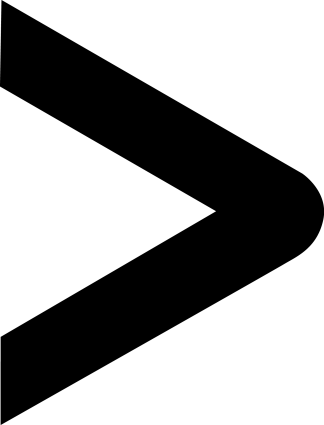


Partnership Opportunity

Invitation to Tender

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

*Engaging and supporting NEET young people 15-24, and those at risk of becoming NEET*





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# Overview

*Groundwork UK is seeking Partners to deliver end-to-end and programme-specific support to 15-24 year old NEET and at risk of NEET young people across Coventry and Warwickshire. This programme is financed by the Big Lottery Fund and European Social Fund.*

***NB****. All that follows is subject to confirmation of funding from the Big Lottery Fund following assessment of Groundwork UK’s second stage application, the result of which will be known in late July 2016.*

# Context

There are upwards of 9,000 young people in Coventry and Warwickshire whose life chances are being damaged because they are not in employment, education or training (NEET). Many more are considered by their school or college to be at risk of becoming NEET. More still are missing out on the benefits of learning or work because they have dropped off official records and statistics altogether.

Groundwork UK has been successful in the first stage of a Big Lottery Fund (BLF) and European Social Fund (ESF) co-financed programme called Building Better Opportunities (BBO) and has recently submitted a detailed second stage project plan to the BLF for final assessment.

Over 18 months Groundwork and its partners will deliver ‘Progress’ – a tailored programme of coaching support and bespoke activities to NEET and at risk of NEET young people aged between 15 and 24, enabling them to access training and employment opportunities. Progress brings together a unique partnership of local organisations – with support from local councils – to transform the prospects of some of the most marginalised young people in Coventry and Warwickshire. Our partnership will ensure that young people facing the most significant barriers to accessing learning and work are able to recognise their talents and realise their potential.

The final outcome of the award process is expected at the end of July 2016, and Groundwork UK is now seeking additional partners to deliver End-to-End coaching support and Programmes of Activity across Coventry and Warwickshire.

# About ‘Progress’

Progress aims to:

• help young people overcome the personal barriers and challenges preventing them from engaging positively in learning or work

• provide a clear pathway for young people to increase their skills and take the first steps on their future career path through training or employment

In order to achieve these aims we have developed a partnership that brings together leading youth and employment charities, organisations specialising in supporting young people with complex needs, colleges and training providers. Together, our focus will be on identifying and helping those young people most in need of support including care leavers, lone parents, young offenders, and young people with disabilities.

Progress will support at least 840 young people aged 15-25 years old, 40% of which will be unemployed and 60% classed as economically inactive. At least one fifth of those we support will be young people with disabilities and at least one in ten from a minority ethnic background.

Our approach will be to work closely together and collaboratively with local stakeholders, in particular local authorities, to provide an accessible and responsive service that encourages young people to succeed and provides clear pathways into positive progressions.

Our delivery model has been designed in consultation with young people and local stakeholders, and draws on a range of successful interventions delivered previously by partners. Central to our model is the deployment of **Progress Coaches** – experienced youth work professionals who will build trust with young people, encouraging them to set positive goals and helping them navigate a tailored path towards employment.

We will support young people through a **five-stage process**:

• **Getting on board** - using communications, outreach and referral arrangements with a range of partners to identify those most in need, ensure their eligibility and promote positive engagement in the programme.

• **Preparing and planning** - helping young people to identify hurdles they need to overcome and working together to develop an individually-tailored action plan containing clear goals and fostering ownership from the outset.

• **A pathway to success** - helping young people to access and benefit from specialist support services, offered from within the partnership and through local agencies, to help overcome personal challenges such as mental health issues, debt problems or substance misuse.

• **Building strengths** - using group work, training and volunteering to help young people grow in confidence or acquire new skills that will support their journey to employment.

• **Achieving goals** - identifying the most appropriate progression route for each young person, supporting a move into training or work and maintaining contact after the transition to help ensure success is sustained.

