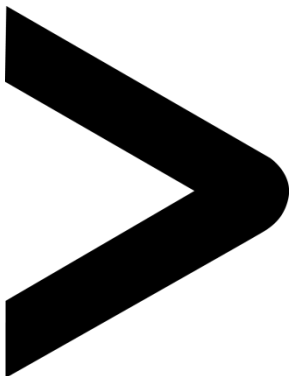




Invitation to Tender, November 2019

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

Financial management and support
REF: CovW/1/3/FINANCE_Nov19



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Overview

Groundwork UK is seeking to appoint an organisation or consultant to support the financial management of the Building Better Opportunities programme for 15-24 year old NEET and at risk of NEET young people across Coventry & Warwickshire (‘Progress’).

This programme is financed by the National Lottery Community Fund and European Social Fund.

Context

Groundwork UK is delivering a The National Lottery Community Fund (NLCF) and European Social Fund (ESF) co-financed programme called Building Better Opportunities (BBO) in partnership with 10 VCS and statutory organisations.

Progress started delivery in October 2016 and will run until March 2022. Groundwork UK and its partners will deliver 'Progress' – a tailored programme of coaching support and bespoke activities to NEET and at risk of NEET young people aged between 15 and 24, enabling them to access training and employment opportunities. Progress brings together a unique partnership of local organisations – with support from local councils – to transform the prospects of some of the most marginalised young people in Coventry and Warwickshire. Our partnership will ensure that young people facing the most significant barriers to accessing learning and work are able to recognise their talents and realise their potential.

About 'Progress'

Progress aims to:

- help young people overcome the personal barriers and challenges preventing them from engaging positively in learning or work
- provide a clear pathway for young people to increase their skills and take the first steps on their future career path through training or employment

In order to achieve these aims we have developed a partnership that brings together leading youth and employment charities, organisations specialising in supporting young people with complex needs, and training providers. Together, our focus will be on identifying and helping those young people most in need of support including care leavers, lone parents, young offenders, and young people with disabilities.

Progress will support at least 1,436 young people aged 15-24 years old, 40% of which will be unemployed and 60% classed as economically inactive. At least one fifth of those we support will be young people with disabilities and at least one in ten from a minority ethnic background.

Our approach will be to work closely together and collaboratively with local stakeholders, in particular local authorities, to provide an accessible and responsive service that encourages young people to succeed and provides clear pathways into positive progressions.

Our delivery model has been designed in consultation with young people and local stakeholders, and draws on a range of successful interventions delivered previously by partners. Central to our model is the deployment of **Progress Coaches** – experienced youth work professionals who will build trust with young people, encouraging them to set positive goals and helping them navigate a tailored path towards employment. Progress Coaches are employed by our End-to-End Partners who are responsible for the journey of the young person through the programme. **Specialist Partners** work closely with Progress Coaches to provide specialist support service to programme participants. This support is accessed via an internal referral mechanism based on the needs of the individual.

We will support young people through a **five-stage process**:

- **Getting on board** - using communications, outreach and referral pathways with a range of partners to identify those most in need, ensure their eligibility and promote positive engagement in the programme.
- **Preparing and planning** - helping young people to identify barriers they need to overcome and working together to develop an individually-tailored action plan containing clear goals and fostering ownership from the outset.

- **A pathway to success** - helping young people to access and benefit from specialist support services, offered from within the partnership and through local agencies, to help overcome personal challenges such as mental health issues, debt problems or substance misuse.
- **Building strengths** - using group work, training and volunteering to help young people grow in confidence or acquire new skills that will support their journey to employment.
- **Achieving goals** - identifying the most appropriate progression route for each young person, supporting a move into training or work and maintaining contact after the transition to help ensure success is sustained.

Our model is designed to be:

- **flexible** - providing intensive, long-term support to those who need it most while ensuring those who are ready to progress aren't held back
- **tailored** - offering a bespoke path through the programme based on individual aims and aspirations
- **trusted** - using youth work approaches to build relationships that offer support and understanding but also push and challenge when required
- **integrated** - working closely with other local services and provision ensuring clarity for those involved and maximising the impact of the programme.

Locations

Progress will support young people in all parts of Coventry and Warwickshire, with 60% of participants living in priority wards identified by the Coventry & Warwickshire Local Enterprise Partnership (CWLEP). 70% of all activity will be focused in Warwickshire. We will address known areas of high need and focus efforts to engage young people who may be 'hidden NEETs', affected by isolation and not engaged through other initiatives. Progress partners will operate from a range of accessible local delivery hubs, including community buildings and youth clubs giving us capacity in urban centres and reach into more rural areas.

Outcomes

Progress has been designed to form part of the solution to local challenges, linking with existing services to provide a suite of integrated interventions that will lead to the following outcomes:

- young people demonstrating increased confidence, and self-esteem
- young people with increasingly positive attitudes towards work and their own employment prospects
- young people with better skills for finding and sustaining employment
- young people reporting improved well-being.

