

Building Better Opportunities **Tender Form** **Social Inclusion for under 25s**

INVITATION TO TENDER

To deliver 'YES Media' programme element of the Youth Employment Support (YES) Project for Leicester and Leicestershire

BACKGROUND

Voluntary Action LeicesterShire (VAL) is the lead for the Big Lottery Fund / ESF Building Better Opportunities 'Social Inclusion for Under 25 year olds' in the Leicester and Leicestershire Enterprise Partnership area (<http://www.llep.org.uk/>).

This is part of the European Structural Investment Fund Thematic Objective 9 and the specification can be found here: <https://www.biglotteryfund.org.uk/global-content/programmes/england/building-better-opportunities/leicester-and-leicestershire>.

The overall aim of the project is to provide support for the most disengaged young people who are not in education, employment or training (NEETs), including 'hidden' NEETs (i.e. young people who are NEET but not formally recorded as NEET) to move towards and into employment, education or training. The project has completed its initial 3 year phase and has been extended until the end of February 2022.

AIM OF TENDER

The aim of this tender process is to select a delivery partner to join VAL's YES partnership to work with the existing delivery partners across Leicester and Leicestershire from the 1st of November 2019 to the end of February 2022 to deliver the YES Media provision over a 28 month period.

TENDER SPECIFICATION/SERVICE REQUIREMENTS

The YES Media programme needs to be a service that helps young people build skills for the future and offers a wide range of activities. The activities have to be designed to support young people to learn about themselves, gain hands on experience of digital media and aid with challenging young people to become independent, resilient and capable of taking part in everyday life.

The service needs to include a minimum of 6 programmes involving a minimum of 30 eligible young people signed up and the courses must comprise of the following elements and activities:

- Create, capture and edit a short film on a topic of your choice
- Work with digital media professionals on a live brief
- Explore the world of digital CVs
- Learn about different digital media channels, content marketing and social media
- Develop your confidence, creativity, and team working skills
- End of programme celebration showcasing the work produced and the personal development
- Each programme should run for minimum of 8 weeks with a minimum of two days (10am to 3pm) of activities made available to participants.

TARGET/EXPECTATIONS

- On exiting the project 6 of the 30 signed up participants need to move into employment, 8 are required to move into formal/accredited education or training and 3 are required to complete a Job Search result.
- There is also an expectation for participants to gain an increase in; confidence, getting information and support, skills, relationships and health.
- Keyworker support will be offered to the successful organisation through VAL's internal YES staff team who will also be responsible for participant exit results and outcomes.
- There will also be a partnership target for the successful organisation to encourage cross-referrals within the YES partnership which will be a target of 60. This means the successful partner will need to work with 60 young people in total – 30 of whom they are responsible for signing up and 30 who will come from existing delivery partners which will ensure a holistic partnership approach and meaning that each young person can gain as much as possible from the YES project.
- With both the sign up target of 30 and partnership target of 60 there will be an expectation that participants are;
 - 50% Male
 - 50% Female
 - 55% Unemployed
 - 45% Economically Inactive
 - 20% Disability
 - 26% BAME
- All these participants need to be evidenced accordingly to BBO requirements - <https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/section6/Section-six-Participants-v11.0-15-July-2019.pdf?mtime=20190711125045>

THE DELIVERY PARTNER MUST BE ABLE TO:

- Provide venues across Leicester / Leicestershire for the programme activities and the end of each programme celebration
- Employ and train the necessary staff to run the programme
- Work with partners to reach and engage suitable, eligible young people
- Deliver the programme in line with minimum standards and in accordance with compliant publicity - <https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/section9/9-Section-nine-Publicity-v13.pdf?mtime=20190131151859>
- Work with YES partners to provide bespoke support to meet the specific needs of each young person
- Work with YES partners to assist with providing meaningful progression opportunities for young people
- Ensure every young person has the chance to achieve a level one or two qualification. This can be through alternative delivery partners and does not have to be something the successful organisation provides
- Commit to working with VAL's YES partnership to ensure the success of the U25s Project
- Attend Partnership meetings (Board meetings quarterly)
- Provide quarterly performance and financial data to VAL and comply with BIG Lottery and ESF monitoring and evaluation arrangements - <https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/section4/4-Section-four-Payments-and-monitoring-v7.pdf?mtime=20181205164742>

