Service Specification

Alcohol and Drug Targeted Prevention Resources for use with young people in non-mainstream education settings

**Purpose**

Public Health England (PHE) is seeking to commission an external partner to:

1. Assess the requirements for a suite of tools to be used with young people outside of mainstream education settings such as in Pupil Referral Units (PRU), Youth Offending Teams (YOT) and Children’s Social Care, that will encourage and aid the delivery of drug and alcohol targeted prevention interventions, consistent with the evidence base.
2. Develop and consult on a suite of suitable tools to be used by practitioners in these settings and report findings and recommendations to PHE.
3. Produce a final suite of resources as agreed with PHE following the report for publication/dissemination.

**Background**

Public Health England (PHE) is the expert national public health agency which fulfils the Secretary of State for Health’s statutory duty to protect health and address inequalities, and executes his power to promote the health and wellbeing of the nation.

PHE supports local authorities, and through them clinical commissioning groups, by providing evidence and knowledge on local health needs, alongside practical and professional advice on what to do to improve health, and by taking action nationally where it makes sense to do so.

Education and information about the harms of drug and alcohol abuse, and the benefits of not using are important in school and non-school settings for vulnerable young people. Early messages, delivered appropriately, will mean fewer young people developing issues that then need to be tackled later on. PHE previously commissioned the development of resources for schools, including lesson plans. However, many young people at the greatest risk of developing substance misuse issues are not in mainstream education. This work is therefore being commissioned to establish requirements for and to produce resources that will best help those who work with these young people to deliver quality prevention interventions.

**Outline of Work**

1. Research and assess;

* Conduct an information gathering exercise to establish current practice and needs in relation to drug and alcohol prevention activity of those who work with vulnerable children;
* Carry out desktop research on suitable prevention activity with at-risk young people.

1. Develop and consult;

* Develop a selection of tools that can be used to support the delivery of suitable interventions;
* Consult on these tools with people working in appropriate settings/ target audience;
* Report findings of consultation and make recommendations to PHE on resource requirements.

1. Adapt and disseminate

* Produce a final suite of resources as agreed with PHE following the report for publication/dissemination.

**Deliverables**

List of deliverables:

|  |  |
| --- | --- |
| **Activity/ Key deliverables** | **Date** |
| Conduct an information gathering exercise to establish current practice and needs in relation to drug and alcohol prevention activity of those who work with vulnerable children in settings outside of mainstream education, such as pupil referral units (PRU), Youth Offending Teams (YOT) and children’s social care | September 2021  to  November 2021 |
| Carry out desktop research on suitable prevention activity with at-risk young people such as those in the settings above | September 2021  to  November 2021 |
| Develop a selection of tools that can be used to support the delivery of suitable interventions potentially including lesson plans, screening and interventions to be used as a basis for consultation | November 2021  to  December 2021 |
| Consult on these tools with people working in appropriate settings/ target audience | January 2022  to  February 2022 |
| Report the findings of the consultation including making recommendations on the resources that would best support staff to deliver suitable prevention activity with at-risk groups | March 2022 |
| Adapt resources following consultation and report as agreed with PHE to produce a final version ready for dissemination/publication by PHE or the supplier | March 2022 |

**Reporting arrangements**

The delivery partner should work closely with PHE to plan, implement and report on the project.

The evaluation and review process should be transparent – sharing information on objectives, plan and timetable and report with recipients, providers, stakeholders, commissioners and policy makers.

**Data Handling and Provision**

All personal data (as defined within the General Data Protection Regulation - GDPR), collected, stored, analysed or shared must be carried out in compliance with the Data Protection Act 2018, GDPR and must conform with the policy statements specified in the PHE Information Governance Policy framework.

The successful provider must adhere to the Freedom of Information Act (2000).

**Risk Management**

Applicants should submit, as part of their application, a summary explaining what they believe will be the key risks to delivering this project, and what contingencies they will put in place to deal with them.

A risk is defined as any factor which may delay, disrupt or prevent the full achievement of a project objective, which includes any potential conflicts of interest. **A potential conflict such as industry funding may prevent the awarding of a contract.**

All risks should be identified. The summary should include an assessment of each risk, together with a rating of the risks likelihood and its impact on a project objective (using a high, medium or low classification for both). The risk assessment should also identify appropriate actions that would reduce or eliminate each risk, or its impact.

**Stakeholder and Public Involvement**

The provider will be undertaking direct engagement with stakeholders as appropriate. The provider will be expected to submit as part of their application their mechanism for engaging with key stakeholders from a range of sectors and engagement with the public (where necessary).

**Accessibility**

Outputs produced for publication will need to conform with Government accessibility requirements. Information can be found below:

<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>

<https://gds.blog.gov.uk/2018/06/20/creating-the-uk-governments-accessibility-empathy-lab/>

<https://www.gov.uk/service-manual/helping-people-to-use-your-service/getting-an-accessibility-audit>

**Delivery Timescale**

See the deliverables section above for timescales.

**Contract Period**

The contract will begin on 1st September 2021 and run until 31st March 2022 as per the commissioning timetable below.

Standard break clauses for each contract will be enforced prior to the contract renewal.

**Contact Point(s)**

It is expected that the supplier will appoint a named, suitably qualified evaluation lead Manager who will be the main point of contact with Public Health England.

The key contact points at PHE will be [Kirsty.Blenkins@phe.gov.uk](mailto:Kirsty.Blenkins@phe.gov.uk), Programme Manager, Young People. Members of staff will be available for telephone or face to face advice throughout the project lifetime. PHE can facilitate discussions with other topics experts from within PHE and other key partners.

**Costs**

The provider will need to give a detailed breakdown of their costs. Please note that applicants will need to demonstrate value for money.

The overall contract value will be for a maximum of £44,000. This is with an expected start date of 1st September 2021 and end date of 31st March 2022.

**Application Process**

Applications should be submitted electronically and include the following documentation:

* Supporting statement setting out and establishing suitability to undertake the project, including evidence of carrying out work of a similar nature
* Project outline including, where appropriate, details of evaluation plan, communications plan & methodology, evaluation logic model, timescales and stakeholder engagement plan
* Budget (including detailed breakdown of spend)
* Risk mapping and associated risk register, including any potential conflicts of interest
* Evaluation and project team CVs

Word count (excluding Project / Evaluation Team CVs) is a max of 2,000 words per document.

Applications will be reviewed by an internal PHE panel and candidates will be informed electronically of the result.

If two applications are scored identically then both applicants will be invited to a verbal presentation to decide the outcome.

**Selection Criteria**

Criteria used by members of the PHE panel to assess applications for funding from the project include:

1. **RELEVANCE** of the proposed project plan and evaluation methodology to the aims and objectives of the project
2. **QUALITY** of the work plan and proposed management arrangements
3. **STRENGTH** of the project team
4. **IMPACT** of the proposed work
5. **VALUE** for money (justification of the proposed costs)
6. **INVOLVEMENT** of key partners and the public

**Commissioning Timetable**

It is anticipated that commissioning of this project will occur to the following approximate timetable:

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| --- | --- |
| **Date** | **Action** |
| **26/06/2021** | Issue of invitation to tender via BRAVO |
| **23/08/2021** | Deadline for receipt of applications |
| **27/08/2021** | Notification of outcome of applications review |
| **31/08/2021** | Award of contract |
| **31/03/2022** | Project completion |