Our model is designed to be:

• **flexible** - providing intensive, long-term support to those who need it most while ensuring those who are ready to progress aren’t held back

• **tailored** - offering a bespoke path through the programme based on individual aims and aspirations

• **trusted** - using youth work approaches to build relationships that offer support and understanding but also push and challenge when required

• **integrated** - working closely with other local services and provision ensuring clarity for those involved and maximising the impact of the programme.

**Locations**

Progress will support young people in all parts of Coventry and Warwickshire, with 60% of participants living in priority wards identified by the Coventry & Warwickshire Local Enterprise Partnership (CWLEP). 70% of all activity will be focused in Warwickshire. We will address known areas of high need and focus efforts to engage young people who may be ‘hidden NEETs’, affected by isolation and not engaged through other initiatives. Progress partners will operate from a range of accessible local delivery hubs, including community buildings and youth clubs giving us capacity in urban centres and reach into more rural areas.

**Outcomes**

Progress has been designed to form part of the solution to local challenges, linking with existing services to provide a suite of integrated interventions that will lead to the following outcomes:

• young people demonstrating increased confidence, and self-esteem

• young people with increasingly positive attitudes towards work and their own employment prospects

• young people with better skills for finding and sustaining employment

• young people reporting improved well-being.

To deliver these outcomes, we will aim to achieve the following results:

• 30% (252) of participants moving into education or training on leaving the programme

• 20% (168) of participants moving into employment or self-employment on leaving the programme

• 30% (151) of participants who were economically inactive before joining the programme regularly looking for work by the end.

**Partnership Management**

The Progress partnership will be led and managed by Groundwork UK, who will be responsible for ensuring high quality and compliant delivery within a supportive partnership framework, geared towards sharing learning and driving continuous improvement. Partnership governance arrangements will be underpinned by a Partnership Agreement setting out clear roles and responsibilities. Partners and stakeholders will oversee performance through an inclusive steering group, and a dedicated young person’s steering group will ensure activities remain relevant and youth-led.

# The Opportunity

There are two distinct types of opportunity available for prospective partners: End-to-End Providers and Programme Providers. Prospective partners should familiarise themselves with the information below and the Customer Journey diagram (appendix A) before completing the Invitation to Tender (appendix B).

Groundwork UK values diverse and locally embedded partners, and are looking for **either one or multiple partners** to deliver across one or more areas. If you are interested in delivering but can only work in some areas, or support a small number of young people we encourage you to apply.

**1. End-to-End Providers**

**Role**: End-to-End Providers are responsible for core programme delivery by deploying Progress Coaches – **community-based youth work practitioners with IAG experience** who will engage, support and progress a caseload of eligible young people from induction through to sustained onward progression focussed on employment outcomes whilst developing and maintaining appropriate stakeholder relationships.

They will work with young people for **up to 12 months** through an **intensive, flexible and responsive** combination of coaching and support to access appropriate activities, training and support, aiming towards engaging the young person in employment, training or engagement in active job search. End-to-End Providers will work closely alongside other partners in their area and across the partnership,

**Funding available**: Budgets will be allocated to partners on the basis of an average grant per young person of £1,850 plus a £110 support fund towards costs that are acting as a barrier to the young person progressing including travel costs, educational materials and equipment per young person. The grant is outside of the scope of VAT. A maximum amount of £597,800 is currently available for End-to-End provision across Coventry and Warwickshire.

**Volumes**: The table below outlines the volumes available in each area, along with the associated maximum funding. Prospective End-to-End partners are invited to tender for any one or combination of areas within this strand of activity. Groundwork UK invites applications from organisations who can deliver part or all of the available volumes in each area.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **End-to-End Providers** | | | | | | | |
|  | **Coventry** | **North Warks** | **Nuneaton & Bedworth** | **Rugby** | **Stratford** | **Warwick** | **Total** |
| Indicative Volumes | 135 |  | 60 |  | 40 | 60 | 295 |
| Delivery Funding | £249,750 |  | £111,000 |  | £74,000 | £111,000 | £545,750 |
| Support Funding | £14,850 |  | £6,600 |  | £4,400 | £6,600 | £32,450 |
| **Total** | **£264,600** |  | **£117,600** |  | **£78,400** | **£117,600** | **£578,200** |

**2. Programme Providers**

**Role**: Programme Providers will deliver a more structured programme focused on specific characteristics or needs of young people over a shorter timescale of around 3-6 months. Programme Providers will also offer coaching support to young people on their programme to ensure progression into employment, training or engagement in active job search.

