performance with this group, which will have oversight of the programme delivery as well as responsibility for providing contacts, advice and support to aid the successful Candidate in overcoming any barriers to delivery outside of their control, with the aim of enabling the programme to achieve their overall outputs and outcomes.  The reliability and punctuality of frontline staff is a key requirement and the Candidate must have measures in place to provide cover if a frontline member of staff is late for, or fails to attend, a session with a participant. They and their sub-contractors must have appropriate HR procedures to deal with any recurrent problems.  **London Employability Performance Rating**  The successful Candidate will be required to participate in the London Employability Performance Rating, which uses management and performance information, supports participant choice and collects evidence of customer satisfaction, provides an evidence-based track record of delivery against grant, improves transparency of contract management and provides a framework for lead delivery partners to performance manage partners and subcontractors.  Further information about the London Employability Performance Rating can be found on the Greater London Authority’s website: <http://data.london.gov.uk/london-employability-performance-rating/> |
| ELIGIBILITY |
| **General**  General eligibility requirements are set out in the European Social Fund Programme for England 2014-2020 National Eligibility Rules which can be found here: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance> .  Please note LEP specific requirements are subject to the National Eligibility Rules detailed above.  In delivering the Services, the successful Candidate must take into account and support the targets for the following groups where this is consistent with the other Services requirements for addressing the needs of groups identified as priority and meeting the Services deliverables.    Ethnic groups                          min 56%  Female                                    min 45%  Disability/health issues            min 10%  Lone parents                           min 5%  No basic skills                         min 18%  **Service Specific Eligibility**  Participants aged 16-18 on joining the Services who are NEET and whose background or characteristics suggests they require additional support into employment or training, specifically:   * Migrant young people * Children in care/care leavers * Homeless young people (including those in temporary accommodation) * Travellers (including Gypsy Roma) * Those with mental health difficulties (but see note below) * Those with drug\alcohol abuse issues * Teenage parents and parents to be * Young Carers.   The target groups and the Services that will be required may differ from one FEA to another based on the background and characteristics of the young people living in that geographic area (see below). Candidates will be required to source appropriate delivery partners to meet the needs of young people living in the FEAs in which they operate.  ***Local Priorities***  Teenage parents were identified as a specific priority target group in Richmond, Kingston and Havering. Candidates will be required to focus their work in these boroughs on this target group.  In all other boroughs the Candidate will be expected to recruit and support learners from all of the target groups.  The data from the boroughs as of December 2014 suggests that the proportion of learners from each of the specific target groups is likely to be as follows:   * Migrant young people - 6% * Children in care/care leavers - 11% * Homeless young people (including in temporary accommodation) - 18% * Travellers (including Gypsy Roma) - 5%. * Those with mental health difficulties in eligible boroughs - 6% * Those with drug\alcohol abuse issues - 5%. * Teenage parents and parents to be - 48% * Young Carers - 4%.   These estimates are based on the proportion of young people who were reported by the boroughs in December 2014 as being NEET and in one or more of the disadvantaged NEET target groups, not on the proportion of this group reported as being in the wider NEET population: However, the data on these groups is not collected in a consistent manner and differs from area to area. Candidates are therefore expected to build upon their knowledge of the local area and liaise with the relevant local authorities to identify local priorities prior to submitting their bids. Proportions from each target group may differ from those suggested above where the applicant can provide evidence of need or that a particular target group is a priority for the relevant local authorities.  The following groups are **not** eligible for this programme and will be determined by a learner self-declaration:   * Young people who are supported by the ESF Gang Prevention Programme strand are not eligible to participate in this project * Those who have been ‘excluded from school’.  The excluded from school target group is classified as preventative NEET, rather than NEET * Asylum seekers. Although there are some exceptions, which are set out in the ESF guidance, asylum seekers are not generally eligible for support from ESF * Young people who are receiving support through the Work Programme.   Applicants will be expected to recruit and support participants from all of the target groups above. |
