



Ministry of Housing,  
Communities &  
Local Government

Contract Reference: CPD4122030  
Affordable Homes Programme 2021-2026 Evaluation Scoping  
Study  
Annex A – Statement of Requirements

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# 1. PURPOSE

- 1.1 The Ministry of Housing, Communities and Local Government (MHCLG) wishes to commission a suitably-skilled team to conduct an evaluation scoping study for the Affordable Homes Programme 2021-2026 (AHP), prior to commissioning a separate contract for a full evaluation study. The work will need to be completed by March 2022. The scoping study will include the recommended design of process, impact and value for money evaluations through identifying feasible, costed options and setting out recommended methodologies, metrics and indicators required. The main output will be a written report that informs a subsequent full evaluation study. MHCLG wishes to avoid delays in collecting necessary baseline data on projects, while allowing time to properly scope the evaluation.

# 2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 MHCLG's job is to create great places to work and give more power to local people to shape what happens in their local area. Key responsibilities include driving up housing supply; increasing home ownership; devolving powers and budget to boost local growth in England; and supporting strong communities with excellent public services.
- 2.2 The first priority outlined in MHCLG's Outcome Delivery Plan is to deliver more, better quality, safer, greener and more affordable homes. Ambitions in this area now include building a million homes by the end of the parliament and delivering 300,000 homes a year by the mid-2020s. Part of this objective includes supporting local authorities and housing associations to increase the supply of affordable homes, including through the AHP.
- 2.3 MHCLG is committed to developing the evidence base on the impact and additionality of its housing interventions and published its Housing Monitoring and Evaluation Strategy in January 2019.<sup>1</sup> Together with Homes England and the Greater London Authority (GLA), MHCLG is driving forward a number of large, often complex and sometimes novel initiatives aimed at delivering greater housing supply, including affordable housing for both rent and sale. In doing this we recognise the importance of strong evaluation in supporting delivery and our published evaluation strategy seeks to provide a framework for that work and to strengthen it going forward.

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<sup>1</sup> Housing Monitoring and Evaluation Strategy <https://www.gov.uk/government/publications/housing-monitoring-and-evaluation-strategy>

- 2.4 MHCLG recognises that, compared with many other policy areas, conducting robust impact evaluation of spatial or area-based policies is challenging due to the difficulty in establishing a credible counterfactual. Evaluation is further complicated when we consider the housing market, which is complex and is influenced by multiple factors. It is therefore crucial to regularly test and question the assumptions behind interventions and maintain a clear line of sight on whether policies are delivering the intended results.

### **3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

- 3.1 The AHP is an important part of Government's plans for housing. The Government is committed to increasing the supply of affordable housing and are investing over £12bn over 5 years, the largest investment in affordable housing in a decade. This includes the new £11.5bn AHP, which will deliver up to 180,000 new homes across the country, should economic conditions allow. We are committed to delivering affordable homes of a variety of tenures so that we can support a range of people in different circumstances and stages in their lives. This includes:

3.1.1 Approximately 40% of the homes delivered for (general needs) rent, at either social rent (SR) or affordable rent (AR) levels. Most residents living in the new rented homes will have the Right to Shared Ownership<sup>2</sup>, providing them with the opportunity to buy a stake in their home using the new Shared Ownership model – if they can afford to do so.

3.1.2 Approximately 50% of the homes delivered for affordable home ownership, supporting aspiring homeowners to take their first step on to the housing ladder. This will primarily consist of Shared Ownership, delivered through a new model.<sup>3</sup>

3.1.3 Roughly 10% of homes delivered to increase the supply of much needed specialist or supported housing (again at either SR or AR levels).

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<sup>2</sup> Information on Right to Shared Ownership <https://www.gov.uk/government/publications/right-to-shared-ownership-initial-guidance-for-registered-providers/right-to-shared-ownership-initial-guidance-for-registered-providers>

<sup>3</sup> Information on new model for Shared Ownership <https://www.gov.uk/government/consultations/new-model-for-shared-ownership-technical-consultation/new-model-for-shared-ownership-technical-consultation>