**Funding available**: Budgets will be allocated to partners on the basis of an average grant per young person of £1,100, plus a £100 support fund towards costs that are acting as a barrier to the young person progressing including travel costs, educational materials and equipment per young person. The grant is outside of the scope of VAT. Maximum of £210,000 across Warwickshire.

**Volumes**: The table below outlines the volumes available in each area, along with the associated maximum funding. Prospective Programme Partners are invited to tender for any one or combination of areas within this strand of activity. Groundwork UK invites applications from organisations who can deliver part or all of the available volumes in each area.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Providers** | | | | | | | |
|  | **Coventry** | **North Warks** | **Nuneaton & Bedworth** | **Rugby** | **Stratford** | **Warwick** | **Total** |
| Indicative Volumes |  | 25 | 25 | 30 | 25 | 25 | 130 |
| Delivery Funding |  | £35,000 | £35,000 | £42,000 | £35,000 | £35,000 | £182,000 |
| Support Funding |  | £2,500 | £2,500 | £3,000 | £2,500 | £2,500 | £13,000 |
| **Total** |  | **£37,500** | **£37,500** | **£45,000** | **£37,500** | **£37,500** | **£195,000** |

**NB**. Please note that all Building Better Opportunities activity must represent additional activity to any delivery paid for by other means.

**NB.** We do not intend to select the same partner to deliver both End-to-End and Programme Provider roles in the same location, although may consider offering a combination of roles covering different geographical areas.

# Partner Requirements & Further Details

**Who we are looking for**

* Organisations with delivery history and capacity in Coventry and/or Warwickshire with experience of working with NEET / at risk of NEET young people and/or young people with complex or specific barriers to engagement with education, employment or training.
* Organisations who run specific provision aimed at the young people targeted by this programme.
* Organisations who have experience and track record in supporting young people into or towards employment, including having active links with local employers
* Organisations who employ enthusiastic youth work practitioners skilled in providing Information, Advice and Guidance, who are willing to work in a mobile and flexible way to engage young people in their area.
* Organisations who are committed to collaborative, partner-focussed working

**Due Diligence**

Successful organisations will be subject to a full due diligence process to assess financial management capacity, financial stability and relevant policies and procedures. Successful partners will be supported where possible to meet minimum requirements. The Due Diligence template is available for information on request.

**Delivery Dates**

Delivery is anticipated to start from September 2016. Successful organisations should be available to commence delivery from this date. Delivery will end in December 2018.

**The Partnership Agreement**

All partners will sign one shared agreement within which all individual targets, profiles and due diligence commitments will be stated. Partners will be expected to operate collaboratively and in the spirit of partnership.

**Funding and Payment**

Payment will be made in the form of a **grant**, with a **maximum of 15%** of the grant available to partners to contribute towards **overhead costs**. As an ESF funded grant programme, grant recipients are **not** permitted to generate profit. Grant payments will be made **quarterly in advance** according to an agreed profile, and any underspend or ineligible spend clawed back on a quarterly basis. It is the individual partner’s responsibility to ensure that all expenditure must be made in line with Big Lottery Fund and European Social Fund requirements. Guidance will be provided in the Partner Agreement and accompanying documents.

**Management Information & Security**

Successful partners will be required to use the management information system provided by Groundwork UK for all young person records and claims, and to comply with data security requirements as outlined in the Partnership Agreement in line with the Data Protection Act.

**Quality & Compliance**

Successful partners will be expected to fully take part in programme-specific quality and compliance activities. Partners will be expected to regularly self-assess delivery quality, and to make files available for regular audits and spot checks by Groundwork UK and the funder.

