**Invitation to tender for the evaluation of the Carers’ Employment Pilot (CEP):**

**supporting carers to remain in employment**

**Reference:** CEPEVAL/15/01

**SCIE, May 2015**

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# Introduction

The Social Care Institute for Excellence ([SCIE](http://www.scie.org.uk/)) is inviting contractors[[1]](#footnote-1) to respond to the following invitation to tender (ITT). SCIE are pleased to invite contractors to provide proposals for the evaluation of a government-funded two-year pilot programme, which is focused on testing and finding out what works to support carers to remain in employment and economically active.

The remainder of this ITT presents in:

* Section 2, ITT conditions.
* Section 3, process and indicative timetable for ITT responses.
* Section 4, background and context for the evaluation.
* Section 5, evaluation specification and requirements.
* Appendix A, SCIE terms and conditions.

Please do read the ITT carefully, it is very important that you understand and comply with the requirements detailed herein. Failure to do so will mean that your response will not be considered.

Please note that all ITT responses will shared with the pilot funders, namely representatives from the Department of Health (DH), Department for Work and Pensions (DWP) and the Gender Equalities Office (GEO).

Thank you for your interest in this work.

# Conditions for tendering

In submitting a Response to this ITT it will be implied that you accept all the provisions of this ITT including these conditions.

SCIE reserves the right to issue the response to any clarification (see Section 3) request made by you to all Tendering Organisations unless you expressly require it to be kept confidential at the time the request is made. If the SCIE considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the request.

The information contained in this ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the SCIE will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of SCIE.

By issuing this ITT, SCIE is not bound in any way to enter into any contractual or other arrangement with you or any other party.

It is intended that the remainder of this procurement will take place in accordance with the provisions of this ITT but the SCIE reserves the right to terminate, amend or vary the procurement process by notice to all tendering organisations in writing. SCIE will accept no liability for any losses caused to you as a result of this.

You will not be entitled to claim from SCIE any cost or expenses that you may incur in preparing your ITT response irrespective of whether or not your tender is successful.

All information supplied to you by SCIE, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.

There must be no publicity by you regarding the CEP evaluation and or pilot or the future award of any contract unless the SCIE has given express written consent to the relevant communication.

The Freedom of Information Act (FOIA) applies to the DH, DWP, GEO **and to** [**SCIE**](http://www.scie.org.uk/about/freedom-of-information.asp). You should therefore be aware of the obligations and responsibilities under the FOIA to disclose, on written request, recorded information held by SCIE. Information provided by you in connection with this procurement exercise, or with any subsequent contract that may be awarded as a result of this exercise, may therefore have to be disclosed in response to such a request, unless it can be determined that one of the statutory exemptions under the FOIA applies. Therefore, if you wish to designate information supplied as part of an ITT response as confidential, you must provide clear and specific detail as to the precise elements which are confidential.

Any attempt by you or your appointed advisers to inappropriately influence the contract award process in any way will result in your ITT response being disqualified. Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any of the employees or agents of SCIE concerning another tendering organisation may result in disqualification at the discretion of SCIE.

SCIE reserves the right to disqualify you if you do not submit your ITT response in a manner consistent with the provisions set out in later in this ITT.

It is your responsibility to ensure that any consortium member, sub-contractor and adviser abides by these Conditions of Tender.

Your ITT response must remain valid for acceptance for a minimum of 90 days from the date it is submitted.

Your attention is drawn to SCIE’s conditions of contract at Appendix A, which will apply to any Contract. You should use the form in Appendix A to confirm your agreement to these terms and conditions (see Appendix A, Section 21 page 27).

# ITT process

## 3.1 Enquiries, questions and clarifications

Enquiries about this ITT can be made up to **12 June 2015**. After which, and until selection is complete, no further communication will be permitted, other than that initiated by SCIE. Should you have any questions or wish to seek clarification, please contact **David Teeman** by writing to David at**Social Care Institute for Excellence, First floor Kinnaird House, 1 Pall Mall East, London SW1Y 5AU** or by emailing him at [**david.teeman@scie.org.uk**](mailto:david.teeman@scie.org.uk) or by telephone on **020 7766 7366** (direct dial) or **07768 315 570** (mobile). In any event, you should also be mindful of the references to canvassing and influencing the tender process in Section 2, as well as the rules related to sharing responses to questions raised by contractors.

## 3.2 Instructions for the return of ITT responses

You must return your response for the attention of David Teeman quoting reference **CEPEVAL/15/01** by 5pm on 26 June 2015 (please see contact details above in 3.1). We would prefer that you use email attachment to return your bid. However, you may also return a hard copy of your response to the address below, but it must reach us before **5pm on Friday 26 June 2015**. You should ensure that:

* an authorised member of staff signs off your costs (see content requirements Section 5.8)
* with your ITT, you return the signed form accepting SCIE’s terms and conditions (see Appendix A, Section 21 page 27).

## 3.3 Contractor selection process

Following receipt of ITT responses the process of selection will involve:

* short listing of ITT responses for final interview by 3 July 2015.
* a panel/selection interview in the week beginning 6 July 2015 (this will involve a brief presentation from bidders)
* if needed, discussions with the selected bidder
* writing to all bidders to notify them of selection outcomes on or before Friday 17 July 2015.

You should note the requirements relating to selection criteria presented in Section 5.9. You should also note that SCIE will **not** provide feedback to unsuccessful bidders or enter any communications in this regard.

# Background and context

## 4.1 Origins of the Carers in Employment Pilot

A consortium of government departments, including the DH, DWP and the GEO are funding a series of pilots to look at what works to support carers to remain in employment, with a specific focus on assistive technology and local/small business support. Hence we have called the project the Carers’ in Employment Pilot (CEP).

The origins of the CEP emanate from the report of the Carers in Employment Task and Finish Group, *Supporting Working carers: The Benefits to Families, Business and the Economy.* This included a specific recommendation

‘*The Department of Health should work with key stakeholders in a number of local authority areas to explore ways in which people can be supported to combine work and care and the market for care and support services can be stimulated to grow to encompass their needs*.’