- 3.2 Homes England deliver the programme outside of London and will receive around £7.4bn to deliver up to 130,000 affordable homes (housing starts) by 2026. In London, the GLA will receive £4bn to deliver 35,000 new affordable homes.
- 3.3 Currently most affordable housing delivered through the programme is built by housing associations, but the programme is also open to local authorities, for-profit providers and community led organisations.
- 3.4 All funding provided through the programme is awarded through three channels – Continuous Market Engagement (CME), Strategic Partnerships, and Long-Term Strategic Partnerships. This will be delivered by initial opening bidding rounds for Strategic Partnerships and Long-Term Strategic Partnerships. These competitive bidding rounds are taking place in summer 2021. CME allocations are made on an ongoing basis, with no direct comparisons made between bids. Strategic Partnerships (including long-term ones) give funding as a flexible, up-front, lump sum pot, which providers can then draw down as they bring forward sites throughout the programme. Continuous market engagement (CME) awards funding more on a site-by-site basis. Strategic Partnerships are relatively new to the programme, particularly outside London where they were only introduced mid-way through the predecessor programme (details of the 2016-2023 version of the programme is below).
- 3.5 Long Term Strategic Partnerships bids will be assessed on the basis of value for money and strategic priorities. Strategic Partnership bids (covering 3-5 years) will be assessed on the basis of value for money, strategic fit, delivery of affordable home ownership and overall deliverability.
- 3.6 Bids for CME funding are not assessed competitively. CME applications will be assessed against the following criteria:
- (i) Cost minimisation - the primary assessment metric is grant per home. This is benchmarked against national, local and scheme type averages to ensure bids are competitive on both costs and outputs.
  - (ii) Deliverability - to ensure the scheme can be delivered within the funding timeframe, deliverability will take account of the level of planning, land ownership and progress on contracting at the point of bidding. We will also consider past performance for current partners and forecasts from comparable schemes for new partners. Bids will also be tested on how they are supporting local authorities in meeting local housing needs.

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- 3.7 In all parts of the programme, the amount of grant awarded per home (“grant rates”) are determined by providers’ funding bids and delivery agencies’ assessments of those bids.
- 3.8 Beyond the delivery of the core programme outputs listed above, the programme looks to support the following objectives:
- 3.8.1 Placing significant focus on and investment in Modern Methods of Construction.
  - 3.8.2 Encouraging uptake of the National Design Guide<sup>4</sup>, which is part of the government’s collection of planning practice guidance within the National Planning Policy Framework.
  - 3.8.3 Improving the energy efficiency and sustainability of new affordable housing supply.
  - 3.8.4 Encouraging the use of SME contractors.
- 3.9 The 2021-2026 AHP follows the Shared Ownership and Affordable Homes Programme 2016 to 2023 (SOAHP).<sup>5</sup> There is now some overlap between the programmes in 2021 to 2023, following the extension of SOAHP to 2023.<sup>6</sup> Homes England are currently conducting an evaluation of SOAHP 2016-2023, focused on how effectively the programme has been delivered outside London.
- 3.10 Further information about the AHP can be found as follows:
- 3.10.1 In relation to the 2021-2026 AHP: <https://www.gov.uk/guidance/apply-for-affordable-housing-funding>
  - 3.10.2 In relation to the London part of the 2021-2026 programme: [https://www.london.gov.uk/sites/default/files/201123\\_homes\\_for\\_londoners\\_-\\_affordable\\_homes\\_programme\\_2021-2026\\_-\\_funding\\_guidance\\_fa.pdf](https://www.london.gov.uk/sites/default/files/201123_homes_for_londoners_-_affordable_homes_programme_2021-2026_-_funding_guidance_fa.pdf)

## Overview of the requirement

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<sup>4</sup> National Design Guide <https://www.gov.uk/government/publications/national-design-guide>

<sup>5</sup> Shared Ownership and Affordable Homes Programme 2016 to 2021 <https://www.gov.uk/government/collections/shared-ownership-and-affordable-homes-programme-2016-to-2021-guidance>

<sup>6</sup> Information about extension of SOAHP to 2023 <https://www.gov.uk/government/news/jenrick-acts-to-safeguard-affordable-homes-during-pandemic>

