



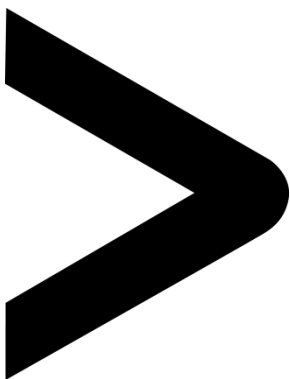
Partnership Opportunity

Invitation to Tender, November 2019

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

Practical gardening/ horticulture experiences

REF: CovW/1/3/Hort



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Overview

Groundwork UK is seeking a Specialist Partner to deliver horticultural activities for 15-24 year old NEET and at risk of NEET young people across Coventry & Warwickshire.

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.

More information can be found on the Progress website here:

<http://www.groundwork.org.uk/projects/progress>

Opportunity

Groundwork UK is looking for a Specialist Partner or Partners to deliver enrichment activities in the areas of **horticulture, gardening and related practical skills** to the target group of young people across Coventry and Warwickshire.

Proposals are sought from organisations with experience in delivering the above to young people aged between 15-24 who are facing significant barriers to engaging with education, employment and training.

Proposals are particularly welcomed from organisations who are able to offer small group provision (under 10 learners). Experience to date has shown us that flexibility is key to engaging with this cohort of young people, and the ability to deliver in the heart of communities where support is needed most is important.

Participants access Specialist Partner support via a referral from their Progress Coach. Whilst accessing specialist provision, the young person will also continue to receive support from their Progress Coach.

Specialist Partners and Progress Coaches work together to track the progress of participants and ensure that they are taking the maximum benefit from the programme.

Ideally the partner will be able to deliver across the whole delivery area, but proposals from organisations delivering only in specific areas will be considered. In these circumstances the full budget may be distributed across a number of successful tenderers.

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

Funding available:

A total of **£33,885** is available for the delivery of this activity. This must provide access to the above provision for **63** young people.

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:

- Able to deliver the above stated courses
- Able to deliver small group sessions - ideally in community settings.
- With delivery history and capacity in Coventry & Warwickshire – ideally with experience of working with NEET / at risk of NEET young people and/or young people with complex or specific barriers to engagement with education, employment or training.
- With experience and track record in supporting young people.
- Committed to open communication and collaborative, partnership-focussed working.
- Ready to commence delivery from November 2019.
- Who will add value to the Progress partnership overall, supporting other partners to recruit and progress suitable young people.
- With the experience (preferred but not essential), capacity and capability to manage the requirements of the European Social Fund.

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 full due diligence process to assess financial management capacity, financial stability, staffing capacity and relevant policies and procedures. Successful partners will be supported where possible to meet minimum requirements. A Due Diligence Template is available for information on request.

Delivery Dates

Delivery will need to start during November 2019 and will end in March 2022.

Partnership arrangements

A Service Level Agreement will be put in place to outline delivery requirements.

In addition, partners will sign one shared Partnership Agreement, and Partners will be expected to operate collaboratively and in the spirit of partnership.

In doing so, there is a requirement to attend partnership meetings and meetings with stakeholders.

Funding and Payment

Payment will be made as a grant to the successful organisation(s) on a quarterly basis. Groundwork UK reserve the right to withhold payments due to poor performance.

Management Information & Security

Successful partners will be required to use the management information processes and systems provided by Groundwork UK for all young person records and claims, and to comply with data security requirements as outlined in the Partnership Agreement in line with the Data Protection Act.

Quality, Compliance, and Evaluation

Successful partners will be expected to fully take part in programme-specific quality and compliance activities. Partners will be expected to regularly self-assess delivery quality, and to make files available for regular audits and spot checks by Groundwork UK and the funder. Partners will also be required to contribute to the external evaluation of the programme.

Procurement Process

1. With reference to the Scoring Matrix (Appendix C), please complete the following submit both documents below to karen.field@groundwork.org.uk and contracts@groundwork.org.uk by **12pm MIDDAY on Wednesday 20th 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 22nd November 2019**.
3. The highest scoring tenderers may be invited to interview at Groundwork UK (Central Birmingham) on **Monday 25th November 2019**. Please ensure suitable representatives are available on this date.
4. The outcome of the process will be communicated by **Tuesday 26th November 2019**.

Further Information

For further information or clarification please email progress@groundwork.org.uk stating "BBO Partnership 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 15th 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-Hort_Nov19

APPENDIX C: Scoring Matrix

Please refer to separate document:

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APPENDIX D: Form of Tender

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