

On Track Building Better Opportunities Evaluation Tender Brief

1.0 Introduction

This brief outlines the requirements of the On Track Building Better Opportunities Programme for a programme evaluation that seeks to determine the impact and effectiveness of the programme. The brief begins with an outline of the background of the project followed by a description of the scope of the evaluation. This is followed by a description of the deliverables we need from the evaluation, an outline of the methodology we would expect to see adopted and then the timescales for delivery and the form of tender we need bidders to follow.

2.0 Background

On Track is one of four projects in the New Anglia LEP that has secured funding from the Building Better Opportunities Programme. It is free to participants. The project has been awarded £3.5m of funding from the National Lottery Community Fund and the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The Department for Work and Pensions is the Managing Authority for the England European Social Fund programme. The project started in 2017 and is due to finish delivery by March 2023.

3.0 Overview of On Track

On Track is being delivered by The Matthew Project and 4 delivery partners to provide support for Young People (16-24) in Norfolk with multiple needs who are not in education, employment or training.

On Track focuses on maximising the opportunities for 1010 project eligible 16 to 24-year-olds to access the skills, qualifications but more importantly the inner belief and self-confidence needed to secure and sustain employment.

It coaches young people facing multiple barriers to education, training and employment, such as:

- Mental health issues
- Substance misuse
- Learning difficulties
- Disabilities
- Previous offences

For the 18-24 age group, the primary aim is for project participants to enter sustainable employment as quickly as possible. The priority for the 16-17 age group is to get them back into education or work-based training.

On Track provides an integrated package of support tailored for each young person it works with, which includes:

- One to one coaching for every participant, creating a tailored journey for them through the project to achieve their education, training and employment goals.
- The GO Programme; a package of positive activities including functional skills and vocational tasters as well as developing life skills and social skills.
- Participation, involving the participants in the planning and delivery of the On Track project.

4.0 Scope of the Evaluation

The evaluation will need to assess the effectiveness of the project and will need to provide evidence of the impact of the project as it enters the last phase of delivery.

Covid has had an impact on how the project has been delivered, the labour market locally and nationally and the nature of training opportunities for young people. It has also had an impact on the needs of the young people being supported. It would be useful for the evaluation to reflect on the impact of Covid over the past two years.

Knowledge of the local economic and social landscape would be advantageous and knowledge of The Matthew Project.

The final report is to be presented to the Partnership Board by end of April 2022.

As a minimum, the evaluation should include an assessment of the following:

- Effectiveness of the Coaching intervention
- Effectiveness of the GO Programme
- Social Impact of On Track

5.0 Deliverables

We envisage that the evaluation will commence no later than 3rd February 2022 subject to the outcome of this tender process.

The main deliverables will be:

- By 10th February 2022, a brief inception report confirming the proposed approach and detailed timeline.
- By 31st March 2022 a draft evaluation following collection and analysis of the data.
- By 30th April 2022, a final evaluation report including a full assessment, with accompanying evidence, of programme achievements and any recommendations to improve service delivery and the achievement of results for any subsequent programme.

6.0 Methodology

On Track expects the external evaluator to work with them to develop innovative and creative methods that will capture the information needed to deliver a strong evaluation programme. In addition On Track has gathered a wide range of data using the following methods during the project and this data will be available for the evaluator:

- Outcomes tools
- Evaluation forms
- Surveys, interviews
- Pre/mid/post questionnaire
- Workers observations
- Participant case studies

7.0 Budget

The budget for the evaluation is capped at £14,000 including all expenses but excluding VAT. Tenders should give a full breakdown of the budget, setting out its use to achieve the deliverables as set out in section 4 above.

8.0 Form of Tender

Your tender should comprise:

- A statement of your understanding of our needs in terms of this brief;
- A statement setting out your proposed methodology, i.e. how you propose to undertake the evaluation to deliver the results we require;
- Timetable for the delivery of the reports;
- The overall price of the contract;
- Breakdown of daily rates and the number of days to be spent on the contract by your team members (this should relate to the CVs indicated below);
- A track record of evaluation work of this type. You must include at least three examples in the form of case studies (no more than 350 words each);
- Brief CVs of evaluators to be involved in this contract;
- At least two referees; and
- Identification of any added value you feel you can bring to this contract, including innovative means of undertaking the evaluation.

9.0 Submission deadline

The deadline for submission of tenders is 12 noon on 14th January 2022.

Tenders can be sent via email to rachel.chapman@matthewproject.org

Tenders received after the deadline of 12 noon on 14th January 2022 will not be accepted.

Interviews, should they be required, will be held on the morning of 24th January via Microsoft Teams.

Please direct any enquiries about the tender to:

Rachel Chapman - rachel.chapman@matthewproject.org

General information:

Website: <http://www.ontracknorfolk.org/>

Social media:

<https://www.facebook.com/OnTrackNorfolk/>

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