- 3.11 The aim of the scoping study is to develop detailed proposals for the evaluation, which will provide evidence about the effectiveness and value for money of the AHP in achieving its objectives.
- 3.12 Before MHCLG commissions a full evaluation study, there is a need to identify a cost-effective and feasible design of a multi-phase study. This is important given that evidence is required throughout the lifetime of the Programme (initial plans for evaluation timings are set out below). Overall, the aims of the evaluation are to understand: (i) what worked well and less well with the policy delivery model(s) (ii) to what extent the AHP has delivered value for money, and (iii) the impacts of the AHP on the housing market and housing outcomes for households.
- 3.13 The scoping study will address the recommended design of process, impact and vfm evaluations through identifying feasible, costed options and setting out recommended methodologies, metrics and indicators and other data required for this. This should be delivered concurrently through a programme of work that can be completed within 6-8 months, with draft outputs delivered within 4-6 months (and a further 2-3 months allowed for their review and finalisation). The Supplier should be fully familiar, and the outputs of the scoping study fully consistent, with the Green Book, MHCLG Appraisal Guide, and Magenta Book.<sup>7</sup>
- 3.14 The report output should be clear and accessible and suitable for use in informing subsequent tender exercises for the full process and impact evaluation of the programme.

## 4. DEFINITIONS

Expression or Acronym	Definition
MHCLG	Ministry of Housing, Communities and Local Government.
Homes England	Executive non-departmental public body, sponsored by MHCLG.
GLA	Greater London Authority.

<sup>7</sup> The Green Book <https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-government> ;

The MHCLG Appraisal Guide <https://www.gov.uk/government/publications/department-for-communities-and-local-government-appraisal-guide> ;

The Magenta Book <https://www.gov.uk/government/publications/the-magenta-book>

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AHP	Affordable Homes Programme.
Grant rate	The amount of government funding in pounds given to providers per affordable home.
RTSO	Right to Shared Ownership, which will give the vast majority of social tenants living in new rented homes delivered by the AHP 2021-26, the opportunity to purchase a stake in their home and then purchase further shares when they can afford to do so.
NMSO	New Model of Shared Ownership.
CME	Continuous Market Engagement.
Strategic Partnerships	Agreements with a single Provider to develop all their grant funded homes. Strategic Partnerships allow Homes England and the GLA to manage a portfolio of delivery from a single Provider at once, rather than on a site-by-site basis.
Long Term Strategic Partnerships	Longer term delivery of affordable housing with an extra year to complete.

## 5. SCOPE OF REQUIREMENT

- 5.1 MHCLG has conducted preliminary scoping work with support from its partners at Homes England and the GLA. MHCLG has identified twelve research questions to better understand how the AHP has developed, how effective it has been and the extent to which it has delivered value for money. These are set out in the table below, with further detail about what is envisaged to be in scope of each question set out in Annex A. There is scope for the research questions to be refined through the scoping study, but MHCLG would not expect significant changes.
- 5.2 MHCLG expects that the research questions will be addressed by a process evaluation, impact evaluation and a value for money assessment. The twelve research questions identified fit into those brackets broadly as per the table below.

### *Research questions*

#### **Process evaluation**

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1	How well has the delivery model of the AHP 2021-2026 worked to deliver the number, tenures and locations of homes intended as well as other strategic aims of the programme? (based on expected delivery)
2	To what extent have MHCLG policy priorities pursued through the AHP affected the number, types and locations of homes delivered? (based on expected delivery)
3	How effectively has the programme responded to external factors impacting on delivery and why?
<b>Value for money</b>	
4	To what extent has the AHP 2021-2026 delivered value for money?
<b>Impact evaluation</b>	
5	What are the demographics of households supported by AHP provision?
6	To what extent has the AHP led to more households obtaining suitable rented housing they can afford?
7	To what extent has the AHP provided good quality housing?
8	What has been the impact of AHP developments on communities and neighbourhoods and why?
9	To what extent does the AHP deliver the right types of general needs housing in the right places?
10	To what extent is supported housing delivered through the AHP meeting the needs of those occupying it?
11	How well is the new model of Shared Ownership working?
12	How well is Right to Shared Ownership working?

5.3 As well as identifying research questions, the preliminary scoping work has given initial thought to possible methodologies, data requirements, and when research questions might be answered. The scoping study should build upon this preliminary scoping work, which will be shared in full with the Supplier.

5.4 MHCLG expects the scoping study to have two areas of focus. The first is to scope the most methodologically challenging parts of these research questions, identifying methodologies which enable these questions to be answered quantitatively, and based on robust counterfactuals, wherever possible. It is expected that this will be the focus of the scoping study. The second aspect is for the Supplier to ensure that the evaluation as a whole is scoped, mapped and put into a coherent framework. This includes: finalising research questions;

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methods; data collection and handling; timetabling and costing; and finalising the programme's theory of change.

