



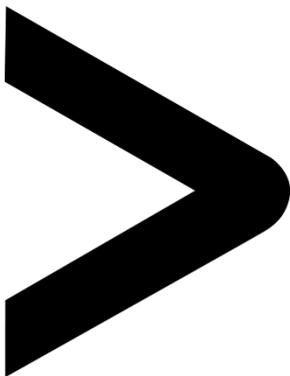
Partnership Opportunity

Invitation to Tender, June 2019

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

End-to-End Partner Delivery (Warwickshire)

REF: CovW/1/3/E2EWark



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Overview

Groundwork UK is seeking a partner to deliver coaching support for 15-24 year olds who are considered NEET (not in education, employment or training) or unemployed in Warwickshire.

'Progress', is a part of 'Building Better Opportunities' - a programme funded by the European Social Fund and the National Lottery Community Fund, to tackle poverty and social exclusion faced by the most disadvantaged people in England.

Context

Groundwork UK is working with 11 local partners organisations to deliver 'Progress' across Coventry & Warwickshire. 'Progress', is a part of 'Building Better Opportunities' - a programme funded by the European Social Fund and the National Lottery Community Fund, to tackle poverty and social exclusion faced by the most disadvantaged people in England.

Progress started in October 2016, and will run until March 2022. During this period, Groundwork and its partners will deliver 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.

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, and specialist training providers. Together, our focus is on identifying and helping those young people most in need of support including care leavers, lone parents, young offenders, and young people with disabilities and mental health issues.

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, through a combination of one-to-one support and group work. Progress Coaches are employed by our End-to-End Partners, who are responsible for the journey of the young person through the programme. **Specialist Partners** work closely with Progress Coaches to provide specialist support and enrichment activities to programme participants. This support is accessed via an internal referral mechanism based on the needs of the individual.

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 supports 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). We have a target to focus 70% of activities in Warwickshire. We 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 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% of participants moving into education or training on leaving the programme
- 20% of participants moving into employment or self-employment on leaving the programme
- 30% 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. More information can be found on the Progress website here: <http://www.groundwork.org.uk/progress>

Opportunity

Groundwork UK is looking for an 'End-to-End Partner' to deliver BBO Progress **to young people** identified as being **NEET or unemployed** across the **Rugby, Stratford** and **Warwick** districts of Warwickshire.

Young people must be furthest from engaging with the labour market and would benefit from flexible 1-1 support. Delivery will predominantly focus on young people aged 18 years old and over, and where possible focus on residents from priority wards.

End-to-End Partners 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.

End-to-End Partners will work closely with Local Authorities (and agencies working on their behalf), Job Centre Plus, colleges, local VCS organisations and other youth / education providers, along with their existing local presence and networks, to engage and enrol young people.

Once enrolled they will work with young people for **up to 12 months** through an **intensive, flexible and responsive** combination of coaching in accessible delivery locations and support to access activities, training and support through our network of Specialist Partners. Through regular 1-1s, SMART action planning, and structured group work, the Progress Coach will work to progress the young person into education, training or employment.

The new partner will work closely alongside other partners in their area and across the partnership, including working creatively with our Specialist Partners to maximise the benefit of the programme for participants. The successful tenderer must be committed to working closely in partnership with existing partners, and any proposal received must not impact negatively on referrals currently routed into the programme.

The successful partner will also need to work closely with participants and key stakeholders to obtain the required evidence of eligibility and results, ensuring they comply with European Social Fund requirements.

Proposals are sought from organisations with experience in **engaging and supporting young people**, and **engaging education providers and employers** including **sourcing job/ work placement opportunities**. Organisations should be able to provide **impartial advice and guidance** to young people aged between 15-24 who are facing significant barriers to engaging with education, employment and training. The varied and complex needs of young people will require an accessible, engaging, supportive approach. Support will ideally be provided in a combination of one-to-one and group settings, and will preferably be delivered in local, community settings across the delivery area.

The successful tenderer will ideally be able to deliver across Rugby, Stratford and Warwick, but proposals from organisations delivering only in specific areas will be considered. In these circumstances the full budget may be distributed across a number of successful tenderers.

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

Funding available:

A total of **£294,000** is available for the delivery of the above activity for young people across Rugby, Stratford and Warwick. This must provide the above support for **a minimum** of **147** young people.

Proposals will be considered and a tender / tenders awarded based on the merit of the submissions. Groundwork UK reserves the right to distribute the total funding between multiple organisations in order to obtain the best possible offer for programme beneficiaries.

