**Specification**

Issued on behalf of

The Mayor’s Office of Policing and Crime (MOPAC)

**ITQ Title: Transitions to Adulthood Pilot – Co-design and Installation of Artworks**

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1. Organisational Overview
   1. The Mayor’s Office for Policing and Crime (MOPAC) invites you to bid for the requirements detailed below in accordance with the conditions outlined within this document.
   2. The Mayor’s Office for Policing and Crime (MOPAC) was established in 2012 and is the Police and Crime Commissioning body for London. MOPAC works in partnership across agencies at a local and national level to ensure there is a unified approach to preventing and reducing crime. MOPAC is responsible for delivering the Mayor of London’s Police and Crime plan through a range of grants and contracts. The provision of general and specialist services to victims of crime is a key element of this spending, as MOPAC has a statutory responsibility in this area, and MOPAC also funds a range of programmes focused on reducing re-offending and crime reduction.
   3. London’s Violence Reduction Unit, which was established in 2018, is a separate unit within MOPAC that brings together specialists from health, police, local government, probation and community organisations to tackle violent crime and the underlying causes of violent crime.
2. Introduction
   1. The Transitions to Adulthood Hub is a community-based holistic service for 18-25 year olds on probation in Newham and 17-year olds transitioning from the Youth Offending Service to adult probation. The Hub aims to provide wrap-around support tailored to young adults’ distinct needs and informed by maturity assessments in order to reduce reoffending, improve mental health and support young adults to make positive life choices. Trauma-informed practice will be embedded across the Hub.
   2. MOPAC is seeking a provider to co-design and install a number of visual art pieces in the Hub, including a mural, graphics and images of inspirational people. Art should be co-designed with young adults accessing the Service.
   3. This work has a maximum value of £18,000 in 2021/2022, with no potential to extend.
   4. This document sets out the context and scope of this programme and provides details on:

* National and regional context
* Scope of the project and requirements
* Governance, reporting and evaluation

**3. Background and context**

* 1. Legislative and regulatory frameworks
     1. The project is funded by the government’s Shared Outcomes Fund which funds pilot projects to test innovative ways of working across the public sector. The lead government department responsible for the pilot is the Ministry of Justice, with MOPAC acting as programme manager and lead commissioner.
     2. Probation services (which will be replaced by a single Probation Service from June 2021) have a statutory requirement to manage all adult offenders sentenced to custodial sentences, released from prison on license and on community sentences.
  2. Current service delivery
     1. Young adults serving community sentences or on license are currently managed by the National Probation Service and the Community Rehabilitation Company. From 26 June 2021, a reunified probation service will manage all offenders serving community orders or on license.
     2. 17-year olds serving Detention and Training Orders or Youth Rehabilitation Orders whose order ends after their 18th birthday are eligible to transfer to adult probation upon turning 17 years and 9 months. The NPS seconds a probation officer to local Youth Offending Teams to manage transition cases.
     3. Research from a range of disciplines demonstrates that young adults are a distinct group with needs that differ from both children and older adults, underpinned by the developmental maturation process. The typical adult male brain is not fully formed until at least the mid-20s, meaning that young adult males typically have more psychosocial similarities to children than to older adults.
     4. The Justice Select Committee’s (JSC) 2018 report on young adults in the Criminal Justice System concluded that the Criminal Justice System’s approach to managing young adults is not working and that a clear and effective strategy is needed.
     5. In addition, there is a lack of rehabilitative services available to meet the distinct needs of young adults in the criminal justice system, with generic adult services often not tailored to the particular needs of 18-25 year olds. Young people transitioning from youth to adult services often face a cliff-edge in terms of the support available to them, with support services dropping off at the age of 18.
     6. The Ministry of Justice in their response to the JSC‘s report highlighted a number of measures that were already in place to respond to the issues affecting this cohort and made a commitment to continue to develop its approach to addressing the distinct needs of young adults.
     7. As part of probation reforms being taken forward, the National Probation Service has developed new ways of working with young adults on release and under community supervision. When implemented, this will include improved support for young adults during the transition between youth and adult systems.
     8. To help identify issues with low psychosocial maturity, Her Majesty’s Prisons and Probation Service (HMPPS) has developed an evidence-informed screening tool which is available across prisons and probation to assess young adults who are still maturing neurologically, and a resource pack is also available to help staff work with those identified as needing more support.
     9. The new Offender Management in Custody (OMiC) model in prisons means that young adults will have more consistent key worker support. HMPPS is working in collaboration with the Youth Custody Service to improve the transition process from youth to adult custody. The vision is to agree a national transitions policy that can be operated consistently across the estate, with a central management body responsible for oversight of all transitions arrangements based on individual need.