- 5.5 The output of the scoping study can be discussed with the supplier but is likely to consist of a single report covering both areas. MHCLG would expect the report output to be similar in style and level of detail to outputs for the recent scoping study conducted for the Housing Infrastructure Fund.<sup>8</sup> The report should fully describe and justify a recommended overall evaluation framework (requirement 2 below). This is required to be feasible and costed.
- 5.5.1 Within the overall framework, the final report should specify the pros and cons of different methodologies to answer the most methodologically challenging specific questions within the evaluation (requirement 1 below). This should consider each methodology's impact on the evaluation's overall quality and robustness – and take account of feasibility, expected timings, value, robustness and costs.
- 5.5.2 In the final report the Supplier will include a full consideration of the pros and cons of other methodological approaches that are not recommended (for example, due to their feasibility or cost) in order to justify the selection of the recommended methodology.
- 5.6 The Supplier must lay the foundations for a coherent and robust evidence base that will be used to assess the impact of the programme. The Supplier should take into account learning and good practice from the Green Book (including any supplementary guidance), the MHCLG Appraisal Guide, and Magenta Book.<sup>9</sup>
- 5.7 The Supplier must also manage and cost for a process by which MHCLG and its partners and stakeholders are properly consulted.
- 5.8 Following completion of this scoping study, MHCLG expects to appoint an evaluation contractor to deliver a full evaluation, possibly as a multi-phase programme of work or in multiple parts. The contractor(s) would conduct the process evaluation, impact evaluation and value for money evaluation. This scoping study therefore is likely to form the core foundation for the future evaluation of the programme.

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<sup>8</sup> Outputs of Housing Infrastructure Fund scoping study <https://www.gov.uk/government/publications/housing-infrastructure-fund>

<sup>9</sup> The Green Book <https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-government> ;

The MHCLG Appraisal Guide <https://www.gov.uk/government/publications/department-for-communities-and-local-government-appraisal-guide> ;

The Magenta Book <https://www.gov.uk/government/publications/the-magenta-book>

## 6. THE REQUIREMENT

### Requirement 1: scope methodologically challenging aspects of evaluation.

- 6.1 There are five areas (labelled as areas A-E below) which will be in focus of the substantive aspect of the scoping study, spread across four of the twelve research questions listed above. The five areas of interest are outlined below.
- 6.2 **Area of focus A: feasibility of quantitative methods to determine causal effect of aspects of the delivery model on things like number of homes / grant rates.**
- 6.2.1 As outlined in the background to requirement section, the AHP 2021-2026 introduced novel ways of delivering grant funding including: (1) moving more towards Strategic Partnerships, rather than 'site by site' grant awards, which instead provides money as a flexible, up-front lump sum pot ; and (2) allocating the grant awards through competitive bidding round(s) rather than through 'continuous market engagement'.
- 6.2.2 The aim is that the evaluation will be able to quantify the impact of these changes on delivery of the programme, including number, tenure and locations of homes, as well as the types of home delivered (including the extent to which these reflect strategic priorities set out) and delivery timeliness. Initial scoping has identified potential comparators including: within different parts of the 2021-2026 programme, comparing with the 2016-2023 programme, and comparing with other devolved nations (e.g. Wales, Scotland), will all be challenging.
- 6.2.3 Area of focus A is relevant to: **research question 1** - 'How well has the delivery model of the AHP 2021-2026 worked to deliver the number, tenures and locations of homes intended as well as other strategic aims of the programme? (based on expected delivery)'.
- 6.3 **Area of focus B: feasibility of quantitative analysis to determine causal effect of the new model of Shared Ownership and the Right to Shared Ownership on grant rates.**