| **GEOGRAPHY / AREA OF DELIVERY** |
| **Service Specific Geography/Area of Delivery**  The Services will be delivered within the London Enterprise Panel area.  London has been divided into functional economic areas (FEAs) covering Central, North East, South and West London for the purposes of procuring ESF provision.  The SFA is looking to procure one Candidate for each FEA.  A Candidate can cover more than one FEA. Please note that a separate application must be made for each FEA.  Candidates must cover all boroughs within an FEA.  **Central London**  Camden  City of London  Islington  Kensington and Chelsea  Lambeth  Lewisham  Southwark  Wandsworth  Westminster  **North & East London**  Barking and Dagenham  Enfield  Greenwich  Hackney  Haringey  Havering  Newham  Redbridge  Tower Hamlets  Waltham Forest  **South London**  Bexley  Bromley  Croydon  Kingston  Merton  Richmond  Sutton  **West London**  Barnet  Brent  Ealing  Hammersmith & Fulham  Harrow  Hillingdon  Hounslow  The services that will be required will differ in the areas based on the specific characteristics of the young people living in those CPAs and providers will be expected to show an understanding of the breakdown of the target groups within the areas they are bidding for. |
| **FUNDING AND DELIVERABLES** |
| **London Enterprise Panel Specific**  Currently £2,132,827 will be available for the period 20 May 2016 to 31 March 2018.  Providers will need to allow sufficient time to achieve 6 month sustained outcomes for the majority of participants. Only those participants securing an ‘entry into EET’ outcome 6 months before the final reporting date (i.e. by the end of September 2017) will have sufficient time for a ‘sustained EET’ outcome to be recorded before the end of the project period (March 2018). Providers must demonstrate in their outputs and result profiles that they can achieve a sufficient number of ‘entry to EET’ outcomes by September 2017 in order to achieve the required volume of ‘sustained EET’ outcomes by the end of March 2018.  The table below shows the initial planned outcomes, but performance management may change the volumes and mix during the life of the contract.  The minimum service deliverables, values and volumes for which evidence must be provided are:  **London Central – Lot 1 - £491,336.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** | | | ST01 Learner Assessment and Plan | 215 | £375 | £80,625 | | | RQ01 Regulated Learning |  |  | £0 | | NR01 Non Regulated Activity |  |  | £0 | | SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression | 356 | £375 | £133,500 | | PG01 Progression Paid Employment (EMP) | 18 | £979 | £17,622 | | PG03 Progression Education (EDU) | 66 | £979 | £64,614 | | PG04 Progression Apprenticeship (EDU) | 35 | £979 | £34,265 | | PG05 Progression Traineeship (EDU) | 18 | £979 | £17,622 | | SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | 82 | £1,500 | £123,000 | | SD03 Sustained EET to 18th birthday | 24 | £837 | £20,088 |   **London West – Lot 2 - £370,611.**   |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** | | ST01 Learner Assessment and Plan | 163 | £375 | £61,125 | | | RQ01 Regulated Learning |  |  | £0 | | | NR01 Non Regulated Activity |  |  | £0 | | | SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression | 271 | £375 | £101,625 | | | PG01 Progression Paid Employment (EMP) | 14 | £979 | £13,706 | | | PG03 Progression Education (EDU) | 50 | £979 | £48,950 | | | PG04 Progression Apprenticeship (EDU) | 27 | £979 | £26,433 | | | PG05 Progression Traineeship (EDU) | 14 | £979 | £13,706 | | | SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | 60 | £1,500 | £90,000 | | | SD03 Sustained EET to 18th birthday | 18 | £837 | £15,066 | |   **London North and East – Lot 3 - £773,836.**   |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** | | ST01 Learner Assessment and Plan | 341 | £375 | £127,875 | | RQ01 Regulated Learning |  |  | £0 | | NR01 Non Regulated Activity |  |  | £0 | | SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression | 565 | £375 | £211,875 | | PG01 Progression Paid Employment (EMP) | 28 | £979 | £27,412 | | PG03 Progression Education (EDU) | 104 | £979 | £101,816 | | PG04 Progression Apprenticeship (EDU) | 57 | £979 | £55,803 | | PG05 Progression Traineeship (EDU) | 28 | £979 | £27,412 | | SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | 126 | £1,500 | £189,000 | | SD03 Sustained EET to 18th birthday | 39 | £837 | £32,643 |   **London South – Lot 4 - £497,044.**   |  |  |  |  | | --- | --- | --- | --- | | **Description** | **Volumes** | **Unit Cost Total Value Average per Intervention** | **£** | | ST01 Learner Assessment and Plan | 217 | £375 | £81,375 | | RQ01 Regulated Learning |  |  | £0 | | NR01 Non Regulated Activity |  |  | £0 | | SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression | 360 | £375 | £135,000 | | PG01 Progression Paid Employment (EMP) | 18 | £979 | £17,622 | | PG03 Progression Education (EDU) | 66 | £979 | £64,614 | | PG04 Progression Apprenticeship (EDU) | 37 | £979 | £36,223 | | PG05 Progression Traineeship (EDU) | 18 | £979 | £17,622 | | SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | 83 | £1,500 | £124,500 | | SD03 Sustained EET to 18th birthday | 24 | £837 | £20,088 | |