

Youth Service in Faversham



Invitation to Tender for a 3 Year Service Level Agreement for Youth Provision in Faversham

1. Organisations are invited to tender to:

- Develop, manage and deliver demand-led youth provision in Faversham.
- Facilitate and develop youth participation and representation in Faversham, working within and complementing current frameworks

Organisations might include social enterprises, charities, co-operatives, staff mutuals, community interest companies. Tenders from a partnership of existing organisations is also welcome.

2. Source of Financing

Faversham Town Council have allocated funding for the provision of youth work for the period 2022 – 2025, which may be supplemented by further grant or project funding over the course of the SLA.

3. Tender Allocation

An annual sum in the region of £30,000 is available for the provision of the core work outlined in this document. This is to include staffing, venue hire, volunteer costs, insurance, travel, preparation time and marketing.

The commissioned organisation will also provide its own venue (hired or public space), transportation, ICT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

It is possible that the annual sum available for core work, specified above, may be supplemented by further funding sources for additional activities.

4. Method of Payment

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/output targets. This will link with quarterly monitoring reports/meetings.

5. Eligibility

Faversham Town Council welcomes applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 11 - 19
- Ability to provide appropriate youth and community work programmes which are positive and progressive
- Ability to provide appropriately qualified personnel
- Ability to develop flexible and adaptable provision
- Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- Ability to manage the service and deliver to timescale and budget

6. Location for the Delivery of the Service

Direct, core youth service provision, together with other activities, may be delivered in areas such as local parks and open spaces or centre-based locations depending on the activity.

Delivery period: It is anticipated that the SLA period will be from June 2022 – May 2025, with the possibility to extend for a further two years subject to review, satisfactory performance and available funding.

7. The Commissioner of the Service

Faversham Town Council is the commissioner of the Service Level Agreement. The SLA will be monitored by a group which includes representatives from the Town Council.

A quarterly review meeting will be held to monitor progress and reports will also be supplied to the Town Council. The operating office for the Service Level Agreement is: The Town Hall, 12 Market Place, Faversham, Kent, ME13 7AE.

8. Objectives of the Service

- a. A core of high quality, direct youth service delivery to young people (11-19 years) in Faversham.
- b. Regular review of provision with young people, leading to ongoing development through determination and filling of gaps in delivery
- c. A voice for young people from Faversham, through maintenance and strengthening of linkages between them, key stakeholders and other local organisations and agencies.
- d. Development of citizenship through youth participation and involvement

9. Outcomes of the Service

Project delivery outcomes will be developed between Faversham Town Council and the successful provider prior to the service commencing.

10. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/outputs, and provide a strategic overview of youth-led demand to the Town Council in regular monitoring and review meetings to help plan for future development and delivery.

A formal written progress report of the service will be required on a three-monthly basis. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

11. Submission of Tenders

Applications should be submitted using the form provided. All tenders should be emailed to: louise.bareham@favershamtowncouncil.gov.uk using the subject heading 'Youth Tender Submission'. In addition to submission by email, signed copies should be posted to: Town Hall, 12 Market Place, Faversham, Kent, ME13 7AE. Please mark the envelope CONFIDENTIAL: Youth Tender Submission. Tenders must be received on or before: Thursday 31st March 2022.

12. Process to Evaluate Tenders

Representatives from the Town Council will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

The Town Council may select an independent advisor and/or involve young people to assist with assessment of the organisations invited for interview.

The Town Council is committed to equal opportunities and all applications will be considered on their merits.

13. Criteria for the Evaluation of Tenders

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record.
- The quality of the proposal in relation to the identified needs in the area
- The ability to offer a range of youth work provision to include centre based, detached street based, other activities, advice and support plus youth participation
- Value for money which includes reference to added value such as volunteer in-kind support.
- Evidence of partnership working.
- Evidence of a clear understanding of the existing local structures for youth provision and youth representation.
- Evidence of local need and changing nature of youth provision
- Adaptability and ability to respond to need
- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- Evidence of ability to work within the timeframe and budget.

14. Timetable

The Timetable for agreeing the SLA is as follows:

- a. The tender document will be advertised for four weeks from 2nd March 2022.
- b. The closing date for submissions is 12 noon on Thursday 31st March 2022
- c. Presentations and interviews will take place during 6th – 8th April 2022 (school holidays - to allow for young people to be present)
- d. The successful agency will be appointed on 25th April 2022.

- e. The SLA is to be issued by 24th May 2022.
- f. The SLA will commence on the 1st June 2022 (by agreement) It is envisaged that core sessional youth service provision will be in place no later than 1st July 2022.

15. Availability of Additional Information

Additional information is available in the Tender Supporting Information document and the proposed Service Level Agreement (SLA).

If you have any queries, please email
louise.bareham@favershamtowncouncil.gov.uk