- 6.3.1 As outlined in the background section, the AHP 2021-2026 introduced the new model of Shared Ownership and the Right to Shared Ownership, both of which may affect the amount of grant needed per home 'grant rates', and so the number of homes which can be delivered from a fixed amount of funding. The aim is that the evaluation will be able to quantify the impact of these changes.
- 6.3.2 Area of focus B is relevant to: **research question 2** - 'To what extent have MHCLG policy priorities pursued through the AHP affected the number, types and locations of homes delivered? (based on expected delivery)'.
- 6.4 **Area of focus C: how housing supply additionality of the AHP, particularly homeownership products, can be assessed through evaluation.**
- 6.4.1 The aim of this area of focus will be to determine how the supply additionality of AHP, particularly the homeownership products, can be assessed through evaluation. The internal scoping work has identified that, for homeownership products like Shared Ownership, an approach similar to that in the Help to Buy evaluations could be pursued, in which household surveys focused on the extent to which the household would otherwise been able to have buy a home.<sup>10</sup> This part of the scoping study would need to explore the merit feasibility of this type of approach, and propose any other suitable approaches.
- 6.4.2 Detail of MHCLG's current approach to assessing (ex ante) the supply additionality of AHP units will be shared with The Supplier.
- 6.4.3 Area of focus C is relevant to: **research question 4** - 'To what extent has the AHP 2021-2026 delivered value for money?'.
- 6.5 **Area of Focus D: how further evidence can be collected to help determine the impact of new rental units on housing benefit (HB) spend, particularly with respect to determining robust counterfactuals.**
- 6.5.1 Another part of determining value for money is to further explore the impact of new rental units on Housing Benefit (HB) expenditure. In particular, the evaluation should collect evidence on the extent to which households form onto HB as a result of new units, a key uncertainty when estimating HB impacts. MHCLG expects that a

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<sup>10</sup> Help to Buy Evaluation 2016 and 2017 <https://www.gov.uk/government/publications/evaluation-of-the-help-to-buy-equity-loan-scheme>

possible method for assessing this, as per the above, is through household surveys to better understand households' likely housing situations in the absence of the intervention. The scoping study will explore how the household surveys could support this, as well as any other methods and data.

- 6.5.2 Detail of MHCLG's current approach to assessing (ex ante) HB impacts of AHP units will be shared with The Supplier.
- 6.5.3 Area of focus D is relevant to: **research question 4** - 'To what extent has the AHP 2021-2026 delivered value for money?'
- 6.6 **Area of Focus E: how to better establish counterfactuals so that the causal effect of rental units delivered through the programme on the "number of households obtaining suitable rented housing they can afford" can be better determined.**
  - 6.6.1 The evaluation ideally would be able to determine how many additional households would, in the absence of the AHP, be subject to undesirable housing outcomes including an unaffordable housing situation, poor quality housing, overcrowding and/or various forms of homelessness. MHCLG would envisage answering this question robustly may necessitate the development of a model of household tenure flows (and formation) conditioned on factors such as tenure, housing costs, housing support through housing benefit, and quality. Detailed scoping of this and any other methodological approaches will be part of the scoping study.
  - 6.6.2 Area of focus E is relevant to: **research question 6** - 'To what extent has the AHP led to more households obtaining suitable rented housing they can afford?'
- 6.7 The final report should, in relation to requirement 1, specify the pros and cons of different methodologies to address areas of focus A to E, and recommend an approach to each. This should consider each methodology's impact on the evaluation's overall quality and robustness – and take account of feasibility, value, robustness and costs. In the final report the Supplier will include a full consideration of the pros and cons of other methodological approaches that are not recommended (for example, due to their feasibility or cost) in order to justify the selection of the recommended methodology.

## **Requirement 2: scope overall evaluation framework.**

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- 6.8 The Supplier is expected to propose a framework which scopes the overall evaluation, including:
- 6.8.1 **finalising research questions** – working with MHCLG to refine the research questions, if required ;
  - 6.8.2 **further scoping of methodologies** – beyond areas of focus A to E above, establishing the pros and cons of different methodologies, building on scoping already conducted by MHCLG;
  - 6.8.3 **data collection and handling** – establishing the data required for proposed methodologies, and how it will be collected (where it is not already), shared between organisations, processed, analysed and stored ;
  - 6.8.4 **timetabling and costing** – establishing an appropriate and feasible timetable for the evaluation across the lifetime of the Programme and estimating how much it will cost ;
  - 6.8.5 **finalising a theory of change** – building on the draft version at Annex B, this should provide a basis upon which the overall evaluation framework sits. The evaluation framework should be clearly mapped against the theory of change in the project outputs.
- 6.9 The final report, in relation to requirement 2, should fully describe and justify a recommended overall evaluation framework. This is required to be feasible and costed. The Supplier may include in the final report some consideration of the pros and cons of other overall frameworks that are not recommended (for example, due to their feasibility or cost) in order to justify the selection of the recommended framework.
- 6.10 As mentioned, MHCLG has conducted preliminary scoping work with support from its partners at Homes England and the GLA. This will be shared with the successful Supplier. It outlines proposed methodologies, data sources and potential timing for answering the research questions. The Supplier’s role will be to review these proposals, refine them and to draft them into a coherent framework. This will include a review and refinement of the theory of change and/or “logic model” (the current version is supplied at Annex B). This may include refining or adding research questions, including in response to any changes in research interests which may occur throughout the lifetime of the Scoping Study. It will also likely include ruling in and out proposed methods.

