

# Expression of interest

# Title: Gathering evidence on the nature and management of Out-of-School Settings

**Project reference: 2018/052**

**Deadline for expressions of interest: 6pm, Wednesday 15th August 2018**

## Summary

Expressions of interest are sought to gather better evidence on the extent and nature of Out Of Scool Settings (OOSS) in local areas and to conduct an evaluation of a pilot scheme designed to encourage multi-agency working to manage OOSS better. The evaluation will draw on the principles of contribution analysis, relying primarily on in-depth interviews and focus groups.

## Background

The Department for Education is to launch a pilot scheme designed to encourage multi-agency working with respect to out-of-school settings. When referring to out-of-school education settings, we mean any institution providing tuition, training or instruction to children aged under 19 in England that is not a school, college, 16-19 academy or registered childcare provider. As part of this programme 16 local authorities (LAs) will appoint community coordinators for approximately 12 months with the aim of improving coordination between the various local branches bearing responsibilities for OOSS. This research will evaluate the operation of these local projects and collect evidence on what works well to ensure the health and safety of young people and safeguarding from extremism.

While the focus of this research will be the 16 pilot LAs, this research will also include a small number (approximately 6) of other, non-pilot LAs to help provide evidence regarding the broader OOSS landscape. The aim of this second strand of research is to gain insight into OOSS, how they operate, and how they are overseen.

## Research aims

Below is a list of the key questions (not necessarily exhaustive) we expect this research will answer:

Questions for all LAs

* How do LAs define OOSS?
* Is this understanding uniform amongst all LA staff with a role or responsibility in safeguarding children?
* Does their conception of OOSS pose any logistical difficulties for appropriate oversight and management, for example if the scope becomes too broad?
* How many OOSS are they aware of operating in the LA and how complete a picture is this thought to be?
* What type of institutions are they, and what kind of children/young people attend them?
* How was the number arrived at, and how frequently is it revised?

Questions for pilot LAs

* Were existing stakeholder partnerships in place prior to the pilot, and if so who with?
* What additional partnerships (if any) are being developed as a consequence of the “pilot”?
* What work is contracted out, and what is conducted in-house? Is this changing at all?
* Has increased local cooperation improved LAs’ ability to oversee OOSS?

At the ITT stage we will ask bidders to provide a detailed proposal for addressing the research questions listed above. We are open to suggestions for ways in which we might better address the research questions. Currently we envisage that the research will involve a series of in-depth telephone interviews and focus groups.

## Methodology

Given the complex web of stakeholder relations underlying the recording and management of OOSS, and the variety of ways in which the issue is dealt with in different LAs, it is felt that a theory-based approach to assessing the local activities – specifically, contribution analysis – is the method most likely to answer pressing policy and delivery questions as it provides a way to develop a plausible narrative on the contribution of the OOSS pilot to the observed outcomes. A preliminary logic model/theory of change (ToC) has already been developed and will form the basis of the contribution analysis. This will be refined further as the research progresses.

The research will be structured as follows:

#### Stage 1 – Develop interview schedules

Department analysts will work with the policy team and contractor to develop the interview/focus group schedules and ensure that they meet the needs of the project. We will request that the contractor remain in contact, particularly during the early stages of fieldwork, to ensure interviews are gathering usable and insightful data.

#### Stage 2 – Sampling

As all 16 pilot LAs will be involved in the research to varying extents, sampling will not be an issue for this strand of the research. So far as deciding which 6 non-pilot LAs to include is concerned, the efficiency and representativeness of the sample will be maximised by ensuring that factors such as size, ethnic/religious composition and region are considered during the sampling stage.

#### Stage 3 – Fieldwork: visits to 6 pilot LAs and 6 non-pilot LAs

Each non-pilot LA will be visited for in-depth face-to-face interviews with those individuals that have involvement with OOSSs in their respective areas (approximately 2-3 individuals per LA). Where it is thought that there is limited advantage to doing face-to-face interviews we will opt for telephone interviews. After each visit the findings will be used to revise the ToC. These interviews will focus on the first set of questions (listed under *Research Aims*).

The research will also include 8 focus groups involving the 16 LAs participating in the pilots (certain LAs have been grouped together to form ‘clusters’, i.e. the East London cluster, and so it should be possible to get coverage of all these LAs in fewer focus groups). These focus groups will have two main aims:

* to challenge and help refine the ToC
* to gain insights on best practice: What’s working well? What’s not? What challenges are they facing? And how have they sought to address them?

Focus groups will be conducted with the LA staff responsible for overseeing OOSSs, as well as representatives from relevant local agencies. Should a focus group prove too difficult to arrange, it will be replaced with a small series of face-to-face or telephone interviews (depending on what is most practical) with those who would have been invited to participate in the focus group.

Prior to these focus groups an in-depth telephone interview will also be conducted with each pilot LA in order to obtain some basic data. These interviews will collect information similar to that collected through the interviews with the non-pilot LAs.

#### Stage 4 - Follow-up interviews

Several months after the focus groups, the contractor will again conduct telephone interviews with the 8 lead pilot coordinators in order to further test the ToC and assess whether the implementation of the pilots have progressed as originally planned.

## Timing

Commissioning

* Deadline for receipt of EOIs – August 15 (6pm)
* Issue invitations to tender – August 17
* Receive tenders – August 31
* Contract awarded – w/c September 3

Project – indicative, and subject to agreement at contract stage

* Develop interview schedules and begin arranging visits – September 2018
* Interviews – October 2018
* Focus groups – November to December 2018
* Interim report – February 2019
* Follow-up interviews – May 2019
* Final report – June 2019

## Assessment criteria

Expressions of interest will be assessed against the following criteria:

* Understanding of the Department’s requirement, including an outline of the proposed approach to conducting the research and its rationale (30%).
* Relevant research experience, i.e. conducting qualitative research (including focus groups), theory of change/logic models, interview/topic guide design, qualitative data analysis and high quality reporting (35%).
* Capacity to deliver the work to time and budget (35%).

Full proposals will be expected to demonstrate good value for money.

Expressions of interests submitted must be no more than 1000 words overall. Please do not include website links or references. Anything longer than 1000 words will be disregarded.

| **Closing date for EOIs: 6pm, Wednesday 15th August 2018**  **Send your EOI form to:** [**james.lubwama@education.gov.uk**](mailto:james.lubwama@education.gov.uk) |
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## How to submit an expressions of interest

You must submit an expression of interest (EOI) in order to be considered to be invited to tender. To do so, please complete the NEW EOI Form which can be found under attachments. A submission of an EOI does not guarantee an invitation to tender and the Department does not routinely advise organisations that they have not been successful in being invited to tender. Feedback is however available on request.

All contracts are let on the basis of the [Department’s Terms and Conditions](https://www.gov.uk/government/publications/eoi-guide). You are encouraged to check these before submitting your expression of interest, as these form part of your contractual obligations.

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