In 2013 the *Women’s Business Council* report, made a specific recommendation that Government should work with local authorities and Local Enterprise Partnerships to test assistive technology and IT for carers, to increase the support available to carers who want to remain in the workplace. They suggested that any pilot be modelled on the Access to Work fund, which provides grants for adaptations to support people with disabilities to join or remain in the workforce.

In addition DWP’s report *Extending Working Lives* that looks at the barriers to continuing in employment for those in their 50s and 60s - caring responsibilities is one of the key barriers that DWP has been examining

The CEP uses the analysis and recommendations from all three reports and will explore how carers can be supported to maximise the use of IT and assistive technology, use flexible working arrangements use carers existing skills and/or develop new skills and remain in the labour market alongside caring responsibilities. The pilots will look at how the access to work fund works and consider if this could also provide a useful model. The pilots should also be open to considering input from other initiatives and activity including “Delivering assisted living lifestyles at scale” and the 3 million lives initiative.

## 4.2 CEP development, governance and delivery

Nine CEP sites have been selected to receive pilot funding, across a two-year period ending in May 2017.Pilot site fundingis likely to commence before June 2015, ahead of the commencement of the evaluation. Bidders should consider the implications of any baseline work having to closely follow the commencement of funding.

### 4.2.1 CEP development to date

The DH, DWP and GEO commissioned SCIE to conduct a preparatory scoping study, prior to commencing the CEP pilot delivery and evaluation. The aims of the scoping study were to complete:

* A rapid evidence review to inform project CEP delivery planning, site selection and evaluation design and objectives (see presentation attached separately).
* Pilot site selection. This is completed and has resulted in the selection of nine local authorities (LAs) as pilot sites. The selection process involved two stages:
* Stage 1. Expressions of interest were invited from all 150 English LAs; expressions of interest were formally scored using a threshold approach
* Stage 2. Due to a higher than expected responses and the number of LAs above the initial threshold, a second stage of selection was employed. This involved requesting shortlisted LAs to return a detailed proposal.
* Pilot site profiling. Using the second stage proposals, pilot site profiles are being produced. This will result in a matrix analysis of key pilot site aspects and this analysis will be available to the evaluation contractors when they begin their work. Contractors should note that pilot sites were required to submit plans for evaluating their own work; it is very important that contractors consider how they will ensure their work complements, benefits from and facilitates local evaluation efforts.
* The design for CEP support and facilitation (see 4.2.2 below).
* The selection and commissioning of independent evaluators (this ITT process).

Hence, this ITT process completes the scoping study phase of the CEP.

### 4.2.2 CEP governance and organisational responsibilities

It is important that contractors read this section and use the information provided to inform their ITT response. For instance, by making suggestions about how you would contribute to the organisation and development of the CEP and to address any risks associated with such involvement.

The CEP is overseen by a steering group, which includes representatives from DH, DWP, GEO and SCIE. DH, DWP and GEO are jointly funding the pilot and lead the steering group as the CEP’s decision-making body.

In terms of actually delivering the CEP, the bullets below summarise the CEP’s key components and where (or with whom) responsibility for each will lie for the:

* **Distribution of pilot site funding**. Pilot funds will be distributed to LAs by DH. Notes of understanding (NOU), based on the details contained in second stage proposals will be signed with each LA. Funds will be provided at agreed time points on the basis that LA comply with their respective NOU.
* **Auditing of compliance to CEP NOU**. SCIE are responsible for auditing LA compliance (evaluation contractors will not have a role in this regard).
* **Facilitation and support of CEP delivery**. SCIE are responsible for supporting LAs to deliver their pilots, this work will involve managing and delivering:
* CEP network events (3 per year); CEP pilot sites will come together to primarily to share learning, loom at progress and to help address challenges
* a CEP network hub (located within the LGA knowledge hub). This will provide a dynamic area where for instance, there will be areas for sharing information and learning, for discussing ‘hot’ topics.
* **Contract management of the independent evaluation of the CEP**. On behalf of the DH, DWP and GEO, SCIE will select and commission independent evaluators (this ITT process). SCIE will then manage and quality assure the independent evaluation of the CEP. Hence, the contract for the delivery of the evaluation of the CEP will be between SCIE and the independent contractor/s selected.
* **Delivery of a rigorous independent evaluation of the CEP**. The contractor selected as a result to this ITT process will be responsible for all aspects of evaluation delivery and specifically to fulfil the requirements stipulated in this ITT and according to the details submitted in their proposal responses and as per any resulting contract.

# Evaluation requirements

SCIE wish to commission evaluators to conduct an independent rigorous evaluation of the CEP and Section 5 provides you with evaluation requirements regarding:

* the available budget
* aims and objectives
* design and methodology
* management of delivery
* the structure and content for ITT responses
* SCIE’s approach to scoring and short listing written bids for interview.

## 5.1 General ITT response requirements

It is important for you to explain to what extent your proposals will address the aims, objectives and requirements described below and, where necessary, explain and describe any limits to what you consider as being reasonable and realistic in this regard.

You are **encouraged** to suggest designs/methods that you consider are best placed to meet the aims, objectives and requirements described, even if these are not explicitly mentioned in the requirements below.

We expect contractors to provide a fixed cost proposal, which we refer to as the ‘core proposal’. However, should you consider it appropriate, we would welcome costed options as well. While such options would not be an integral part of the core evaluation, they must add demonstrable value, should they be used. Should you choose to suggest such options, it is very important that you also account for their absence in your core proposal.

## 5.2 Budget requirements

The budget is in the region of £ 120,000 to £ 150,000 for the two years of pilot (i.e. £ 60,000 to £75,000 per year).

Note that we anticipate this funding to be applicable to core proposal costs only. Therefore, should you wish to suggest options that would require additional funding, you need to show this as optional in both your written responses and costings.

## 5.3 Requirements regarding aims, objectives and overarching principles

### 5.3.1 Aims and objectives

We require the contractor to propose and explain how they would deliver an evaluation that addresses the following aim and objectives (and to describe and account for any possible limits to the extent to which aims and objectives would be addressed).