Partner Requirements & Further Details

We are looking for organisations:

- Who employ enthusiastic youth 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
- With delivery history and capacity in Rugby, Stratford and Warwick
- 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.
- Who have experience and track record in supporting young people into or towards employment, including having active links with local employers
- With experience of engaging employers in Warwickshire
- With track record of delivering employability support
- Able to deliver support through a flexible, accessible, engaging approach suited to the client group
- Committed to open communication and collaborative, partnership-focussed working
- Ready to commence delivery from summer 2019
- Who will add value to the Progress partnership overall
- With the experience, capacity and capability to manage the requirements of the European Social Fund.

Existing partners are welcome to apply in the interests of diversifying or increasing their role in the programme, but they will not be at an advantage, with all tenders reviewed objectively and awards made on merit.

Due Diligence

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

Delivery Dates

Delivery will be expected to begin during summer 2019 and will end in March 2022.

Partnership arrangements

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.

There is a requirement to attend partnership meetings and meetings with stakeholders. Partners should expect to attend meetings designed to support ongoing collaboration and service integration at least monthly.

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** according to an agreed profile and are subject to satisfactory evidence of expenditure. Any underspend or ineligible spend will be clawed back on a quarterly basis. Initial allocations are notional and may be subject to change based on a review of performance. It is the individual partner's responsibility to ensure that all expenditure must be made in line with the National Lottery Community Fund and European Social Fund requirements. Guidance will be provided in the Partner Agreement and accompanying documents.

Groundwork UK reserves the right to withhold payments due to poor performance. 5% of the grant will be retained until the end of the programme in line with the National Lottery Community Fund arrangements.

Management Information & Security

Successful partners will be required to use the management information processes and systems 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 General Data Protection Regulation.

Quality, Compliance, and Evaluation

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. Partners will also be required to contribute to the external evaluation of the programme.

Procurement Process

1. With reference to the Scoring Matrix (Appendix C), please complete the
 - a. **Tender Submission** (Appendix B) and
 - b. **Form of Tender** (Appendix D)and submit both documents below to eileen.henderson@groundwork.org.uk and contracts@groundwork.org.uk by **12pm on Friday 28th June 2019**.
Groundwork will assess and score tenders and respond to all tenderers by **Friday 5th July 2019**.
2. The highest scoring tenderers may be invited to interview at Groundwork UK (Central Birmingham) on **Tuesday 9th July 2019**. Please ensure suitable representatives are available on one of these dates.
The outcome of the process will be communicated by **Friday 12th July 2019**.
The successful tenderer(s) will be invited to meet with Groundwork UK **Tuesday 16th July 2019**.
3. Delivery to commence as soon as possible after this date.

Further Information

For further information or clarification please email progress@groundwork.org.uk stating "BBO Partnership Tender" in the email subject line, or contact Sarah Duncan, Joe Osborne or Andy Harrison on 0121 236 8565. The final deadline for tender-related questions is **midday, Friday 21st June 2019**.

More information regarding BBO Progress, can be found on the Groundwork website <http://www.groundwork.org.uk/progress>

Full details of the Building Better Opportunities programme can be found on the National Lottery Community Fund website <https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities>

Full guidance documents from the National Lottery Community Fund can be found here: <https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/building-better-opportunities-resources>

PROGRESS

STAGE 1
*Making sure
 PROGRESS is
 right for you*

Referral to PROGRESS
*You might be referred by another organisation, or you
 can refer yourself*

*We'll do an
Eligibility Check*

*And a
Needs Assessment*

STAGE 2
*Getting the most
 out of
 PROGRESS*

*This will help us create your
 own
Individual Action Plan*

*You'll be allocated to a
Progress Coach*

**Your Progress Coach
 will offer you 6 to 12
 months of support,
 including:**
 Skills & Personal
 development activities,
 Specialist support, regular
 meetings with your
 Progress Coach

STAGE 3
*Moving on from
 PROGRESS –
 helping you take
 the next step!*

**Throughout PROGRESS we'll be working to help you to
 get into:**
 Employment
 Education or Training
 Work Placements
 Job Search or other provision
**and you'll get 4 weeks of support from your Progress
 Coach when you get there**



APPENDIX B: Tender Submission Template

Please refer to separate document:

BBO_ITT_APPENDIX B_SubmissionTemplate_CovW-1-3-E2E_2019

APPENDIX C: Scoring Matrix

Please refer to separate document:

BBO_ITT_APPENDIX C_ScoringMatrix_CovW-1-3- E2E _2019

APPENDIX D: Form of Tender

Please refer to separate document:

BBO_ITT_APPENDIX D_FormOfTender_CovW-1-3- E2E _2019