



## 1. PURPOSE

- 1.1 The Ministry of Housing, Communities and Local Government (hereafter referred to as the Authority) have commissioned a formative, process, impact and economic evaluation of the three Regional Housing First Pilots.
- 1.2 The Authority would like to amend this contract in order to reflect the reprofiling of the Pilots' delivery programme and the impact of COVID-19.
- 1.3 The Authority are amending the contract to cover two work packages. One is to reflect as per 1.2 and is covered in this Specification for reprofiling of the Pilots delivery programme and the impact of COVID-19. The other work package reflects impact of COVID-19 and corresponding need to evaluate the effectiveness of the 'Next Steps' programme. The two documents should be treated of equal importance, but where any contradiction in terms may exist, this specification and related proposal will take precedence.

## 2. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 2.1 The Housing First Pilots are being delivered in three combined authority regions – Liverpool City Region (LCR), Greater Manchester (GM) and West Midlands (WM). These three regions cover 23 Local Authority areas – 10 in Great Manchester, 6 in Liverpool, and 7 in the West Midlands.
- 2.2 The combined authorities and their elected mayors are the strategic leads for the pilots. In LCR and GM the Housing First services are also commissioned by the combined authorities, but in WM, each LA has commissioned their own Housing First service. In 2020 the funding for the Housing First programme was reprofiled, giving the Pilots the option to extend their funding and delivery to 2023. The programme therefore ends at different points in each Pilot, in 2022 and 2023.
- 2.3 The contract included a break clause for the impact study in March 2020 to review progress and decide whether it was viable to complete this aspect of the evaluation. ICF completed the co-design phase in July 2019, which was a required pre-requisite to the decision on the impact study. Since Summer 2019 ICF have been collecting initial baseline data from Housing First clients, and interviewing people who could subsequently be selected to be part of a comparator group. It was agreed that the impact work would continue and the further contract was due to be in place for April 2020. However, due to the covid-19 outbreak, the contract renewal was put on hold to allow the impact of the outbreak on the Housing First evaluation to be assessed.
- 2.4 A thorough assessment of the impact of the pandemic and subsequent policy response on the impact evaluation has resulted in the need to slightly amend the expectations around Objective 2 in the original contract, restart fieldwork with Housing First clients (affecting associated timescales) and introduce an additional objective (objective 8).
- 2.5 In addition, delays to the Pilots' delivery of the programme has led to a reprofiling of their funding and therefore the timescales for the process evaluation need to be amended to ensure they reflect the delivery timescales appropriately. It has also been agreed that additional reporting should be added to ensure usability of findings by the Pilots in a timely manner, the Toolkit should be updated annually (twice) and additional costs should be included for the Fidelity Assessments and process work to cover the fact that there are 7 different services in operation in the WM. This variation also covers use of a software package for data collection.



### 3. SCOPE OF REQUIREMENT

- 3.1 The aim of this contract amendment is to vary the Milestones for Objectives 2-7 of the original contract, vary Objective 2 in the original contract, specify the tasks required to meet Objective 2, and introduce an additional objective and associated requirements.
- 3.2 The original contract included the following objectives (Objectives 5-7):
- 5. To understand what is working well and identify the risks and challenges of delivering Housing First and how these can be addressed, at local, regional and national levels. This should focus on the Pilots' strategies for engaging stakeholders; any added value or challenges arising from commissioning and delivering Housing First regionally**
- 6. To understand how Housing First fits into the wider housing and homelessness landscape; and**
- 7. To understand how Housing First makes a difference to clients, and what clients perceive are the key mediating factors in determining their outcomes**
- 3.3 In order to answer these objectives, it is necessary to broaden the tasks and increase inputs, thus increasing costs slightly. As a result of the pandemic, the resultant impact on the contractor's ability to continue planned work and identified need for relevant learning, the efforts were redirected to gather learning related to the pandemic. An additional milestone – production of a report summarising findings from this work – is therefore to be added.
- 3.4 Additional resourcing costs have also become apparent as the formative and co-design work was conducted. There is therefore a need to increase the budget for fieldwork in one Pilot area, rebalance staffing in the project team, and increase budget for project management.
- 3.5 We have also identified the need for two updates of the Housing First Toolkit to take into account developments in Pilot delivery over the course of the programme.
- 3.6 The original contract included the following objective (Objective 2):
- To understand the extent to which any changes in the outcomes of the intervention group are attributable to the Housing First intervention, specifically:**
- 3.6.a. To understand for whom Housing First has been most effective, taking into account individuals' characteristics and their homelessness and other public service use history;
- 3.6.b. If possible, to understand whether and how effectiveness differs depending on support received and type of accommodation provided;
- 3.7 It was expected that this would involve an impact evaluation (which relies on data collected from a comparator group representing 'business as usual') although this was not clearly specified in the original tender document because the first stage was to co-design (with the Pilots) the research required to answer this objective. However, as an impact evaluation is no-longer feasible, the top-level objective is being amended to the following:
- To understand the extent to which any changes in the outcomes of the intervention group are attributable to the Housing First intervention, through a pre-post study.**



The sub-objectives remain unchanged.