THE DELIVERY PARTNER MUST BE ABLE TO DEMONSTRATE:

- Experience of working with, and an understanding of the target groups
- An understanding of the needs of NEET and economically inactive and unemployed young people in Leicester and Leicestershire
- Experience, expertise and innovative approach to delivering full time/part time personal development programmes which include work experience opportunities and community projects to NEET young people
- Experience of working within a multi-agency partnership to achieve shared results and outcomes
- Track record of achieving entry to employment, education and training for young people aged 15-24

SELECTION AND AWARD CRITERIA

Responses for each lot will be scored against fixed selection and award criteria.

The following selection criteria will be used:

- Organisational capacity
- Economic and financial standing
- Prior experience of service delivery

The following award criteria; will be used to score tenders that satisfy the selection criteria:

- Track record 24%
- Approach to Design 24%
- Skills and Facilities 20%
- Geographic coverage 16%
- Client groups 8%
- Budget 8%

Tenders that do not satisfy the above selection criteria will be de-selected from the procurement process.

The highest scoring application will be the winning tender. Only information supplied by the tenders in response to the questions will be taken into account during the scoring process.

Please note that additional information may be requested as part of our due diligence process.

ASSESSMENT PROCESS

- We are seeking tenders that will be judged on their suitability through the completion of the application form, which will be assessed by a selection panel made up of core VAL management staff.
- Answers will be scored as follows:
 - 0 (non-compliant): no response or unacceptable response.
 - 1 (poor): response is weak, does not meet expectations regarding all requirements.
 - 2 (acceptable): response meets expectations regarding all requirements.
 - 3 (good): response meets all requirements, slightly exceeds expectations regarding some or all requirements.
 - 4 (excellent): response is outstanding, meets all requirements, and clearly exceeds expectations regarding some or all requirements.
 - Each scored question in section two of the application will have a multiplier, which will determine the score. E.g. Question 2.1 holds a weighting of 6, therefore the maximum score is 24 (6 x 4).
 - The maximum overall tender score is 100.
 - Any tender application which is late will not be considered
 - Where word limits are exceeded applications will be marked down

For further details of participant eligibilities, please see the description in Annex 1.

FUNDING AND DELIVERABLES

Funding is paid on an actual, eligible costs basis i.e. the provider will be paid for the actual costs incurred in their delivery of the project.

There are two types of costs the provider will incur:

- Direct costs: costs directly related to a project activity, such as staff salaries. These costs are usually incurred on an item-by-item basis.
- Indirect costs: costs that cannot be connected directly to a specific project activity, such as IT support/rent etc

We will pay anticipated costs quarterly in advance. During each quarter, the provider will:

- track the direct costs incurred using a payment schedule
- report their direct costs expenditure using the financial monitoring spreadsheet
- keep evidence of all direct costs expenditure. We will explain the forms of evidence that need to be retained. The provider must be able to provide this evidence on request, otherwise the expenditure will be classed as ineligible and we will recover the funding.

We will readjust the provider's next quarterly anticipated costs payments based on their last quarter's expenditure.

We will pay indirect costs calculated at 15% of direct staff costs. No evidence is required.

The maximum funding (inclusive of VAT where applicable) that can be claimed through these contract lots is £63,000 over a 27 month period from the 1st of December 2019 to the 28th of February 2022.

TIMESCALES

- Call open on 14th October 2019
- Please complete the attached Tender Application Form and return to VAL by 9.00 am Monday 28th October 2019
- Delivery Partner chosen and all applicants informed: Friday 1st November 2019
- Standstill Period ends: 8th November 2019
- Beginning of contract delivery: 2nd December 2019
- End of contract delivery: 28th February 2022

Application forms can be submitted by email to info@yesproject.org or by post to Vandna Gohil, VAL, 9 Newarke Street, Leicester LE 1 5SN

For clarifications, please send written queries to Vandna.g@yesproject.org. A response will be given within 24 hours of the query being raised. The questions and answers document will be made available on the VAL Website and will be updated within 48 hours of the query being made. The deadline for queries relating to this specification is 9am on 24th October 2019.