- 6.11 For example, the internal scoping work has considered whether methods such as Qualitative Comparative Analysis could be used to help establish causal impact qualitatively, for example to address question 1: How well has the delivery model of the AHP 2021-2026 worked to deliver the number, tenures and locations of homes intended as well as other strategic aims of the programme? This will be necessary for the contractor to consider, should it determine (through Requirement 1) that quantitative impact methodologies are not feasible.
- 6.12 For impact related questions, the Supplier should consider a range of evaluation approaches, including quasi-experimental and theory-based methods and should recommend a feasible, costed and timetabled optimal designed for what it is expected to be a multi-year study.
- 6.13 For all research questions, the Supplier should set out what datasets will be required to enable the proposed methodologies to be implemented. The lags in the availability of the data and any limitations on accessibility should be flagged. Interviews with officials at MHCLG, Homes England, the GLA and other public government agencies will be required to understand the coverage, quality, timeliness and accessibility of datasets and their limitations. The Supplier should advise on appropriate data sharing permissions and protocols that will be required in a full evaluation. The Supplier should also outline any considerations related to linkage and identifying counterfactuals.
- 6.14 Taking account of the issues in collecting such data, what forms of monitoring for the AHP should be conducted centrally, for example by MHCLG and its agencies, versus what might need to be collected by a central evaluation contractor that will subsequently be appointed.
- 6.15 This scoping study should determine, through a process of consultation with MHCLG and its stakeholders, monitoring and evaluation activities to the level where they will be conducted most effectively, balancing the requirements for robust data collection with the burden on programme providers and delivery agencies.
- 6.16 The internal scoping work has identified that a key method for addressing the questions related to the households who move into affordable homes, their characteristics, experiences and outcomes will be through household surveys. The internal scoping work has identified which questions this will likely address, the relevant populations and likely cross tabulations we would like the survey to be run on. For example, it will be important to be able to explore some findings by region and if possible local authority. Full details of the survey

scoping conducted so far will be shared with The Supplier. The Supplier will be expected to help with finalising plans for household surveys.

- 6.17 A key area which the Supplier would be expected to assist with is the sample size required for the survey, and what this means for when relevant parts of the evaluation can feasibly take place throughout the Programme. The Supplier will also be expected to explore the costs associated with running surveys using different modes such as in person and online, including the trade-offs associated with different modes. For example, of cost, sample size, data quality.
- 6.18 MHCLG wishes to minimise burdens on delivery agencies and programme providers (e.g. housing associations) so where measures need to be collected by them, the contractor should ensure that this can be done in as easily as possible way with clear templates and instructions provided so that the information can be collected in a consistent and efficient way. Where other data sources or data collection techniques are proposed The Supplier must consider the costs and accessibility of these and ensure that these are feasible and proportionate.

## **Use of scoping study outputs**

- 6.19 MHCLG intends to share reports from this scoping study with a range of stakeholders both nationally and locally. Consequently, the final outputs should be written in a clear, concise and accessible way so that they can be used by a range of policy officials and analysts.
- 6.20 The outputs will be used to inform the full evaluation of the AHP and may accompany the specification for that.
- 6.21 Some of the outputs from both the scoping study and the evaluation itself may be of wider interest to MHCLG and its stakeholders. The outputs may have implications for wider housing policy, and appraisal of wider housing policy, for example. The final report should make clear the extent to which evaluation outputs are likely to (i) have relevance to other policy interventions (ii) enable consistent comparison between the impact and vfm of the AHP and other interventions (iii) make a contribution towards the MHCLG Appraisal Guide, or Government appraisal guidance more widely.
- 6.22 In addition, the outputs of the scoping study will be published on gov.uk.

