

INVITATION TO TENDER

Independent evaluation of the FAMILY MATTERS project

Date: 21st January 2022

Version 2.0

Organisation Black Country Together CIC (BCT)

Title of Procurement FAMILY MATTERS (FM)

Brief description of supply Evaluation Service

Estimated value of tender £20,000 maximum

to include all costs

Estimated duration May 2022-September 2022

Name of BCT contact Hannah Clarke

Partnership Manager

FAMILY MATTERS

Hannah@blackcountrytogether.info

Timetable Response deadline

March 25th 2022

Questions deadline

March 25th 2022

Shortlisted supplier’s presentations W/C 4th April 2022

Notification of award

W/C 11th April 2022

Completion of evaluation

September 2022

**Background**

**Building Better Opportunities**

Building Better Opportunities (BBO) is a programme aimed at tackling poverty and social inclusion, by assisting the most disadvantaged people throughout England, and is funded by the National Lottery Community Fund (TNLCF) and the European Social Fund (ESF) with the Department of Work and Pensions (DWP) acting as the Managing Authority.

The funding was distributed in line with thirty-nine Local Enterprise Partnership (LEP) areas, each with its own priorities and strategies as to how the funding should be spent, however all of the projects have the same five key principles

1. Help the most disadvantaged

It is acknowledged that some individuals are more disadvantaged than others. The European Commission cites the following disadvantaged groups of people as a priority:

* People with parental or carers responsibilities
* Women
* People with health issues and disabilities
* Black, Asian and Minority Ethnic groups (BAME)
* Refugees and recent migrants
* People over 50 with few or no qualifications and not in employment
* Low income, single earner households with children where one partner is not working
* Disabled people
* Those out of contact with the labour market
* Ex – offenders and offenders
* Homeless people
* People with low or no skills

1. Tackle Social Inclusion

As social inclusion can severely affect a person’s wellbeing and, in turn, have a substantial impact upon their confidence and motivation to seek support and opportunities, this programme seeks to target these issues by addressing individual’s barriers to seeking employment.

1. Be focused on the capabilities of each individual

A ‘one size fits all’ approach to the most disadvantaged is not sufficient to address individual’s barriers and issues. This programme will seek to offer truly individually tailored and holistic support packages to help those engaged overcome the challenges they face.

1. Lead to better coordinated services

For a number of years many organisations have worked in silo which did not always benefit individuals with complex needs and barriers. This programme activity encourages organisational partnerships to enable coordination, and a joining up, of services available to individuals.

1. Create new opportunities for work

If individuals are to be assisted to become more work ready it is essential that there are opportunities available for them to enter employment. Therefore, employer engagement will form part of this programme to ensure that individuals can progress into employment or self-employment.

Funding was available, via a two-stage application process, to a lead organisation that would be legally responsible and financially accountable for any funding awarded. The lead was also to take responsibility for the distribution of funds to delivery partners, throughout the lifetime of the programme, which is presently until 30th June 2023.

**FAMILY MATTERS**

Family Matters is a project to help people across the Black Country build the skills and confidence to get into work. Family Matters is funded by the European Social Fund (ESF) and The National Lottery Community Fund (TNLCF), which is delivered through community organisations across the Black Country.

Family Matters works with people one-to-one to understand their goals and their challenges, and then offer all the support that’s needed to help them achieve their goals. Family Matters also works with young people aged 15 or over who are not in education, employment or training.

Family Matters provides:

* Family support
* Confidence building
* One-to-one mentoring and support
* Information, advice and guidance
* Help with CVs and application forms
* Job search support
* Training
* Volunteering opportunities

The partnership presently comprises of 8 organisations which enables the FAMILY MATTERS programme to offer a truly diverse range of services to participants

**FAMILY MATTERS Delivery Partners**

* Barnardos
* Groundwork WM
* Lunch On The Run
* Manor Farm Community Association
* Phase Trust
* Sandwell and Walsall Citizen’s Advice Bureau
* Sandwell Consortium
* YMCA Black Country

**FAMILY MATTERS Participants**

The delivery of the FAMILY MATTERS programme takes place across the Boroughs of Dudley, Sandwell, Walsall and Wolverhampton, which together form the Black Country. Although the majority of participants live within these Boroughs the programme support is available to people who live outside of the area providing that they access all of the programmes services within the Black Country.

To be eligible to access support from the programme an individual must be;

* Aged 15 years and over
* Unemployed or on a zero hour contract
* Economically Inactive (including those not working who are claiming benefits other than JSA)
* Legally resident in the UK and/or able to take paid employment in European Union member states
* Have complex needs/multiple barriers which are impacting on being able to enter paid employment
* Require support to fully and independently engage in existing services

**FAMILY MATTERS Objectives**

* Participants move into education or training on leaving.
* Participants who move into employment, including self-employment on leaving.
* Participants that were economically inactive move into job searching on leaving.

**Purpose of the evaluation**

The evaluation will be used to assess the progress and impact in meeting the projects objectives alongside measuring the overall effectiveness of both the project and the partnership with close attention given to highlighting the changes, if any, made to its participants.

**The evaluation will need to report upon**

* The extent to which the project has achieved its objectives
* The impact upon the participants accessing the support of the project
* Whether the project has had a differential impact upon specific groups of participants (women/BAME/over 50 etc)
* Determine if the project demonstrates equal opportunity access
* Strengths and weakness of the approach taken by this project
* The extent, and how, the project has built successful partnerships
* The most, and, least effective elements of the project
* The challenges faced by the project and the partnerships
* What could have been done differently
* Any unintended benefits of the project to both participants and partners
* Lessons learnt and good practice
* Assessing the potential for replication of the project’s approach in other areas.
* Recommendations based on the evidence including comparison to other national BBO projects.
* The partnership experience.