To deliver these outcomes, we will aim to achieve the following results:

- 30% (431) of participants moving into education or training on leaving the programme
- 20% (287) of participants moving into employment or self-employment on leaving the programme
- 30% (259) of participants who were economically inactive before joining the programme regularly looking for work by the end.

Partnership Management

The Progress partnership will be led and managed by Groundwork UK, who will be responsible for ensuring high quality and compliant delivery within a supportive partnership framework, geared towards sharing learning and driving continuous improvement. Partnership governance arrangements will be underpinned by a Partnership Agreement setting out clear roles and responsibilities, and Partners and stakeholders will oversee performance through an inclusive steering group.

Opportunity

Groundwork UK is looking for an organisation or consultant who can support Groundwork UK (as lead partner) and all individual partners in the financial management of the BBO Progress programme.

The successful tenderer will act as Finance Manager to the programme, working within Groundwork UK's contract management team based in Birmingham, with frequent travel to Coventry & Warwickshire. The focus of the role is split between managing the overall programme budget (managed by Groundwork UK as lead partner) and supporting financial management and compliance amongst local delivery partners.

Proposals are sought from organisations/ individuals who have recent knowledge and track record of supporting the financial management of programmes funded by the European Social Fund (ESF). Experience of working in the third sector is preferred as is track record of offering small, community-based organisations financial support.

Key duties will include:

- Financial forecasting for the Groundwork UK management team, including monitoring and reporting staff costs.
- Revising and updating the BBO Progress programme budget (based on aggregated budgets from 15 partners) for the BLF on a quarterly basis.
- Undertaking checks of financial evidence from all partners in line with BBO funding rules, and advising on issues of financial compliance.
- Providing remote and face-to-face support to BBO partners, some of whom have little or no in-house finance expertise or capacity.

Please note that all Building Better Opportunities activity **must** represent additional activity to any delivery paid for by other means.

Funding available:

A maximum of **£45,000 (inclusive of any VAT)** is available for the delivery of the services outlined above.

We anticipate that this will provide the equivalent of 2 days support per week for the remainder of the programme (until June 2022), with an allocation of 30 days dedicated to offering direct support to partners to support their own BBO financial management and compliance, to be allocated flexibly based on demand and Groundwork UK's assessment of need.

Proposals will be considered and a tender/ tenders awarded based on the merit of the submissions.

Partner Requirements & Further Details

We are looking for organisations/ individuals:

- With a CCAB recognised qualification.
- With extensive experience of managing complex, third sector grant programmes.
- With recent experience and strong track record in financial management of ESF-funded programmes.
- Experience of working to support small, third sector partners with limited financial expertise or capability.
- Who can work within a busy, multi-disciplinary team, whilst demonstrating an ability to work independently and to make decisions with minimal supervision
- Able to travel frequently in Coventry & Warwickshire, offering face-to-face support to BBO Progress partners

- Committed to open communication and collaborative, partnership-focussed working.
- Ready to commence delivery as soon as possible (ideally from November 2019).

Existing partners are welcome to apply in the interests of diversifying or increasing their role in the programme, but they will not be at an advantage, with all tenders reviewed objectively and awards made on merit.

Due Diligence

Successful organisations will be subject to a due diligence process to assess qualifications and experience. Two references will be required.

Delivery Dates

Delivery will need to start from autumn/ winter 2019 and will end in June 2022.

Funding and Payment

Payment will be made monthly in arrears, based on the number of days worked in the period. Detailed timesheet evidence will be required.

Procurement Process

1. With reference to the Scoring Matrix (Appendix C), please complete the following, submitting the documents below to karen.field@groundwork.org.uk **and** contracts@groundwork.org.uk by **12pm MIDDAY on Wednesday 27th November 2019**:
 - a. **Tender Submission** (Appendix B) and
 - b. **Form of Tender** (Appendix D)
2. Groundwork will assess and score tenders and respond to all tenderers by **5pm on Friday 29th November 2019**.
3. The highest scoring tenderers may be invited to interview at Groundwork UK (Central Birmingham) on **Monday 2nd December 2019**. Please ensure suitable representatives are available on this date.
4. The outcome of the process will be communicated by **Tuesday 3rd December 2019**.

Further Information

For further information or clarification please email progress@groundwork.org.uk stating "BBO Finance Tender" in the email subject line, or contact Sarah Duncan or Joe Osborne on 0121 236 8565.

The final deadline for tender-related questions is **midday, Friday 22nd November 2019**.

More information regarding BBO Progress, can be found on the Groundwork website:
<https://www.groundwork.org.uk/projects/progress/>

Full details of the Building Better Opportunities programme can be found on the National Lottery Community Fund website: <https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities>

Full guidance documents from the National Lottery Community Fund can be found here:
<https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/guide-to-delivering-european-funding>

APPENDIX B: Tender Submission Template

Please refer to separate document:

BBO_ITT_APPENDIX B_SubmissionTemplate_CovW-1-3-FINANCE_NOV19

APPENDIX C: Scoring Matrix

Please refer to separate document:

BBO_ITT_APPENDIX C_ScoringMatrix_CovW-1-3-FINANCE_NOV19

APPENDIX D: Form of Tender

Please refer to separate document:

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