## **Summary**

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- 6.23 In summary, the Scoping Study is to have two areas of focus. The first is to scope the most methodologically challenging parts of the proposed research questions. The second is for the Supplier to ensure that the evaluation as a whole is scoped and put into a coherent framework, building on preliminary scoping work already completed.
- 6.24 The Supplier must lay the foundations for a coherent and robust evidence base that will be used to assess the impact of the programme.
- 6.25 The Supplier must also manage a process by which MHCLG and its partners and stakeholders are properly consulted.
- 6.26 In terms of project team, given the complexities set out above, MHCLG expects project teams to be sufficiently biased towards a team with detailed knowledge and experience of evaluation and research methods. Given the range of requirements set out, the project team should also have members with experience or knowledge of and housing economics and appraisal and household survey design and implementation. The project team would also benefit from knowledge of the AHP, affordable housing and housing markets more generally. As such MHCLG expects a multi-disciplinary team but the focus of experience on evaluation and research methods.

## 7. KEY MILESTONES AND DELIVERABLES

7.1 The following Contract milestones/deliverables shall apply:

<b>Milestone/Deliverable</b>	<b>Description</b>	<b>Timeframe or Delivery Date</b>
Project work plan	A confirmation of the project work plan based on the tender specification, The Supplier's proposals and matters subsequently agreed in the inception discussions.	As per agreed timetable below.
Evaluation report structure	A skeleton of the proposed structure of the scoping report which can be signed off by MHCLG prior to drafting.	Open to discussion with the supplier.
Draft evaluation report	A draft report setting out the framework and specification for the process, impact and value for	As per agreed timetable below.

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	money evaluations. This will set out how business case information, datasets and new data collection will be used. It will include detail on the timings and potential costs involved in the proposed data collection and methodologies. It will also include a finalised theory of change and/or logic model(s) for the AHP. It will be clear and accessible so that it can be used to inform subsequent tendering of the full evaluation.	
Final evaluation report	A final report setting out the framework and specification for the process, impact and value for money evaluations. This will set out how business case information, datasets and new data collection will be used. It will include detail on the timings and potential costs involved in the proposed data collection and methodologies. It will also include a finalised theory of change and/or logic model(s) for the AHP. It will be clear and accessible so that it can be used to inform subsequent tendering of the full evaluation.	As per agreed timetable below.

7.2 An outline timetable for delivery of this contract is set out below. Tenders should develop their proposals in the light of this guideline and the table above, providing a detailed timetable of how the workstreams and outputs will be delivered within it.

<b>Project stage</b>	<b>Date</b>
Contract awarded	<i>October 2021</i>
Draft project work plan submitted	<i>Within 2 weeks of contract award</i>
First steering group: to agree project work plan	<i>Within 4 weeks</i>
Second steering group: to review progress	<i>Within 8 weeks</i>

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First draft version of report submitted	<i>Within 16 weeks</i>
Third steering group: to review interim reports and discussion of specification for final outputs	<i>Within 17 weeks</i>
Final draft report submitted	<i>Within 24 weeks</i>
Fourth steering group: to discuss draft outputs and agree on final outputs	<i>Within 25 weeks</i>
Final versions agreed by Authority and end of contract	<i>Within 28 weeks</i>
NB: These indicative timelines are open to agreement between supplier and MHCLG.	

## **8. MANAGEMENT INFORMATION / REPORTING**

- 8.1 The successful contractor will be expected to participate in face-to-face meetings when technical steering groups are convened, and additionally when agreed between The Supplier and MHCLG. Wherever possible, these meetings will take place at MHCLG's offices in Westminster. Where this is not possible due to Covid-19 meetings will be held virtually, with MHCLG's preference for these to be conducted using Microsoft Teams
- 8.2 In addition The Supplier will give a weekly update on progress to MHCLG by phone or video link (again, preferably using Microsoft Teams). The Supplier will be expected to take on board feedback from MHCLG.

## **9. VOLUMES**

- 9.1 This is a single Contract of up to seven (7) months duration.

## **10. CONTINUOUS IMPROVEMENT**

- 10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 10.2 The Supplier should present new ways of working to MHCLG during Contract review meetings.
- 10.3 Changes to the way in which the Services are to be delivered must be brought to MHCLG's attention and agreed prior to any changes being implemented.

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## 11. SUSTAINABILITY

- 11.1 There are no sustainability considerations that Potential Suppliers need to include in their submissions.

