



WITCHFORD PARISH COUNCIL

DRAFT SPECIFICATION

PROVISION OF RECREATIONAL SERVICES FOR YOUNG PEOPLE

1. General Requirements

Organisations are invited to tender to provide activities and services for young people to enjoy and to help their personal and social development.

An annual sum in the region of £10,000, but not limited to this amount, will be available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The commissioned organisation will also provide its own transportation, IT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

Please note that the parish council has no buildings of its own and the cost of hiring facilities will need to be included within the tender.

It is anticipated that the delivery period will be from 1st September 2025 – 31st July 2027.

2. Eligibility

Witchford Parish Council welcomes applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 10 - 16
- Ability to provide appropriate youth programmes which are positive and progressive
- Ability to provide appropriately qualified personnel
- Ability to develop flexible and adaptable provision
- Ability to manage the service and deliver to timescale and budget.

3. Objectives

Provide activities and services for young people aged 10-16 to enjoy and to help their personal and social development. The suggested programme should consider youth activities already on offer in the parish and consider those that are running in neighbouring parishes.

The tender will need to include:

- A suggested programme of sessions for young people aged between 10-16 that could be held within Witchford parish. Sessions would need to be delivered from suitable hired premises within the parish and/or at the public open spaces in the parish.

4. Delivery of this service will be monitored by the Parish Council. Quarterly review meetings will be held to monitor progress and reports of these will also be supplied to the Council. The contract for this service will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

5. Submission of tenders

Applications should be submitted using the form provided. All tenders should be emailed to: clerk@witchfordparishcouncil.gov.uk using the subject heading 'Youth Tender Submission'. Tenders must be received by: 12 noon Thursday 24th April 2025.

6. Criteria for the evaluation of tenders

Evaluation will be on the basis of the written tenders and on a presentation and interview in person.

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record
- The quality of the proposal in relation to the needs of the parish
- Value for money which includes reference to added value such as volunteer in-kind support
- Evidence of local need and changing nature of youth provision
- Adaptability and ability to respond to need
- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- Evidence of ability to work within the timeframe and budget.

7. Timetable

- The closing date for submissions is 12 noon on 24th April 2025.
- Presentations and interviews will take place on 14th May 2025.
- The successful provider will be appointed on 4th June 2025.
- The contract will commence on the 1st September 2025 (by agreement).