This list may not be exhaustive

**Research methodology**

Potential suppliers should specify the techniques they intend to supply however as a minimum we would anticipate that it will include the following

* Analysis of the projects management information system
* Tracking participants to establish the impact of the project
* One to one interviews with participants and staff
* Focus groups
* Surveys
* Incorporate appropriate information from additional reports and publications
* Demographic research to establish baselines and impact in the wider context

**Publicity and dissemination**

The FAMILY MATTERS project is bound by the governing rules of the European Social Fund and the National Lottery Community Fund. Ownership of the data and reports related to the project will reside with Black Country Together CIC and findings shall not be released to the press, or distributed in any way or at any time, prior to publication without the express approval of Black Country.

Any breach of the European Social Fund regulations and/or terms and conditions could result in clawback of funds. Should any such breach be as a result of the supplier then the supplier’s payment may be affected

Should the supplier, after completion of the evaluation, wish to present findings that are in the public domain the supplier shall notify Family Matters before any agreement is made with any external organisation to allow Black Country Together CIC to consider the request.

**Key Deliverables**

An evaluation plan with specific deliverables and timeframes will be agreed with the successful supplier however Family Matters would expect the following as a minimum

|  |  |
| --- | --- |
| **Deliverable** | **Due date or frequency** |
| Inception meeting to agree evaluation framework including reporting structures, events and a communication and dissemination strategy | Within one month of contract start date |
| Develop and pilot evaluation tools | May 2022 |
| Regular progress updates and in person meetings | Monthly/quarterly |
| An interim report to include an update of the evaluation process. | July 2022 |
| Final report | September 2022 |
| Presentation of evaluation findings to stakeholders | September 2022 |

**Timeframe and budget**

The evaluation will take place between May 2022 and September 2022 and will include a full evaluation of the project which commenced in September 2016

The budget is a maximum of £20,000 inclusive of any VAT or expenses. This includes the costs of all research, interviews, focus groups (including travel and expenses), analysis, report writing and meetings with the project team and Black Country Together CIC.

**Selection criteria**

The following criteria will be used to evaluate the tenders

|  |  |
| --- | --- |
| **Criterion** | **Weighting** |
| 1. Demonstrates a clear understanding of the aims, objectives and concerns of the evaluation | 12.5% |
| 1. Demonstrates knowledge, experience and capacity of evaluating projects within the FAMILY MATTERS area of work | 12.5% |
| 1. Demonstrates the capacity and resources to carry out the evaluation within the given timeframes | 12.5% |
| 1. Demonstrates a clear and realistic plan detailing all stages of the evaluation and the roles and responsibilities of each staff member involved | 12.5% |
| 1. Demonstrates detailed plans for dissemination of the evaluation findings | 12.5% |
| 1. Demonstrates the suitability of the proposed methodology | 12.5% |
| 1. Demonstrates value for money | 25% |

**Scoring methodology**

|  |  |  |
| --- | --- | --- |
| **Score** | **Descriptor** | **Description** |
| 0 | Poor | No or partial response and poor evidence provided. Supplier does not instil confidence in their ability to deliver the contracted evaluation |
| 1 | Weak | Weak standard of evidence, in several areas, to support response giving concern in the supplier’s ability to deliver the contracted evaluation |
| 2 | Satisfactory | Satisfactory standard of evidence, in most areas, to support response but some areas lacking detail or evidence giving some concern in the supplier’s ability to deliver the contracted evaluation. |
| 3 | Good | Good standard of evidence to support comprehensive response which gives confidence in the supplier’s ability to deliver the contracted evaluation. Meets the requirements of Black Country Together CIC. |
| 4 | Very good | High standard of evidence to support comprehensive response which gives a high level of confidence in the supplier’s ability to deliver the contracted evaluation, may exceed some of the requirements of Black Country Together CIC |
| 5 | Excellent | Very high standard of evidence to support a very comprehensive response which gives a very high level of confidence in the supplier’s ability to deliver the contracted evaluation, may exceed most of the requirements of Black Country Together CIC |

**Tender process**

Any queries or questions regarding this tender should be directed to Hannah Clarke at [Hannah@blackcountrytogether.info](mailto:Hannah@blackcountrytogether.info) stating FAMILY MATTERS Evaluation Tender Query in the subject line, by no later than 10am 18th March 2022.

Black Country Together CIC reserves the right to carry out clarifications if necessary which may be carried out via email or clarification meeting. We will only invite up to four potential suppliers to attend a clarification meeting, dependent upon the closeness of the scoring. Scores may be moderated based upon clarifications provided. Any potential supplier invited to attend a clarification meeting will be responsible for all of their expenses for attending said meeting.

Closing date for tenders 10am 25th March 2022.

Please ensure you include

* Details of your organisation including contact details
* Name and contact details of the lead evaluator
* A summary of your proposal, team, method and how you meet the tender requirements
* Knowledge and understanding of our sector and area of work
* Your track record in evaluating similar projects and/or research in this field
* Your proposed methodology
* Plans for reporting and dissemination
* A detailed timetable for carrying out the work, highlighting key milestones, deadlines, suggested meetings and progress reports
* Details of the evaluation team and their role within the evaluation. CV’s /biographies should be included as an annex together with details of their current DBS status.
* Quality assurance and approach to risk management
* A detailed budget including a clear structure of charges broken down by days, member of staff and activity.
* Contact details for two referees for whom you have completed similar work
* Evidence of professional indemnity and public liability insurance