- 3.8 The tasks and associated outputs for this objective are:
- 3.8.a. The collection of baseline data from 350 Housing First clients within 8-12 weeks of their engagement on the programme
  - 3.8.b. Follow up interviews conducted every 6 months over one year with as many of the 350 clients as possible (aiming for 224 at the end of two years)
  - 3.8.c. Analysis of the data
  - 3.8.d. Linking the questionnaire results with administrative data held by other government departments, and analysis of the linked data
  - 3.8.e. Production of a costs tool, and analysis of data provided by the Pilots to conduct a Cost Benefit Analysis with interim reporting to enable use of early findings by Pilots for sustainability planning
  - 3.8.f. Production of 3 Pilot-specific outcome reports, Pilot cost benefit analyses, 2 interim outcome reports across Pilots and 4 final reports consolidating findings across Pilots, based on the quantitative analysis and linked with the qualitative analysis generated by the process evaluation.

#### 4. KEY MILESTONES

- 4.1 The timing of the original key milestones (6 and 8-15) have been amended to reflect the reprofiling of the Pilots' delivery of the programme and the impact of the COVID-19 pandemic and additional milestone payments have been added to cover fieldwork costs prior to the reports being agreed. The costs of the Embedded Researchers, who conduct all the fieldwork to cover Objective 2 will be met quarterly.
- 4.2 Should sufficient baseline interviews be completed by March 2021, there is the option to bring forward the end of the follow-up period, and therefore bring forward reporting. This would slightly reduce costs. However, the milestones listed below are based on the assumption that baseline interviewing ends in August 2021.
- 4.3 The Milestones listed below, in relation to objectives 2 and 5-7, are the complete list of milestones going forward, and supersedes the remaining milestones in the earlier contract.

<b>Milest one</b>	<b>Description</b>	<b>Timing</b>	<b>Original milestone</b>
1	Report summarising findings from research on the Pilots', service users' and partners' response to COVID-19	Autumn 2020	N/A
2 (I1)	Cost data collection tool, first test data collection and report. Planning / mobilisation for longitudinal and administrative data	End January 2021	N/A



	analyses, incentive payments for participant interviews.		
3 (P1)	Completion of second Process and Fidelity assessment fieldwork, participant interviews, incentives, submission of 2 <sup>nd</sup> interim report, input to embedded researcher final report, project management.	End March 2021	9
4 (P2)	Completion of 2 <sup>nd</sup> interim report, update of Toolkit, project management	End May 2021	8
5 (P3)	Completion of third Process and Fidelity Assessment fieldwork, participant interviews, incentives, project management	End October 2021	N/A, 6
6 (I2)	Longitudinal baseline reporting, second round of cost data collection and reporting, incentive payments for participant interviews.	End October 2021	N/A
7 (P4)	Submission of draft 3 <sup>rd</sup> interim report, fieldwork tools for final GM visit, project management	End January 2022	N/A
8 (P5)	Submission of 3 <sup>rd</sup> interim report, final Process fieldwork and fidelity assessment in GM, production of final GM report, project management, incentives	End April 2022	9
9 (I3)	First six-month outcomes report, analysis and production of GM baseline to 12-months report, final cost data collection and CBA reporting in GM, incentive payments for participant interviews, updated Voxco subscription.	End May 2022	12
10 (P6)	Final Process fieldwork and fidelity assessment in Liverpool, production of final Liverpool report, project management, incentives	End September 2022	N/A
11 (I4)	Longitudinal analysis and Liverpool and West Midlands baseline to 12 months reports, data extracts finalised/received for the admin data analysis, and final cost data collection and Liverpool and West Midlands CBA reports.	End October 2022	N/A
12 (I5)	Final 'all Pilot' longitudinal analysis and reporting. Submission of draft CBA report	End December 2022	N/A



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13 (P7)	Final Process fieldwork and fidelity assessment in West Midlands, second update of Toolkit, project management, incentives	End February 2023	8,6, and NEW
14 (P8)	Production of final West Midlands report, project management	End April 2023	N/A
15 (I6)	Data preparation and cleaning for administrative data and final CBA report submission	End April 2023	
16 (P9)	Production of draft final process evaluation report, project management	End June 2023	N/A
17 (I7)	Analysis of administrative data and draft report production.	End August 2023	15
18 (P10)	Production of final process evaluation report, production of learning summaries, project management	End September 2023	N/A, 10
19 (I8)	Final admin data report submitted and draft synthesis report production	End September 2023	15
20 (I9)	Submission of final Synthesis report	End November 2023	15
21 (P11)	Costs for the peer research, comprising design, training, implementation and reporting, and including incentives, DBS checks and peer researcher travel and subsistence.	Timing to be confirmed	N/A

## 5. BREAK CLAUSE

5.1 The Department reserves the right to break/amend the contract at the following points relating to Objective 2:

5.1.a. Between March and July 2021, should insufficient baseline interviews be obtained to enable follow-up and analysis.

5.1.b. Prior to undertaking administrative data linking, following review of the number of consents gained for this and feasibility of the analysis

## 6. OPTION TO EXTEND

6.1 The Department reserves the right to extend the tasks related to Objective 2 in the following circumstances:



- 6.1.a. For 12 months for an extension of interviewing, should Pilot areas receive further funding and continue to provide support to clients. This would make the follow up period for interviewing 24 months, which is in line with the original intention of the contract.
- 6.1.b. Or, for 6 months in case of delays to admin data linking tasks.
- 6.2 All potential options to extension will require additional resources. If either of these options were enacted, it would result in the option year to the overarching ICF contract being utilised.

## **7. SECURITY REQUIREMENTS**

- 7.1 See revised Schedule 7 for appropriate data protection information relating to this contract variation.