# Procurement Process

1. Please complete the Tender Submission template below (Appendix B) and submit it to [karen.field@groundwork.org.uk](mailto:karen.field@groundwork.org.uk) by **17.00 on Thursday 4th August 2016.**
2. Groundwork will assess tenders and respond to all tenderers by **Thursday 11th August 2016.**
3. The completed templates will be assessed, and the highest scoring tenderers will be invited to interview at Groundwork UK (Central Birmingham) during week commencing **15th August 2016**
4. The outcome of the interviews will be communicated by **Monday** **22nd August 2016**.
5. The successful tenderer(s) to meet with Groundwork UK during w/c **29th August 2016.**
6. Delivery to commence in **September 2016**.

# Further Information

For further information or clarification please email [contracts@groundwork.org.uk](mailto:contracts@groundwork.org.uk) stating “BBO Partnership Tender” in the email subject line, or contact Andy Harrison on 0121 237 5830.

The final deadline for tender-related questions is **midday, Friday 29th July 2016**.

Full details of the Building Better Opportunities programme can be found on the Big Lottery Fund website <https://www.biglotteryfund.org.uk/esf>.

Full guidance documents from the Big Lottery Fund can be found here: <https://www.biglotteryfund.org.uk/global-content/programmes/england/building-better-opportunities/building-better-opportunities-resources>

# Appendix A: Customer Journey

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Appendix B: Tender Submission: Building Better Opportunities Partnership | | | | | | |
| Your name |  | | | | | |
| Organisation name |  | | | | | |
| Your contact details  (address, telephone number & email address) | Address: | | | | | |
| Telephone number: | | | | | |
| Email address: | | | | | |
| Please select which areas and delivery opportunities you are interested in  *Please tick all that apply. Please refer to the tender opportunities above for details.* | Coventry | End to End | | |  | |
| North Warwickshire |  | | | Programme Provider | |
| Nuneaton & Bedworth | End to End | | | Programme Provider | |
| Rugby |  | | | Programme Provider | |
| Stratford | End to End | | | Programme Provider | |
| Warwick | End to End | | | Programme Provider | |
| 1) Your organisation  *Please describe briefly the role of your organisation (max 150 words)* |  | | | | | |
| 2) Current Delivery  *(i) Please describe any relevant projects you are currently delivering or have delivered in the past two years, and the areas you are delivering these in (max 300 words)* |  | | | | | |
| 3) Experience  (i) Please describe your organisation’s experience of working with NEET or at risk of NEET young people. Please use examples of projects within the last two years where possible *(max 300 words)* |  | | | | | |
| (ii) Which of these groups do you have recent (within the last two years) experience of working with? | Those with mental health issues  Those with physical health issues  Young people  Those with learning disabilities  Young People in Care  Those with substance and alcohol abuse issues | | | Lone parents  Those with English language needs (ESOL)  Those experiencing homelessness  Care Leavers  Others *(please specify):* | | |
| 4) Partnerships  Close working relationships with partners and stakeholders is essential to the success of the programme. Please outline briefly if your organisation:   1. has existing partnerships with any of these key organisations and 2. how you will work with these organisations to recruit, support and progress young people into eligible outcomes | Local Authorities & Connexions (or their equivalent) | | (i) | | | |
| (ii) | | | |
| Youth Offending Teams, Leaving Care & Looked After Children Teams | | (i) | | | |
| (ii) | | | |
| Schools, Academies, Colleges & Pupil Referral Units | | (i) | | | |
| (ii) | | | |
| Training Providers | | (i) | | | |
| (ii) | | | |
| Employers | | (i) | | | |
| (ii) | | | |
| Specialist / wraparound support providers | | (i) | | | |
| (ii) | | | |
| 5) Staffing  (i) What will be the structure of your BBO staff team? *(max 250 words)*  Please outline:   * the number of staff who will be working on the programme, * their roles and whether they will be full or part time * if you will be employing staff directly or via an agency * (iv) if you will be utilising existing members of staff, or if you will need to recruit |  | | | | | |
| (ii) If you will be utilising existing members of staff, please indicate which of the following qualifications they hold:  Please state level and numbers of staff holding qualifications | Formal Youth Work qualification | | |  | | |
| Information, Advice & Guidance | | |  | | |
| Formal mentoring | | |  | | |
| GOALS programme (or similar motivational programme, please state what) | | |  | | |
| Any other relevant qualifications | | |  | | |
| 6) Delivery Capacity  (i) Please outline the maximum number of young people you envisage being able to support in each area (costings can be found in the briefing above) | **Area** | | | **End to End** | | **Programme Provider** |
| Coventry | | |  | |  |
| North Warwickshire | | |  | |  |
| Nuneaton & Bedworth | | |  | |  |
| Rugby | | |  | |  |
| Stratford | | |  | |  |
| Warwick | | |  | |  |
| (ii) Please confirm the address of the locations or premises you will be delivering ‘Progress’ from |  | | | | | |
| 7) Supporting Statement  Please enter any additional information or evidence to add in support of your application (max 500 words) |  | | | | | |