Art for young adults on probation

* + 1. While there are a number of arts projects operating within the custodial estate, provision of arts for people managed by probation is limited. Young adults on probation in Newham do not currently have access to arts projects.

London pilot

* + 1. Police and Crime Plan (2017-2021): One of the priority areas in the Mayor’s Police and Crime Plan is a better criminal justice service for London. In particular, there is a commitment to “work with our partners to deliver a specific approach to young adults across all criminal justice agencies that is focused on continuing and integrating services, particularly at the transition point between youth and adult services”.
    2. The Transitions to Adulthood Hub pilot is a partnership between MOPAC, the Ministry of Justice, National Probation Service, Community Rehabilitation Service, Youth Justice Board, Department of Health and Social Care and Ministry of Housing, Communities and Local Government.
    3. The Ministry of Justice secured funding for the pilot from Her Majesty’s Treasury via the Shared Outcomes Fund, which was announced in July 2020, with the London Borough of Newham selected as the pilot location in January 2021.
    4. There is a disproportionate number of young adults from Black, Asian and Minority Ethnic communities on probation in Newham, accounting for 66% of the cohort. Aggregate data on the ethnicity and religion of the current caseload is included at annex 4.

1. Overview of the Service
   1. Service aims
      1. The overarching aim of the Service is to contribute to the creation of a trauma-informed and appealing Hub space by installing a number of visual artworks across the Hub.
      2. By involving young adults in the co-design and installation of the artworks, the Service also aims to empower young adults and give them a sense of ownership over the Hub, to build skills and creativity and to improve wellbeing.
   2. **Pilot objectives**
      1. The aims of the Transitions to Adulthood pilot are to:
2. Reduce reoffending amongst young adults on probation in Newham (frequency and severity)
3. Increase compliance with probation and reduce breaches
4. Improve mental health and resilience, thinking skills and attitudes
5. Support health improvements, including substance misuse desistance
6. Reduce homelessness, rough sleeping and access to stable accommodation
7. Improve support networks and personal relationships
8. Increase employment rates, educational attainment and employment-related skills
9. Improve partnership working and information sharing between agencies
   * 1. A logic model detailing the activities, outputs, outcomes and impacts for the London Transitions to Adulthood pilot can be found in Annex 1.
     2. Young adults in the Hub will have access to tailored specialist services, including but not limited to mental health support and accommodation support.
     3. Due to the short-term nature of this Service, the Service will not be expected to directly influence any of the pilot outcomes, although young adults involved in the project may experience improved mental health and wellbeing which may impact on other pilot outcomes.
10. Service Requirements
    1. Scope
       1. The Supplier is required to co-design and install a number of visual artworks within the Transitions to Adulthood Hub, including:

* A mural (size of wall – 4m x 2.8m)
* The service name (size of wall – 2m x 2.8m)
* Images of inspirational people
* Shapes / graphic design in up to 5 areas of the hub
  + 1. While the pilot is for both young men and young women, the main Hub is only for young men, with young women accessing support from a separate female-only space. Therefore the Supplier will work with young men only. This will include 18-25 year old men and 17 year old boys due to transition from the Youth Offending Service to adult probation.
    2. The Supplier should endeavor to engage young adults who are representative of the overall group of young adults on probation in Newham.
    3. The Supplier must be able to demonstrate a trauma-informed approach to their work with young adults.
    4. The Supplier must be able to mobilise in late July to commence consultation in early August and with installation completed by 3rd September. A project timeline is included at 5.1.21.

