



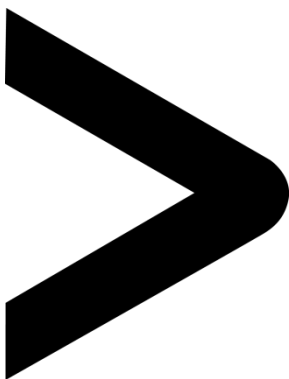
Partnership Opportunity

Invitation to Tender, May 2018

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

Programme Partner Delivery (Warwickshire)

REF: CovW/1/3/PP



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Overview

Groundwork UK is seeking a partner to deliver coaching support for 15-16 year olds who are considered at risk of becoming NEET (not in education, employment or training).

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

Context

Groundwork UK is delivering a Big Lottery Fund (BLF) and European Social Fund (ESF) co-financed programme called Building Better Opportunities (BBO) in partnership with 15 VCS and statutory organisations.

Progress started delivery in October 2016, and will draw to a close in December 2018. During this period, Groundwork and its partners will deliver 'Progress' – 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, colleges and training providers. Together, our focus will be on identifying and helping those young people most in need of support including care leavers, lone parents, young offenders, and young people with disabilities.

Progress will support at least 840 young people aged 15-24 years old, 40% of which will be unemployed and 60% classed as economically inactive. At least one fifth of those we support will be young people with disabilities and at least one in ten from a minority ethnic background.

Our approach will be to work closely together and collaboratively with local stakeholders, in particular local authorities, to provide an accessible and responsive service that encourages young people to succeed and provides clear pathways into positive progressions.

Our delivery model has been designed in consultation with young people and local stakeholders, and draws on a range of successful interventions delivered previously by partners. 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. Progress Coaches are employed by our End-to-End and Programme 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 service 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 will support 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). 70% of all activity will be focused in Warwickshire. We will 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 will 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% (252) of participants moving into education or training on leaving the programme
- 20% (168) of participants moving into employment or self-employment on leaving the programme
- 30% (151) 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. Partners and stakeholders will oversee performance through an inclusive steering group, and a dedicated young person's steering group will ensure activities remain relevant and youth-led.

More information can be found in the Progress Partner Directory here:

<http://www.groundwork.org.uk/progress>

Opportunity

Groundwork UK is looking for a Programme Partner to deliver BBO Progress **to young people aged 15-16 years identified as being at risk of becoming NEET** across all Warwickshire districts.

Programme 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.

Programme Partners will work closely with Local Authorities (and agencies working on their behalf), schools, Area Behaviour Partnerships and other educational providers/ stakeholders, to identify young people (aged 15) who are at risk of becoming NEET. Following a period of initial engagement, the Programme Partner(s) will then formally **enrol participants on leaving school**.

They will then work with young people for **up to 6 months** through an **intensive, flexible and responsive** combination of coaching and support to access (where appropriate) activities, training and support through our network of Specialist Partners, aiming towards engaging the young person in post-16 education, training or employment.

Programme Partners will work closely alongside other partners in their area and across the partnership, and will need to work closely with key stakeholders to obtain the required evidence of eligibility and results. 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.

Due to the short term nature of this grant agreement, proposals are sought from organisations able to engage young people between June and August 2018, and support them into education, employment or job search by early December 2018.

In line with the specification, we are particularly keen to receive submissions from organisations able to provide transition support for vulnerable school leavers. 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 county.

The successful tenderer will ideally be able to deliver across the north and south Warwickshire, 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 **£122,500** is available for the delivery of the above activity for young people across Warwickshire. This must provide the above support for **a minimum of 80** 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 work 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 Warwickshire
- 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 June 2018.
- 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 June 2018 and will end in December 2018.

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 any underspend or ineligible spend clawed back on a quarterly basis. It is the individual partner's responsibility to ensure that all expenditure must be made in line with Big Lottery 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 Big Lottery 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 Data Protection Act.

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 31st May 2018**.
2. Groundwork will assess and score tenders and respond to all tenderers by **6th June 2018**.
3. The highest scoring tenderers may be invited to interview at Groundwork UK (Central Birmingham) on **8th June 2018**. Please ensure suitable representatives are available on one of these dates.
4. The outcome of the process will be communicated by **11th June 2018**.
5. The successful tenderer(s) will be invited to meet with Groundwork UK **14th June 2018**.
6. Delivery to commence on or before **18th June 2018**.

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 or Andy Harrison on 0121 236 8565.

The final deadline for tender-related questions is **midday, 24th May 2018**.

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

Full details of the Building Better Opportunities programme can be found on the Big Lottery Fund website <https://www.biglotteryfund.org.uk/esf>.

Full guidance documents from the Big Lottery Fund can be found here: <https://www.biglotteryfund.org.uk/global-content/programmes/england/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*

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

STAGE 2
*Getting the most
out of
PROGRESS*

*You'll be allocated to a
Progress Coach*

OR

*You'll be allocated to
a Programme of
Activity*

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,
opportunity to get involved
in the Programme Young
Person's Steering Group

**Your Programme of
Activity will offer you:**
A set programme or
course with up to 6
months support will
include
In-house specialist
support, referral to extra
support if needed and
support from a dedicated
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-PP_May18

APPENDIX C: Scoring Matrix

Please refer to separate document:

BBO_ITT_APPENDIX C_ScoringMatrix_CovW-1-3-PP_May18

APPENDIX D: Form of Tender

Please refer to separate document:

BBO_ITT_APPENDIX D_FormOfTender_CovW-1-3-PP_May18