Overall, the aim of the CEP is to find out what works (and what works best) to keep carers in employment, specifically in relation to the contributions made by information technology and the creation of businesses designed to support carers. Hence, the CEP’s key objectives are to identify, explore and account for:

* what works to support carers to stay in employment (and what works best and does not work)
* any cost benefit, value for money and social returns on investment
* any impacts on the point at which care responsibilities cause carers to leave employment.

### 5.3.2 Identifying and sharing best practice

During the lifetime of the evaluation and certainly as a result of it, the evaluation **must** to be in a position to share learning about what works, works best and hence working with SCIE, describe ‘best practice’ in relation to supporting carers to remain in employment.

### 5.3.3 Overarching principles

The overarching principles underpinning this evaluation are involvement and engagement; hence, this work is perhaps slightly different to what some would see as the norm for larger-scale independent pilot evaluations. It is expected that evaluators will be a key contributor to an ongoing process of learning and development during the lifetime of the CEP, as well as being the independent evaluators of it. It is therefore, of great importance that you have these overarching principles in mind when responding to this ITT. Hence, you must explain how you will achieve and deliver on these principles, and also what risks they might pose and how you would propose to mitigate any such risks. With this in mind, the following specific principles apply to the evaluation of the CEP:

* The evaluation must provide robust, reliable and definitive findings and final reporting will be required to be of publishable quality.
* The evaluation should be conducted to the highest of standards and the delivery will be the responsibility of the successful contractor.
* The evaluation must offer demonstrable value for money.
* The evaluation must identify, account for and explain links between context (i.e. policies and demographics), strategies, processes, inputs, outputs and any impacts and outcomes. And therefore, be able to identify and disseminate best practice throughout the lifetime of the evaluation.
* Evaluation participants should be involved in all stages of the evaluation[[2]](#footnote-2).
* As part of the independent evaluation strategy, support for local monitoring and evaluation should be provided to aid LAs with sustainability, engagement and to develop local ownership.
* Primary research will be used to identify, explore and explain short and medium-term impacts and outcomes during the two years of the evaluation.
* Evaluation burdens on all participants must be reduced to a minim and that there are no unnecessary burdens imposed and/or resulting[[3]](#footnote-3).
* Secondary sources of data are available and these must identified and used[[4]](#footnote-4).
* The evaluation will last two years, to match pilot funding timescales.
* That evaluators will contribute to steering groups (4 per year) and network event meetings (3 meetings per year). Remote contributions could be acceptable for steering group meetings. Network events are likely to take place in a central/rail network hub, for instance Leeds, York, Birmingham and/or possibly London.
* The evaluator will be expected to contribute to the CEP network hub.

## 5.4 Requirements regarding design and methodology

### 5.4.1 Site profiling requirements

Site profiling is required to enable contractors to approach the remainder of their work based on the application of a logic model to their detailed planning. It is also an important part of the engagement and partnership part of your brief. so that you can begin your work with partner input, so that they can design and employ appropriate and effective evaluation approaches and instruments, resonant with and reflective of local realities. CEP have been pre-selected and the scoping element of the evaluation will involve fully engaging these sites so that they are partners and active contributors to your elevation.

Profiling is also considered an important part of baseline contextual information; for instance, contractors will need to take account of the circumstances in which the pilot project is being implemented, the activities that are being put into place, the ways in which these activities are incorporated into existing provision and the extent and range of prior related activity. In terms of evaluation and for purposes of future analysis and comparison. In particular contractors must use profiling to answer the following questions to inform the remainder of their evaluation work:

* What are the socio-economic and other circumstances of the sites selected?
* What, if any data and or other research exists that would be of use or relevant to CEP?
* What are the characteristics of existing and/or planned activity related to CEP?
* How is such activity funded, developed, delivered and managed?
* How if at all are sites working with any other support experts/networks?
* How do CEP sites monitor, manage and deliver related activity?

Contractors must explain how they would approach and deliver profiling. For instance, profiling may involve face to face interviews/meeting, possibly network events, secondary analysis and is also likely to include document reviews.

#### Site profiling and exploring the feasibility of a comparative study

We think there may be opportunities to explore the impact of the CEP using secondary data by comparing CEP-outcomes on recipients for instance with otherwise similar individuals and/or groups in the general population. Therefore, we expect contractors during profiling to ascertain whether such an approach is practicable and useful and, with SCIE’s agreement to provide a fully costed option. This scoping must be included in your core costing. However, please note that should the scoping reveal potential, you will be required to submit a detailed proposal to carry forwards this study and funding will be considered at the time.

### 5.4.2 General design and methodological requirements

As part of your core evaluation proposal, you should note that SCIE **expects** contractors to:

* Describe in detail how they would manage and deliver a process evaluation that is able to identify, explore and explain impacts and outcomes (in relation to impacts and outcomes on all participants and at all levels).
* Include significant qualitative elements in their proposals.
* Convincingly explain how their proposed evaluation will identify, describe and account for change over time (in relation to impacts on outcomes on all participants and at all levels). This must include an explanation of your proposed approaches to the analysis of primary and any secondary data.
* Explain the number of site visits you intend to complete across the project and you must explain what you propose in terms of participant sampling (i.e. matched longitudinal participant samples?).
* Include a significant amount of primary data gathering in ITT responses and to describe clearly what methods they would employ (i.e. interviews, focus groups, observation, document reviews).
* Consider and propose which and, if so, how secondary sources data would be used to identify impacts and outcomes.
* Explain how they would identify, categorise and explain any Cost Benefits, Value for Money and/or Social Return on Investments resulting from the CEP.
* Play a lead role in the sharing of evaluation learning during the project with CEP LAs and others who are not part of the pilot. Taking into consideration the network events and CEP hub, it is very important that contractors include details about how you would do this and that you provide evidence of previous experience of such facilitative, active and practice orientated dissemination.
* Explain how they propose to keep pace and familiar with developments in policy, practice and research related to the CEP over the lifetime of the project.
* Provide ideas regarding opportunities for quantitative comparative or counterfactual analysis (we anticipate) of secondary data. For instance, you should consider:
* comparisons conducted within individual CEP LA carer populations; between those involved in the CEP and those who are not[[5]](#footnote-5)
* analytical/quantitative comparisons; for instance, involving secondary survey and/or standard monitoring data sets[[6]](#footnote-6)
* the implications and requirements of such an approach. For instance, access to PID data and the ability to match CEP samples to such secondary data
* if you need to make any/all of your counterfactual proposals part of a costed option, rather than part of your core evaluation
* and explain any pre-requisites, limitations and or risks associated with any approach you propose.