## 12. QUALITY

- 12.1 All reporting and guidance produced must be of publishable standard. Reports, papers and guidance are expected to have been proof read by a senior official/director before submission to MHCLG, and must be in accessible formats. The reports should be in MHCLG's template, which MHCLG will supply. Content and design will adhere to the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Further information can be found at <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>.

## 13. PRICE

- 13.1 Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.
- 13.2 The Total Contract Value (including VAT) [**is as Specified in Letter of Appointment**]. Any spend above this amount will require extra budgetary approval.
- 13.3 Potential Bidders are asked to submit their most competitive Day rates (with breakdowns across grades) which will be evaluated and used to price for the ad-hoc requirements. Day rates submitted will remain firm throughout the life of the Contract. The Customer cannot guarantee any spend amount on this Call-off element.
- 13.4 Potential Bidders are asked to submit their most competitive capped costs to deliver the requirement within the budget.
- 13.5 Where a subcontractor arrangement is used, a separate breakdown for each partner should be provided in addition to the overall project costs.

## 14. STAFF AND CUSTOMER SERVICE

- 14.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 14.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

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14.3 The Supplier shall ensure that staff understand MHCLG’s vision and objectives and will provide excellent customer service to MHCLG throughout the duration of the Contract.

## 15. SERVICE LEVELS AND PERFORMANCE

15.1 MHCLG will measure the quality of the Supplier’s delivery by:

15.1.1

KPI/SLA	Service Area	KPI/SLA description	Target
1	Delivery timescales	The Supplier shall adhere to the timescales/project plans unless otherwise agreed by the Customer.	100%
2	Service provision	The Supplier shall ensure that the services provided meet the requirements in section 7.	100%
3	Quality	The Supplier shall use suitable quality assurance processes throughout the contract as agreed with the Customer at the start of the contract.	100%
4	Adhering to guidance	The Supplier shall adhere to the Customer’s branding, data security and other guidance, (to be provided to the successful Supplier upon appointment).	100%
5	Reporting	The Supplier shall provide spend data and other reporting in a format agreed by the Customer.	Within 5 working days of the request
6	Meetings	The Supplier shall meet with the Customer within 5 working days of a request and be available via telephone/email. Suitable materials and/or presentations	95%

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		shall be prepared for the meetings. Meeting notes shall be provided no later than 3 working days after the meeting.	
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15.2 If any of the deliverables fail to meet the agreed quality service levels and performance we reserve the right to consider early termination of the contract.

## 16. SECURITY AND CONFIDENTIALITY REQUIREMENTS

16.1 It should be noted that should the Supplier be required to attend meetings at 2 Marsham Street, photo ID is required and bags and people are scanned.

16.2 The Customer will remain as data controller and will own the Intellectual Property and Publishing Rights for the analysis findings. At the end of the project, and when requested throughout its duration, any additional project materials must be shared with the Customer.

## 17. PAYMENT AND INVOICING

17.1 The payment method for this Call-Off Contract is by bank transfer. MHCLG will pay the Supplier within 30 days of receipt of a valid invoice

17.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. These products and deliverables shall be agreed between the Customer and the Supplier as part of contract discussions once a preferred supplier has been appointed.

17.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

17.4 Invoices should be submitted to:

CP2P Team, MHCLG, 4th Floor,  
High Trees, Hillfield Road,  
Hemel Hempstead, HP2 4XN.

Email address: [CLGInvoices@communities.gov.uk](mailto:CLGInvoices@communities.gov.uk)

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17.5 All invoices must be specific to charges agreed at the end of each month/milestone. Other information such as: Purchase Order number, project reference, period of work, and number of days worked, invoiced amount, VAT shall also be included on each invoice.

## **18. CONTRACT MANAGEMENT**

18.1 The Supplier will be expected to attend meetings at each agreed review point, or if there are particular issues that need to be addressed.

18.2 At each review point, MHCLG will assess whether outputs meet satisfactory standards before the work can proceed to the next stage. The dates of these review points will be set and agreed between MHCLG and the Supplier once in post.

18.3 MHCLG will carry out a review following receipt of the final deliverables to ensure that the end product meets the standards set out in the requirements and all of the delivery objectives. In the event that any remediation is required, MHCLG will discuss and agree these with the Supplier. Attendance at Contract Review meetings shall be at the Supplier's own expense.

## **19. LOCATION**

19.1 The location of the Services will be carried out at the Supplier's location.

## **20. ANNEXES [REDACTED]**

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