**Please return the completed template to** [**karen.field@groundwork.org.uk**](mailto:karen.field@groundwork.org.uk) **by 4th August 2016**

# Appendix C: Scoring matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Selection or Assessment Criteria?** | **Scoring Guide** | **Max. Score** |
| 1) Your organisation *Is the organisation’s role aligned with the opportunity?* | Selection criteria | 0 – not at all  1 – partially  2 – yes | 2 |
| 2) *Please describe any relevant projects you are currently delivering or have delivered in the past two years, and the areas you are delivering these in* | Selection criteria | 0 – no projects described  1 – limited information given and/or projects not relevant to the programme  2 – moderate information given, projects relevant to the programme  3 – detailed information given, projects relevant to the programme | 3 |
| 3(i) *Please describe your organisation’s experience of working with NEET or at risk of NEET young people. Please use examples of projects within the last two years where possible* | Selection criteria | 0 – no relevant experience and/or examples given  1 – limited experience and/or examples given  2 – moderate experience and/or examples given  3 – detailed experience and/or examples given | 3 |
| 3(ii) *Which of these groups do you have recent experience of working with?* | Selection criteria | 0 – none and/or have not selected ‘young people’  1 – one to three groups  2 – more than three groups | 2 |
| 4)*has existing partnerships with any of the key organisations below, and how you will work with these organisations to recruit, support and progress young people into eligible outcomes* | Selection criteria | 0 – no existing partnerships with these organisations  1 – limited partnerships and/or details of how they will work with these organisations  2 – relationships with at least half of categories, with some coherent ideas on how they will work with the organisations for the benefit of BBO  3 – relationships across all categories with clear ideas on how they will work the organisations for the benefit of BBO | 3 |
| 5(i)*What will be the structure of your BBO staff team? (max 250 words)*  *Please outline:*   * *the number of staff who will be working on the programme,* * *their roles and whether they will be full or part time* * *if you will be employing staff directly or via an agency* * *(iv) if you will be utilising existing members of staff, or if you will need to recruit* | Award criteria | 0 – no staffing structure given  1 – limited information provided and/or not all bullet points addressed  2 – some detail provided, and/or key staff not currently in place  3 – detailed response, and/or key staff are already employed by the organisation (no recruitment required) | 3 |
| 5(ii)*(i) What will be the structure of your BBO staff team? (max 250 words)*  *Please outline:*   * *the number of staff who will be working on the programme,* * *their roles and whether they will be full or part time* * *if you will be employing staff directly or via an agency* * *(iv) if you will be utilising existing members of staff, or if you will need to recruit* | Award criteria | 0 – staff do not hold any relevant qualifications  1 – limited or low level qualifications held  2 – staff are hold relevant qualifications | 2 |
| 6(i) *Please outline the maximum number of young people you envisage being able to support (costings can be found in the briefing above)* | Selection criteria | 0 – no volumes stated / volumes do not fit tender requirements  2 – volumes fit within tender requirements | 2 |
| 6(ii) Please confirm the address of the locations or premises you will be delivering ‘Progress’ from | Selection criteria | 0 – no delivery premises or locations  1 – limited information but some evidence of delivery premises  2 – detailed information given of delivery premises | 2 |
| 7)*Please enter any additional information or evidence to add in support of your application* | Award criteria | 0 – no supporting statement  1 – limited additional information given  2 – some additional information given with some additional value added to the tender  3 – detailed additional information given with clear added value to the tender | 3 |
| **TOTAL** |  |  | **25** |