## 5.5 Requirements regarding evaluation outputs

As part of the core evaluation, SCIE will **expect** contractors to:

* Produce evaluation outputs as follows[[7]](#footnote-7). As a minimum contractors are expected to confirm, explain and provide costs for how they would:
* provide brief progress reports (6 per year)
* contribute to three CEP network learning events per year
* contribute to the CEP network hub (for instance, contributing to discussion subjects by providing evaluation advice and posting evaluations and or best practice advisories relevant to and accessible for the various participant audiences)
* contribute to the preparation for and remotely to 4 steering group meetings per year
* provide a written interim reports, following key fieldwork sweeps (the number and format to be suggested and explained by contractors); an important focus for all reporting is identifying and describing what works and good practice
* produce practice-orientated outputs relevant to and accessible for the various participant audiences (for instance ‘tool kits’, ‘check lists’, ‘best practice guides’)
* produce a concise and accessible final report, not more than two months after the CEP finishes[[8]](#footnote-8).
* Suggest other ways in which they would disseminate and/or support the dissemination of learning during and after the CEP. Should your suggestions carry costs, contractors should provide only a description of these options and are **not** expected to cost them at this stage.

## 5.6 Requirements for evaluation participants

### 5.6.1 Participant categories

There are nine LAs participating in the CEP; contractors will be provided with their details after being selected. You are expected to conduct primary research in **all nine LAs**. Your proposals should also consider and explain how you anticipate gathering data from participants, involve and engage and/or support them (for instance, in the design of instruments and in relation to supporting local evaluation capacity). Note that contractors will also have access to detailed LA CEP proposals/pilot plans and to the profiling analysis conducted on them (analysis of numbers of participants will have been completed where possible). In any event, the following list is an indicative indication of likely participant groups:

* carers
* LA staff involved in CEP delivery (including CEP coordinators or leads, partners etc)
* non-LA CEP providers
* those being cared for
* policy makers (representatives from the LAs and government departments).

### 5.6.2 Participant numbers

SCIE expects contractors, as part of explaining their methodological rationale and approach (and to demonstrate value for money) to detail expected (minimum/maximum) sample numbers and how many fieldwork activities would be conducted within core costs. For instance, depending on the methods proposed of course, contractors must state for each participant group, indicative numbers of activities that are included/needed to deliver on evaluation aims and objectives, such as the number of:

* individual interviews
* focus/discussion groups
* observations
* surveys/questionnaires (N=attempted and expected response rates).

You should also explain how you would approach selecting, engaging and retaining participants/respondents for each of the methods you propose to use. Similarly, you are expected to consider your approach to (and/or your assumptions about), and address any risks associated with, response rates, sample matching and sample attrition.

## 5.7 Requirements for the delivery of the evaluation

You must describe how you would manage the delivery of your proposed evaluation.

### 5.7.1 Ethical requirements

It is highly likely that this work will need the approval of the [Social Care Research Ethics Committee](http://www.scie.org.uk/research/ethics-committee/index.asp) (Social Care REC). Contractors should review the information about the committee and build an application to the Social Care REC into their proposal. The guidance on the Social Care REC site provides an excellent resource for you to make certain that you have covered everything that you need to in your response to this ITT.

#### Participant consent and engagement

Contractors should note that, as a stipulation of pilot funding, the nine CEP LAs were required to commit to engaging with and supporting the evaluation and to securing the initial consent in principle from participants (including from carers regarding possible use of personal information for secondary analysis). Also, you should note that LAs have been requested to maintain participant contact data bases to share with evaluators. However, you should expect and anticipate the need to employ your own consent processes as well, with all participants, and you should explain your approach to this in your ITT response.

#### Disclosure and barring service (DBS)

Fieldwork staff who will work face to face with research participants where appropriate should hold current DBS certificates; you can find all the information you need about DBS on the [DBS site](https://www.gov.uk/government/organisations/disclosure-and-barring-service). You must confirm in your ITT response that those staff who need a DBS have one and/or explain why DBS is not required by some or all of your team.

#### Safety

The safety of all concerned is of paramount importance. Generally, you must consider and describe your proposed approach to all relevant ethical and research issues, for instance, if necessary explaining how you would:

* respond to a disclosure
* respond to complaints and/or to a risk relating to safety
* ensure the safety and security of fieldworkers and participants
* employ any of your own internal policies, procedures and/or code of practice to ensure safety for all is achieved.

#### Securing data, access to it and protecting PID

You must explain how you would propose to manage security regarding every aspect of this study and especially in relation to electronic and hard copy information. You must consider and explain your approach to:

* protecting and securing information held in any/all formats
* protecting and ensuring the security of participant PID
* retaining information (i.e. why/what period?)
* the issues of participant anonymity and confidentiality (bearing disclosures in mind).

You should mention if, how and where your proposed approach to security conform/s to any recognised standards including any British and/or international standards. You should also reference any internal policies, procedures, systems and/or codes of practice that you have, explaining how they relate to data and information security.

