ANNEX A - SPECIFICATION

CPD4126138: INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) UK PRESIDENCY: YOUTH PROGRAMME

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| 1. **Introduction**
	1. The UK Chairmanship is keen to partner with an organisation to deliver our youth engagement programme ‘My Hometown’ – the idea is for schools in IHRA countries to engage in projects that look at the history of their hometown. In some countries the Holocaust happened on their soil for others like the US, Canada, Australia for example the Holocaust is seen through the eyes and experience of where Holocaust survivors and refugees made their home before and after the Holocaust.
	2. For the avoidance of doubt, the contract for the delivery of these services will be between the successful supplier and The Department for Levelling Up, Housing & Communities (DLUHC).
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| 1. **Background**
	1. The International Holocaust Remembrance Alliance unites governments and experts to strengthen, advance and promote Holocaust education, research, and remembrance and to uphold the commitments to the 2000 Stockholm Declaration.
	2. The IHRA (formerly the Task Force for International Cooperation on Holocaust Education, Remembrance and Research, or ITF) was initiated in 1998 by former Swedish Prime Minister Göran Persson. Today the IHRA’s membership consists of 35 member countries, each of whom recognizes that international political coordination is imperative to strengthen the moral commitment of societies and to combat growing Holocaust denial and antisemitism. A full list of member countries can be found at <https://www.holocaustremembrance.com/about-us/countries-membership>

 * 1. The United Kingdom will Chair the International Holocaust Remembrance Alliance from March 2024.
* March 2024 UK Chairmanship begins
* June 2024 Glasgow Plenary event
* December 2024 London Plenary event
* February 2025 UK Presidency ends
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| 1. **Objectives & Scope**
	1. We require the services of an organisation to produce an engaging programme for young people which focuses on local Holocaust history. Each country will have the opportunity to present their project at an online youth summit in London. Projects can take any form as long as they focus on the history of their town or an individual that came to their town to seek refuge. They do not necessarily have to be Jewish, they could come from other groups persecuted by the Nazi’s like the Roma, the disabled, politicals, gay men or Jehovah Witnesses.
	2. Projects could also include a focus on the few who risked all to save Jews and others from the Holocaust.
	3. We are looking for an organisation to manage this process from start to finish, including identifying and liaising with the selected schools across the 35 IHRA member countries and running the online seminar that will form part of the London Plenary in December 2024.

<https://www.holocaustremembrance.com/about-us/countries-membership> * 1. Key stakeholders that the organisation will have to work with:
* The provider will be expected to work closely with the UK delegation to IHRA especially our education experts.
* The provider will also need to work with IHRA delegations in each member country, especially the members of the Education Working Group. In addition we would expect them to work with UK Embassies in each IHRA member country.
	1. IHRA conducts its business in English but we would expect the key resource to be in several languages. We would expect the online presentations to have English subtitles.
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| 1. **Key Dates**
	1. Draft programme for review needs to be delivered in February 2024
	2. Engagement begins on March 1st 2024
	3. Schools/young people signed up by June 2024
	4. Online event 4th December 2024
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| 1. **Contract Management**
	1. The contract manager will be Sally Sealey, Head of Secretariat, UK Holocaust Memorial Foundation. The content, frequency, format and location of contract delivery meetings will be agreed with the successful supplier following contract award.

Service levels and performanceThe quality of service delivery and supplier performance will be measured according to:

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| KPI/SLA | Service Area | KPI/SLA Description | Target |
| 1 | Account Management | Deliver in line with agreed time schedule and budget for each brief. | 100% |
| 2 | Account Management | Respond with resolutions to any issues within 5 working days.  | 100% |
| 3 | Service Delivery | Provision of high quality service outputs in accordance with the specification. | 100% |
| 4 | Service Delivery | Effective working with key stakeholders | 100% |

Additional, specific KPIs may be agreed between the parties during contract delivery.Where DLUHC identifies poor performance against the agreed KPIs, the supplier shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 10 working days from the date of notification. Where there is no improvement in performance by the end of the following calendar month, DLUHC reserve the right to terminate the contract.DLUHC will work with the supplier to help remedy any service failure issues. However, it will remain the suppliers responsibility to resolve any service failures. 5.2 Budget and PaymentThe budget to deliver all of the services outlined in this specification is **c.£96k exc VAT**.Payment will be in accordance with Annex C – Pricing Schedule. |
| 1. **Cyber Security Requirements**
	1. All organisations must as a minimum have Cyber Essentials Certification (or equivalent) or must be working towards certification at the point of contract award.

[About Cyber Essentials - NCSC.GOV.UK](https://www.ncsc.gov.uk/cyberessentials/overview) |
| **7**7.1 **Data Protection Requirements**Data Protection Requirements are as per DLUHC ANNEX B - Short Form Contract |