Co-design and consultation

* + 1. The Supplier must hold consultation sessions with young adults on probation in Newham to involve them in the design of the mural and the other visual art works listed at 5.1.1.
    2. The Supplier is expected to engage at least 12 young adults during the consultation period.
    3. It is expected that the primary focus of the consultation and co-design will be on the mural but the Supplier is also encouraged to seek young adults’ views on: the design of the service name art work; the inspirational people; colour schemes and designs of the graphic art work.
    4. The consultation should be carried out via a range of methods to ensure it is accessible to young adults with different engagement styles. These may include drop-in sessions, informal consultation before and after appointments or by telephone or more formal consultation approaches.
    5. The consultation and co-design period will last between 7-10 days.
    6. Probation officers will refer young adults to the Service to take part in the consultation, but the Supplier should also hold open sessions to engage a wider group of young adults.

Design and preparation

* + 1. Following the co-design phase, the Supplier must finalise the designs of the art works based on young adults’ input.
    2. The Supplier must ensure that final designs are trauma-informed, taking into account colours, style and imagery.
    3. Once final designs are approved by MOPAC, the Supplier should carry out any necessary prefabrications or preparations ahead of installation.

Installation

* + 1. The Supplier must install the art works listed at 5.1.1. over a period of 7-10 days.
    2. The Supplier should involve young adults accessing the Service in the painting of the mural. Young adults’ involvement in the installation of other art works is optional.
    3. The Supplier should engage at least six young adults in the installation of the mural.
    4. The installation should be led by an artist, accompanied by a facilitator or engagement lead who can ensure young adults can constructively contribute to the process.
    5. The Supplier must ensure that artworks are finished to a high standard, while also giving young adults of varying artistic abilities the opportunity to contribute to the mural.
    6. The Supplier must liaise with Probation to agree the best approach to engaging young adults in the installation. This may involve Probation undertaking risk assessments for young adults’ participation in group sessions or arranging individual or small group sessions.
    7. There is no set time requirement for young adults’ involvement in the installation. The Supplier should recognize that the time young adults can offer will vary and this should not be a barrier to engagement.
    8. The Supplier should consider incentives for young adults taking part in the consultation and installation in the form of vouchers or artist materials. The Supplier may wish to vary the financial incentive provided according to the level of engagement. Incentives should be funded from the Service budget.

Project timeline

|  |  |
| --- | --- |
| Details | Date |
| Invitation to Quote (ITQ) Published | 29 June 2021 |
| Deadline for Clarification Questions | 6 July 2021 at 12 NOON |
| Deadline for Submission of ITQ Bids | 13 July 2021 at 12 NOON |
| Evaluation | 14-16 July 2021 |
| Governance | 19 July – 21 July 2021 |
| Notification Letters | 23 July 2021 |
| Contract issued for signature | 26 July 2021 |
| Mobilisation meeting | 27 July 2021 |
| Consultation period | 30 July – 9 August 2021 |
| Finalise design, prefabrication and preparation | 10 August – 23 August 2021 |
| Proposal for artworks submitted for MOPAC approval | 16 August 2021 |
| Installation of artworks | 24 August – 3 September 2021 |

It is recognised that prefabrication/preparation of some artworks may take longer than two weeks, for example if work has to be completed by an external provider, which may impact on the installation date. In such cases, installation may continue into w/c 6 September. However, the Supplier must ensure that the mural is complete by 3 September.