### 5.7.2 Requirements for managing the delivery of the evaluation

Your ITT response must include information about:

* How your delivery team would be structured (for instance, using an Organogram).
* Whether and if so how you propose to employ any external/third party input. If you propose such sub-contracting, you must provide the same information about these companies and/or individuals that is required for you as lead contractor.
* Who the key members of your team would be and what roles they would have; especially in relation to managing quality, safety and fieldwork and to meeting output deadlines and requirements.
* How you would propose to manage your communications with SCIE. For instance, you must describe the process/es you would use to develop and sign off research instruments, analysis specifications and report structures.
* What you consider to be any high likelihood, high impact risks to your proposed evaluation (and about how you propose to manage risks, including escalation to SCIE).
* What if any, disaster recovery procedures you have in place (a summary is acceptable, with a link to the full plan or indicate the availability of an attachment if SCIE request it at a later date).
* Your diversity, equality, respect and fairness policies and specifically how you see their relevance to your proposed evaluation and your approach to delivery (a summary is acceptable, with a link to the full plan or indicate the availability of an attachment if SCIE requests it at a later date).
* Any Codes of Practice or any other policies that you deem relevant to your proposal (a summary is acceptable, with a link to the full plan or indicate the availability of an attachment if SCIE request it at a later date).

## 5.8 Requirements for ITT response structure and content

### 5.8.1 Requirements for structure and content

Bidders are requested to use the following structure and to comply in full with all content guidance and requirements; failure to do so will mean that your proposal is rejected. Your proposal **must** be structured into **eight** numbered **chapters/sections** and **appendices** as follows.

#### Chapter/section 1. Contents (a table of contents).

#### Chapter/section 2. One-page summary of your ITT response:

* Using the template table provided, see Table 5.1 below or at the very least include all of the variables included and present in your own half-page table and summarise in a few bullets they key benefits you think your proposal and organisation provide.

#### Chapter/section 3. Context and rationale; in:

* 3.1 demonstrate your understanding of (and state your views relating to) the policy, practice and methodological context for this evaluation.
* 3.2 explain why you are interested in conducting this evaluation.

#### Chapter/section 4. Evaluation design and methodology; in:

* 4.1 present your rationale/discussion relating to your chosen approach and describe the key aspects of your evaluation approach and design.
* 4.2 explain and describe your methods (include details about sampling, indicative activity numbers, details about proposed research methods, instruments, approaches to analysis).
* 4.3 explain your proposals for evaluation outputs.

#### Chapter/section 5. Evaluation delivery:

* Describe how the delivery of the evaluation would be managed (i.e. see Section 7.5 in requirements). You must include a risk analysis/register and a timetable showing key milestones and project activities (use the template provided or something of your own that includes and presents your risk assessment, see Table 5.2 below).

#### Chapter/section 6. Experience and track record (note that if you propose to employ third party contractors, their details must also be added using the format that follows); in:

* 6.1 briefly describe your organisation, its core business, record, profile and how this relates to your proposed evaluation.
* 6.2 briefly summarise the department/s (and/or services) at your organisation that would be involved in the delivery of your work; you should summarise their purpose, project role and how they demonstrate your capacity to deliver.
* 6.3 briefly showcase your track record in delivering similar pieces of work; please summarise each example in a paragraph and for each, the context, what you did and what the outcomes were (specifically, we suggest examples relating to informing or resulting in developments of policy and practice and in relation to identifying and disseminating best practice).
* 6.4 provide brief CVs for all key members of your proposed team; a paragraph on each would be acceptable, each should provide their current title and what their role would be on the CEP evaluation.

#### Chapter/section 7. Referees:

* You must provide **two** referees; each referee must relate to work completed within the last 12 months. You should include each referee’s name, position/title, organisation name, email address, a direct dial number and postal address.

#### Chapter/section 8. Costs; in:

* 8.1 provide your core costs. You must show your costs for year 1 and year 2 separately **and** as a total or summary. All costs must be broken down by key cost items/activities, named staff and days required (day rates for all named staff must also be clearly shown). All incidental/other costs must be included. To do this you are required to use the layout and content illustrated in Table 5.3 below.
* 8.2 provide any option costs, using the same format/template described in 8.1 above).
* 8.3 you should explain your costs so that your approach to charges and costs is completely transparent. You must explain if any ‘overhead’ and/or ‘on charge’ costs have been added and/or included to any aspect of the costing (this should be indicated as a percentage and fully explained). You should also clearly state any assumptions, caveats or exceptions you wish SCIE to know about here. For instance, you should explain in what circumstances, if any, you might you seek to vary and/or alter costs (and importantly in your risk assessment explain how such a risk would be mitigated). Costs should be shown excluding VAT, and you should confirm this. You should include your proposed invoicing schedule, which must link to key deliverables in your proposed time table.
* 8.4 a signature of an authorised member of staff and an accompanying statement is required to confirm that the costs quoted are agreed and signed off by your organisation and will apply for at least a period of 90 days.

#### Appendices:

* Any you consider relevant, referenced A1, A2, A3 and so on.

### 5.8.2 Template examples relating to required content

#### Table 5.1 Evaluation summary table

|  |  |  |  |
| --- | --- | --- | --- |
| **What and by when** | **How** | **Costs** | **Who** |
|  |  |  |  |

# Table 5.2 Risk management example

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk description** | **Assessment** | **Countermeasures** | **Contingency plans** |
| 1 | Likelihood:  Impact: |  |  |
| 2 | Likelihood:  Impact: |  |  |
| 3 | Likelihood:  Impact: |  |  |
| 4 | Likelihood:  Impact: h |  |  |

**Table 5.3**  **Costs table example**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost items** | | **Evaluation team costs for:** | | | | | | **Specialist costs for:** | | **Other costs for:** | | **Line totals:** |
| project director | project leader | research officer/s | research assistant/s | project administrator | coder/s | statistician/s | media | travel/ subsistence  etc. | office costs |
| Staff costs per day in £ for: | 2015/16 |  |  |  |  |  |  |  |  | - | - | - |
| 2016/17 |  |  |  |  |  |  |  |  | - | - | - |
| Project management: | *days* |  |  |  |  |  |  |  |  | *-* | *-* |  |
| cost (£) |  |  |  |  |  |  |  |  |  |  |  |
| Fieldwork: | *days* |  |  |  |  |  |  |  |  | *-* | *-* |  |
| cost (£) |  |  |  |  |  |  |  |  |  |  |  |
| Secondary data analysis: | *days* |  |  |  |  |  |  |  |  | *-* | *-* |  |
| cost (£) |  |  |  |  |  |  |  |  |  |  |  |
| Network events: | *days* |  |  |  |  |  |  |  |  | *-* | *-* |  |
| cost (£) |  |  |  |  |  |  |  |  |  |  |  |
| Outputs/ Reporting: | *days* |  |  |  |  |  |  |  |  | *-* | *-* |  |
| cost (£) |  |  |  |  |  |  |  |  |  |  |  |
| **Column totals:** | *days* |  |  |  |  |  |  |  |  | ***-*** | ***-*** |  |
| cost (£) |  |  |  |  |  |  |  |  |  |  |  |

