**Accelerate Project Final Evaluation Tender**

***Tender reference: Accev003***

Request for tender for the evaluation and impact assessment of the Accelerate project. Evaluation to commence no later than 1st November 2022. Desired evaluation completion date 31st January 2023.

**Introduction**

Coventry and Warwickshire Co-operative Development Agency (CWCDA) is a not for profit organisation that provides a range of enterprise, employability and financial inclusion services, helping local communities to develop and become more sustainable.

In 2016 CWCDA was awarded the Accelerate project as part of the Building Better opportunities programme.

The contract is jointly funded by the European Social Fund and the National Lottery Community Fund, managed by CWCDA and delivered by a partnership of local organisations.

Accelerate delivers intensive holistic employment support for people who are unemployed or economically inactive to gain or move towards employment or education. Further information on the project and its delivery can be found on the Accelerate website www.accelerate.org.uk

**The Provider**

We would expect the provider to be able to demonstrate a significant track record in evaluation.

We would also expect the provider to be able to demonstrate a high level of capability to work cooperatively and be flexible with other organisations, including those within the partnership and those outside of it.

Experience of the Building Better Opportunities programme is not essential but would be advantageous.

**Contract Value**

The budget for the evaluation is £40,000 (inc. VAT). Potential providers must submit proposals that do not exceed this amount.

**The Evaluation**

**Purpose/Requirements**

The evaluation will focus on and ascertain the impact of the Accelerate project by assessing:

* What difference did the project make to whom and why?
* What has been the impact of the project?
* Has the project supported participants as it was proposed?
* Has the project led to the development of a delivery model that is effective and sustainable?
* To provide evidence and analysis to explain the factors which contributed to and/or inhibited the performance and achievements of the Accelerate project.
* The implementation of the sustainability and equality and diversity action plan.
* The monitoring and evaluation of the targets, results and outcomes.
* Analysis of the Accelerate partnership.
* Has the project achieved its aim?
* Lessons learnt- What worked well and what could be improved?

The form for the tender is set out in appendix 1.

**Tender Scoring Criteria**

Scoring of tenders will be in accordance with the following criteria:

* Services methodology and delivery 60%
* Price 20%
* Experience 20%

The maximum scores will be allocated as follows:

* **Service methodology and delivery** – the extent to which the proposal meets the evaluation requirement.
* **Price** – the proposal offers value for money.
* **Experience** – the provider must demonstrate a successful track record of working on similar evaluations.

**References**

You will be required to provide two references.

**Submission deadline**

The deadline for submission of tenders is **12 noon on Friday 30th September 2022**

Your tender should be submitted electronically to: m.bygrave@cwcda.co.uk

**Tenders received after the deadline will not be accepted.**

Interviews, should they be required, will be held on **Tuesday 18th October**

**Enquiries**

Please direct any enquiries about the tender specification to:

Mandy Bygrave

07989 982727

m.bygrave@cwcda.co.uk

This service is funded through the Building Better Opportunities Programme.

Building Better Opportunities Project is funded by the European Social Fund and The National Lottery Community Fund. Managed by Coventry & Warwickshire CDA and delivered by a partnership of local organisations.

*Note: Ownership of data and reports related to the project will remain with CWCDA.*

***Appendix 1 Tender Form***

**Building Better Opportunities**

**Accelerate Project Final Evaluation Tender Form**

**Tender reference: Accev003**

**Purpose**

The Tender Submission is intended to provide an overview of the services to be provided by the provider and of the delivery requirements and costs.

Please complete as appropriate.

 **Company and Contact Details**

|  |  |
| --- | --- |
| **Provider Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Registered Office if different from the address above:** |  |
| **Web site:** |  |
| **Telephone No:** |  |
| **Lead Contact Name:** |  |
| **Lead Contact Tel No:** |  |
| **Lead Contact Email Address** |  |

**Expression of interest**

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| Overview: How does the proposal meet the requirements outlined in the brief:To include: * How the evaluation will be approached?
* The proposed work schedule.
* Structure/ content of the final report.

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**Service Costs**

Please include a budget

15% of salaried staff costs is available towards indirect costs

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| Assumptions:  |

**Experience**

Please outline below what experience you/your organisation has in delivering the services outlined in the brief. Please detail the qualifications of key staff, outlining their role in providing the services; CV’s should be attached.

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| **Experience** |

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| **Staff**  |

**Policies and Insurance**

Providers should have in place a range of policies that support delivery of the programme, although we appreciate that not all those listed below are essential. Please detail the policies and insurances you have and/or those you will put in place.

|  |  |
| --- | --- |
| **Do you have a…** | **Specify below which policies you have.** |
| Data Protection policy  | Yes/No |
| Are you registered with the Information Commissioners Office (ICO) | Yes/No |

|  |  |
| --- | --- |
| **What Insurance Policies do you have?** | **Specify below which policies you have and what level of protection you have.** |
| Insurance type | Yes/No/Will put in place (WPP) | Level of Cover you have | Expiry date | Company and policy number |
| Public Liability  |  |  |  |  |
| Professional Indemnity |  |  |  |  |
| Employee Liability |  |  |  |  |
|  |  |  |  |  |
| **Disclosure and Barring Service (DBS)** – Are you able provide evidence of a recent DBS check (please attach) or are you willing to have a check undertaken? | I have a recent check | I am willing to have a check undertaken |
| Yes | No | Yes | No |

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| --- | --- |
| **Please provide a copy of the relevant pages illustrating the cover you have for each type of insurance cover you hold** | Have you provided a copy? |
| Public Liability  | Yes / No / Do not have this cover/Will provide |
| Professional Indemnity | Yes / No / Do not have this cover/Will provide |
| Employee Liability | Yes / No / Do not have this cover/Will provide |
| **Has your organisation/have you been served with an enforcement notice or been prosecuted in the past three years for breaches of Health and Safety?** **If yes, please provide details below** | Yes/No |
|  |

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| --- | --- |
| **Has any claim/findings of unlawful discrimination been made against you/your organisation by any court.** **If yes, please describe below** | Yes / No |
|  |
| **Has your organisation been the subject of formal investigation by the Equality and Human Rights Commission?** **If yes, please give details below** | Yes / No / NA |
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**Governance**

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| **Does your organisations governing document enable your organisation to:** |
| Enter into contracts | Yes / No / NA |
| Work in partnership | Yes / No / NA |
| Are you a sole trader | Yes / No / NA |

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| **Do any of the following statements apply to your organisation or any of the** **directors?** |
| In a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors or subject to relevant proceedings | Yes / No |
| Has been convicted of a criminal offence related to business or professional conduct | Yes / No |
| Has committed an act of grave misconduct in the course of business | Yes / No |

**Capability, Capacity and Experience**

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| --- |
| **Please list below three similar contracts/job roles or SLAs undertaken by you/your organisation in the past three years. Please attach CVs for all relevant staff to be involved in providing the services**  |
| **Contract/Job role** | **Dates** | **Summary of Services/job role** |
| From | To |
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| **Please list any bodies by which you/your organisation is accredited/affiliated or any professional bodies which individuals providing the services are members of** |
| Name of awarding/professional body | Accreditation | Date achieved | Renewal date |
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**Supporting documentation**

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| **Please use this checklist to ensure that you have provided all the necessary supporting documentation.** | **Yes / No** |
| Copy of latest audited accounts |  |
| Copy of most recent management accounts, including cash flow |  |
| Employers liability certificate |  |
| Public liability insurance certificate |  |
| Professional indemnity insurance certificate |  |
| Staff CVs |  |