Offence types and needs

* + 1. The Supplier may be required to consult and engage young adults who have committed the following offences or who display the following needs:
* Young adults convicted of sexual offences;
* Young adults convicted of arson offences;
* Young adults at risk of domestic abuse or serious group offending;
* Young people with extremist views;
* Young adults with substance misuse needs;
* Those with physical and mental health issues, including those being released from hospital, and including those with a diagnosis or traits of personality disorders;
* Those where there are public protection concerns including MAPPA Level 2 and 3 cases;
* Care Leavers;
* Foreign National Offenders;
* Those who are or have been subject to Criminal Behaviour Orders.
  1. **Key Attributes** 
     1. The Supplier will conduct consultation sessions with young adults via a range of consultation mechanisms.
     2. The Supplier will co-design a mural with young adults based on their feedback.
     3. The Supplier will design the hub name artwork.
     4. The Supplier will design images of inspirational people.
     5. The Supplier will design graphic design / shapes to decorate the hub.
     6. The Supplier will install the art works listed at 5.1.1. and involve young adults in the installation process.

**5.3 High-Level Delivery Model**

1. Young adult referred to the Service by probation officer
2. The Supplier holds consultation and co-design sessions with young adults
3. The Supplier finalizes the designs of the art works listed at 5.1.1
4. The Supplier conducts prefabrication and preparation work in advance of installation
5. The Supplier installs the art works listed at 5.1.1, involving young adults in the process
   1. **Service Eligibility**
      1. The Service is for young adult males accessing the Transitions to Adulthood Hub. This includes:
6. Young adult males aged 18-25 years old serving a community sentence or on licence in Newham for any offence type;
7. 17 year old males due to transition from the Youth Offending Service to adult probation in Newham.
   1. **Operating times** 
      1. The Service will operate within the probation office opening hours:

Monday 9am–5pm

Tuesday 9am–5pm

Wednesday 9am–7pm

Thursday 9am–7pm

Friday 9am–5pm

* + 1. The above opening times may change and/or require flexibility by the Supplier to meet the needs of individual service users.
  1. **Delivery Locations** 
     1. The Service will be delivered in the Transitions to Adulthood Hub. In some cases, it may be appropriate to conduct consultation remotely by telephone or video call.
     2. The Transitions to Adulthood Hub is located within Newham probation office:

Capitol House

138 Romford Rd

London

E15 4LD

1. Minimum Service Levels
   1. **General**
      1. The Supplier will maintain a complete and correct set of records pertaining to all activities relating to the Service and the obligations under the Contract.
      2. The Supplier will maintain all records in line with Data Protection laws and regulations, including using only approved IT systems to store and record personal and sensitive information, including on health conditions, protected characteristics and previous convictions.
      3. The Supplier is required to submit an invoice and monitoring return in accordance with the deadlines and procedure set out in the Contract.
   2. Referral and assessment
      1. Service users will be referred to the service by their Probation officer. The Supplier is required to make contact with young adults within three working days to arrange consultation. Probation will provide risk assessments for group sessions.
   3. Governance and management of the services
      1. The Supplier/s is required to identify a contract manager for the Service.

MOPAC governance

* + 1. MOPAC and the Transitions Operational Group will be responsible for monitoring the progress of the service to ensure effective delivery and value for money. At an operational level, the service will directly report to MOPAC.
    2. The membership of the Transitions Operational Group includes: MOPAC (chair), MoJ, the Probation Service and LB Newham.
    3. This Group will provide updates to the Transitions Programme Board, chaired by the Director of Commissioning and Partnerships at MOPAC and the Director of Youth Justice and Offender Policy at MoJ.
    4. The project reports into MOPAC’s Reducing Reoffending Board which is part of the multi-agency governance structure that oversees delivery of the Police and Crime Plan.

1. Delivering the Service
   1. Complaints
      1. The Supplier is required to have a defined process for dealing with and resolving complaints. Formal complaints about the service should be reported to MOPAC within five working days of receipt.
   2. Staffing
      1. The Supplier’s team should consist of:

* Facilitator/s or engagement lead/s to lead the consultation and co-design process;
* Artist/s to carry out the design and installation.
  + 1. Staff, in particular facilitator/s or engagement lead/s, should have significant experience working with young people in contact with the criminal justice system or at risk of offending and possess a strong understanding of the context in which offending occurs. Lived experience is welcome.
    2. Artist/s must have the skills and expertise to design and install all visual art works listed under the service requirements, namely the mural, inspirational people images, hub name and graphic design works.
    3. The Supplier may also wish to provide artist assistants.
    4. Relatability and shared experiences are particularly important for this group and so the Supplier/s should endeavor to provide a diverse, culturally competent and relatable team.
    5. Staff must also have significant experience working with young people in contact with the criminal justice system or at risk of offending. They must possess a strong understanding of the context in which offending occurs. Knowledge of the local area and lived experience is desirable.
    6. The Supplier shall ensure that the Supplier personnel delivering the Services should have the following general skills:
    7. The ability to:
* listen and communicate effectively;
* motivate and promote young adults’ belief in their ability to change;
* work with young adults with varying complexity of needs and to understand the specific needs of young adults;
* work with young adults from diverse backgrounds;
* be alert and responsive to behaviour, information or other changes which could indicate a change in Risk of Serious Harm; and
* respond appropriately to challenging behaviour in order to de-escalate tension, enable a Service User to manage strong feelings and to ensure their own safety and that of others.
  + 1. Comply with policies/procedures - The ability to:
* Understand and follow policies and procedures appropriate both to the Supplier and to the probation sector generally.
  + 1. Staff are required to have a recent DBS check. Due to the project timeline, it is important that staff already have a DBS check.
  1. Legislative parameters
     1. The Provider(s) and all staff members, paid or unpaid, shall be expected to work according to relevant National and local policies (including any amendments arising during the course of the contract), including but not limited to:
* Victims Code of Practice 2015
* Witness Charter 2013
* Domestic Violence, Crime and Victims Act 2004
* Human Rights Act 1998
* Data Protection Act 2018
* Race Relations (Amendment) Act 2000
* Equality Act 2010
  1. Information security
     1. The Provider(s) must ensure that the Service complies with the requirements of (i) the Data Protection Act 2018; UK GDPR; and (iii) any other applicable privacy and data protection legislation.
     2. “UK GDPR” means Regulation (EU) 2016/679 (General Data Protection Regulation), as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018, (including as further amended or modified by the laws of the United Kingdom or of a part of the United Kingdom from time to time)
     3. Detailed provisions on the Provider(s) obligations in relation to data protection are set out in the contract at Annex 2.
     4. An Information Sharing Agreement will be put in place to enable data sharing between the Supplier and probation.

1. Reporting
   1. Management Information
      1. The Supplier is required to produce fortnightly data reports for all funded activities detailed in the contract in a consistent format specified by the MOPAC; the format, data provided, and timing may be subject to change. However, any changes must be agreed and confirmed by MOPAC by email before the submission of the next report.
      2. MOPAC will conduct regular monitoring meetings with the Supplier to review progress against agreed outputs and outcomes in line with the requirements of the commissioned activities.
      3. Aggregate data will be collected from all commissioned services to support this. The information required from the Supplier includes:
   * Number of referrals received
   * Number of young adults engaged during consultation sessions
   * Number of consultation sessions held and format
   * Number of young adults involved in installation of art works
     1. Where possible, all data should be recorded alongside equalities information to allow for monitoring of disproportionality in the process.
   1. Information sharing

8.2.1 A DPIA is required with MOPAC and will be developed following the selection of a provider.

* 1. Key Performance Indicators (KPIs)

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI Description** | **Measurement** | **When** | **Target** |
| Complete at least 4 consultation sessions with at least 12 young adults | Number of consultation sessions held  Number of young adults consulted | After consultation | 4 consultation sessions  12 young adults |
| Involve at least 6 young adults in the installation of the art works | Number of young adults engaged in installation | After installation | 6 young adults |

1. Partnership Working
   1. The Supplier is expected to work in partnership with Probation, accepting referrals and liaising on risk assessments.
2. Mobilisation and Transition
   1. The Supplier is required to mobilise the service to go live in August 2021. This will include attending an initial mobilisation meeting after contract award in July 2021.
3. Appendices

Annex 1- pilot logic model

Annex 2 – draft terms and conditions