## 5.9 Requirements and approach for short listing

At the short listing stage, the panel will have to be satisfied that ITT responses meet minimum requirements and are cost effective. More specifically, SCIE are looking for ITT responses that demonstrate a contractor’s:

* clear understanding of the task
* ability to propose, explain and deliver on a realistic well-argued theoretical and methodological approach
* experience of delivering evaluations that result in outputs that clearly describe and account for the relationships between inputs, outputs, impacts and outcomes
* experience of using qualitative data to produce impressive, innovative and accessible dissemination for a range of different audiences
* clear ability to produce concise, accessible and engaging written outputs
* attention to detail in regard to producing quality-assured outputs
* relevant skills and the strength in depth in order to carry out the work
* level, depth and nature of experience in the subject/s area/s or similar
* track record of successful delivery in similar areas of research
* ability to effectively manage and complete the contract over a two year period
* based on their detailed proposals and track record, consistent ability to meet deadlines, while maintaining high standards and quality-assured delivery
* enthusiasm for and an understanding of the goals of the research project
* willingness and proven ability to work in partnership with SCIE, CEP LAs, carers and other participants.

Panel members will examine all tenders received and scoring will be conducted by panel members individually, using a common scoring guide. A meeting between members will then review the scoring of each ITT response.

To help contractors make decisions about their approach to responses, you should note that the panel will place the following comparative importance on the following key themes as indicated:

* understanding of the ITT specification (20 %)
* quality, appropriateness and deliverability of the methodology proposed (20 %)
* project delivery plan including risk analysis (15 %)
* ability to deliver to include experience, expertise and track record (20 %)
* value for money (25 %).

All those ITT responses meeting the achieving an agreed short listing threshold will be invited to a second and final stage involving a panel interview and presentation.

# Appendix A. SCIE’s terms and conditions

**GENERAL TERMS AND CONDITIONS**

**1. DEFINITIONS**

In these Conditions:

“**Contract”** shall have the meaning ascribed to it in the Letter Agreement;

“**Contract Price**” means the total price specified in the payment schedule at Attachment 3;

“**Contractor**” means National Council for Palliative Care

“**Document**” includes *inter alia*, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

“**Electronic Product**” means any of a website and its component parts, computer software or electronic database, and any other similar or like product.

“**Final Recommendations**”means all Documents, information and materials produced by the Contractor in final delivery of the Services.

“**Intellectual Property Rights**” means all patents, rights of inventions, copyright and related rights, trade marks, domain names, rights in designs, rights in computer software, database rights, and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

“**Interim Reports**” means all Documents, information and materials produced by the Contractor relating to the Services during the Contract including (but not limited to) computer software, data, reports and specifications.

“**Pre-Existing Materials**”means all Documents, information and materials provided by the Contractor relating to the Services, which existed prior to the commencement of the Contract including (but not limited to) computer software, data, reports and specifications.

**“Letter Agreement”** means the Letter Agreement entered into between the Contractor and SCIE;

“**Services**” means the services to be provided as referred to in the proposal at Attachment 2;

“**SCIE**” means the Social Care Institute for Excellence or any successor organization;

“**SCIE Electronic Product Guidelines**” means the guidelines issued by SCIE from time to time to be found at www.scie.org.uk

“**SCIE Material**” means all Documents, information and materials provided by SCIE relating to the Services including (but not limited to) computer software, data, reports and specifications.

**2. VARIATION**

Any alterations to the Services described in this Contract shall be ineffectual unless agreed in advance by all parties in writing.

**3. THE PRICE**

* 1. The Contract Price shall be the fully inclusive price specified in Attachment 3 and be fixed for the duration of the Contract. Any VAT chargeable by the Contractor on the value of the Services should be shown by the Contractor as a separate item in Attachment 3, and on any invoice submitted to SCIE, and included in the fully inclusive price.
  2. If an amount of VAT is shown in Attachment 3 and any invoice SCIE shall pay that amount of VAT to the Contractor as part of the fully inclusive Contract Price.
  3. SCIE shall not be liable to pay any sum in excess of the Contract Price. In the event that the Contractor does not invoice SCIE for VAT on the Services and the Contractor is subsequently required to account for VAT, the Contractor shall pay the VAT due from the Contract Price received. The Contractor shall have no recourse to SCIE and shall indemnify SCIE in full in the event that the Contractor or SCIE is required to make any payment of VAT not shown in Attachment 3 and any relevant invoice.

**4. PAYMENT**

The Contractor shall submit invoices to SCIE in accordance with the payment schedule at Attachment 3 and payment, other than the final payment, which shall be made on completion of the Services to SCIE’s satisfaction, shall be within 30 days of receipt of a properly prepared invoice.

**5. CONTRACTOR'S STATUS**

**5.1** In carrying out the Contract the Contractor shall be acting as principal and not as agent of SCIE. Accordingly:

(a) the Contractor shall not say or do anything that might lead any other person to believe that the Contractor is acting as the agent of SCIE; and

(b) nothing in this Contract shall impose any liability on SCIE in respect of any liability incurred by the Contractor to any other person but this shall not be taken to exclude or limit any liability of SCIE to the Contractor that may arise by virtue of either a breach of this Contract or any negligence on the part of SCIE, its staff or agents.

**6. CONTRACTOR’S OBLIGATIONS**

The Contractor warrants to SCIE that:-

* 1. it will and will procure that its employees, agents, sub-contractors, perform the Services with all reasonable care and skill;
  2. the Services will conform with the provisions of Attachment 2
  3. where the Services comprise (in whole or in part) the production of Electronic Products, the Services will be provided in accordance with SCIE’s Electronic Products Guidelines, the provisions of which are deemed to be incorporated into the Contract. These can be located at www.scie.org.uk;
  4. where services comprise (in whole or in part) of printed materials and/or the holding of events, these will provided in accordance with SCIE’s Accessibility Guidelines. These can be located at [www.scie.org.uk](http://www.scie.org.uk); and
  5. in carrying out the Services it will comply with all applicable laws and regulations (including but not limited to the provisions of the Data Protection Act 1998).

**7. TIME OF PERFORMANCE**

The Contractor shall begin performing the Services upon receipt of the first payment specified in the payment schedule and shall complete them by the date stated in the proposal at Attachment 2. The Contractor shall submit such detailed programmes of work and progress reports as SCIE may from time to time require.

1. **PATENTS AND INTELLECTUAL PROPERTY RIGHTS** 
   1. Notwithstanding Clause 8.3 below the Contractor shall use all reasonable endeavours to ensure that it will not infringe any Intellectual Property Right of any third party and the Contractor shall indemnify against all actions, suits, claims, demands, losses, charges, costs and expenses in relation to the Pre-Existing Materials, the Interim Reports and the Final Recommendation which SCIE may suffer or incur as a result of or in connection with any breach of this Clause.
   2. Unless otherwise provided in Attachment 2, the Intellectual Property Rights in any written materials arising out of the Services, including electronic versions of such written materials, shall be the property of the Contractor. The Contractor hereby gives SCIE consent and, where appropriate, grants a non-exclusive irrevocable worldwide license for the use, publication in any form and distribution of the materials which are the subject of this Clause 8.2. Any reproduction in whole or in part of the Services of any written materials (or electronic versions of these materials) other than by SCIE shall be subject to the express agreement of the Contractor.
   3. Unless otherwise provided in Attachment 2 or Clause 8.5, the Intellectual Property Rights of all Electronic Products shall be the sole property of SCIE.
   4. Any material, Document or Electronic Product prepared, provided in or arising out of the Services and published in any form by either party, shall refer expressly to the funding by SCIE of the Services and shall contain a statement confirming that the views expressed in that material, document or Electronic Product are the Contractor’s or sub-contractor’s alone.
   5. Where the Contractor does not own any of the Pre-Existing Materials, the Contractor shall obtain written permission or a written license (or sub-license) from the relevant licensor or copyright owner on such terms as will entitle the Contractor to license such rights to SCIE or otherwise permit SCIE to make use of those rights and shall indemnify SCIE for any losses incurred which arise as a result of the Contractor’s failure to do so.
   6. In circumstances where the Services involve the development of an Electronic Product or other electronic materials by the Contractor, the Contractor shall, where SCIE requests and where appropriate, provide SCIE with a copy of the source code for such Electronic Product or materials or provide to SCIE an escrow arrangement for the source code of such materials.
   7. The Contractor shall not publish or present the findings of any Interim Reports without prior due consultation with, and the express written consent of SCIE. Any such publication or presentation shall make clear that it contains provisional and preliminary findings only and acknowledge the funding by SCIE in accordance with clause 8.4 above and clause 9 below.
   8. Without prejudice to the generality of clause 8.7 above, the Contractor will not publish Interim Reports at anytime before the anticipated or agreed date of publication of the Final Recommendation.
2. **PUBLICITY**

Any reference to any material prepared by the Contractor in connection with this Agreement, whether in a seminar, presentation, publication or similar, shall acknowledge SCIE as the commissioning body and shall be, solely, with the express consent of SCIE.

1. **INDEMNITY AND INSURANCE**

Without prejudice to any rights or remedies of SCIE the Contractor shall indemnify SCIE against all actions, suits, claims, demands, losses, charges, costs and expenses which either or both may suffer or incur as a result of or in connection with any damage to property or in respect of any injury (whether fatal or otherwise) to any person which may result directly from carrying out the Contract or the negligent or wrongful act or omission of the Contractor.

1. **DISCRIMlNATION and HUMAN RIGHTS**

Neither party shall unlawfully discriminate either directly or indirectly on such grounds as gender, race, colour, ethnic or national origin, within the meaning of the Sex Discrimination Act 1975, the Race Relations Act 1976 or the Disabilities Discrimination Act 1995. Both parties shall give all due regard to and comply with the provisions of the Human Rights Act 1998 and how they might be applied to this Contract.

1. **CONFIDENTIALITY** 
   1. Except as otherwise provided for in the contract, the Contractor undertakes to treat as strictly confidential any SCIE Material and any other information (of whatever nature) derived from or obtained in the course of the Contract or the Services and to take all the necessary precautions to ensure that his employees and sub-contractors and their employees treat such information as confidential and in doing so the Contractor shall ensure that his employees and sub-contractors and their employees keep secret and not disclose such information obtained by him or them by reason of this Contract.
   2. All SCIE Material and all other materials, equipment and tools, drawings, specifications and data supplied by SCIE to the Contractor shall, at all times, be and remain the exclusive property of SCIE, but shall be held by the Contractor in safe custody at its own risk and maintained and kept in good condition by the Contractor until returned to SCIE, and shall not be disposed of or used other than in accordance with SCIE’s written instructions or authorization.
   3. The Contractor and his sub-contractors shall not refer to SCIE, individually or together, in any advertisement or publication without their written consent, such consent not to be unreasonably withheld or delayed.
   4. The provision of paragraphs 12.1, 12.2, and 12.3 shall apply during the continuance of this Contract and after its termination howsoever arising without limitation of time.
   5. The Contractor shall not, and shall procure that no sub-contractor shall disclose any material obtained pursuant to or by reason of this Contract which could be damaging to the interests and/or reputation of SCIE.
2. **BANKRUPTCY, LIQUIDATION OR OTHER FINANCIAL DEFAULT OF CONTRACTOR**
   1. SCIE may at any time by notice in writing summarily determine the Contract without compensation to the Contractor in any of the following events:

**(a)** if the Contractor, being an individual, or, where the Contractor is a firm, any partner in that firm, shall at any time become bankrupt, or shall have an administrative order made against him, or shall make any composition or arrangements with or for the benefit of his creditors, or shall make any conveyance or assignment for the benefit of his creditors, or shall purport to do so; or

**(b)** if the Contractor being a company, shall pass a resolution, or the Court shall make an order, that the company shall be wound up, or if a receiver or manager on behalf of a creditor shall be appointed, or if circumstances shall arise which entitle the Court or a creditor to appoint a receiver or manager or which entitle the Court to make a winding-up order.

**14. DEFAULT**

**14.1** Should there, in the reasonable opinion of SCIE, be any failure on the part of the Contractor to perform any obligation or service required of him under this Contract, or should the Contractor be otherwise in breach of any condition of the Contract (and where such failure or breach, where capable of remedy, has not been remedied by the Contractor within 28 days of receipt of written notice specifying the failure or breach and requiring it to be remedied) SCIE may at its discretion and without prejudice to any other rights, remove part or whole of the work required to be performed under this Contract, or terminate this Contract summarily.

* 1. Subject to Clause 14.1, should SCIE make alternative arrangements for the performance of the Contract by a third party, it shall be entitled to recover from the Contractor all and any sums which it incurs in excess of the Contract Price as a result of having the Services performed by an alternative contractor. Under such circumstances no further payments which may be due to the Contractor under this Contract shall be paid until the full cost of the third party performing the Services have been established, provided that SCIE shall not delay unduly in establishing those costs and, having done so, will pay the Contractor any further payments due for the Services carried out to the date of the breach in accordance with the provisions of Clause 4.
  2. SCIE may at any time or times set off any liability of the Contractor to SCIE against any liability of SCIE to the Contractor in either case, whether under this Contract or otherwise. Any exercise by SCIE of its rights under this Clause shall be without prejudice to any other rights or remedies available to it under this Contract or otherwise.

**15. TERMINATION**

**15.1** In addition to the rights of termination under paragraph 13 SCIE shall be entitled to terminate this Contract by giving to the Contractor not less than sixty days notice to that effect, provided that SCIE pays the Contractor in full for all work carried out up to the date of termination.

* 1. Save as otherwise provided by this Contract, termination under paragraphs 13 or 14 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereupon accrue to either party and shall not affect the continued operation of any other conditions included in this Contract.

**16. ASSIGNMENT AND SUB-CONTRACTING**

Neither party shall, without the written consent of the other, assign or sub-contract the whole or any part of this Contract.

**17. NOTICES**

Any notice given under or pursuant to the Contract may be sent by hand or by post or by registered post or by the recorded delivery service or transmitted by fax to the address of the party shown in Attachment 4 and shall be deemed effectively given on the day when in the ordinary course of the means of transmission it would first be received by the addressee in normal business hours.

**18. SEVERABILITY**

**18.1** If any condition or provision of this Contract is held to be illegal or unenforceable the validity or enforceability of the remainder of this Contract shall not be affected.

**18.2** If any portion of this Contract shall be terminated or amended by written notice, for any reason whatsoever, such limited termination or amendment shall not affect the Contract as a whole and the remaining portion of the Contract shall remain unaffected and intact.

**19. WAIVER**

The failure of either party at any time to enforce any provision of the Contract shall in no way affect its rights thereafter to require complete performance by the other party, nor shall the waiver of any breach of any provision be taken or held to be a waiver of any subsequent breach of any provision itself.

**20. GOVERNING LAWS**

**20.1** These Conditions shall be governed by and construed in accordance with English law and the Contractor hereby irrevocably submits to the jurisdiction of the English courts.

**20.2** The Contractor shall comply with all and any laws, Acts of Parliament, enactments, orders, regulations or other similar instruments which may, in any way, pertain to the performance of this Contract. Breach of any such laws, Acts, enactments, orders, regulations or other similar instruments shall be deemed a breach of this Contract.

**21. Contractor acceptance of SCIE’s Terms and Conditions**

**21.1** Signature of authorised member of staff. You must sign your ITT response and you should also confirm that you accept SCIE’s terms and conditions.

I accept the terms and conditions as stated in Appendix A of this ITT.

Signed

Print Name

Organisation and position

For and on behalf of the Contractor

1. SCIE welcomes responses from individual organisations, including those proposing to employ subcontractors, or from partnerships. In these cases, the responsibility of lead organisation must be clearly identified and explained, as must be the role of contractors and/or partners. [↑](#footnote-ref-1)
2. What SCIE calls [co-production](http://www.scie.org.uk/key-topics/co-production), is central to all of our work and lies at the heart of our engagement and involvement agenda. Bidders should make reference to and explain throughout their proposals, how they will reflect and deliver on this agenda and importantly in regard to the wider agenda of diversity, equality, respect and fairness. For instance, participants should be involved in the consideration of findings and outcomes (perhaps via CEP network events and the CEP network hub). [↑](#footnote-ref-2)
3. Primary research should be only used to address evaluation aims and objectives and where there are no alternative existing sources of data that could be accessed and appropriately employed. [↑](#footnote-ref-3)
4. For instance, there is an annual carers’ survey conducted by DH. There are also numerous local and national datasets, such as those maintained by DWP and DH. [↑](#footnote-ref-4)
5. Note that SCIE does not require contractors to propose an experimental approach or counterfactual design as part of their core proposal. [↑](#footnote-ref-5)
6. The comparisons could possibly be achieved between carers involved in the CEP and otherwise similar individuals in the general population. [↑](#footnote-ref-6)
7. SCIE would welcome innovative, relevant and realistic ideas around dissemination supported, where possible, by examples of any similar previous work. [↑](#footnote-ref-7)
8. The final report is likely to be for a policy, carer and practitioner audiences. It must be of publishable quality and include an executive summary, full methodological explanations, discussion of findings and full appendices. [↑](#footnote-ref-8)