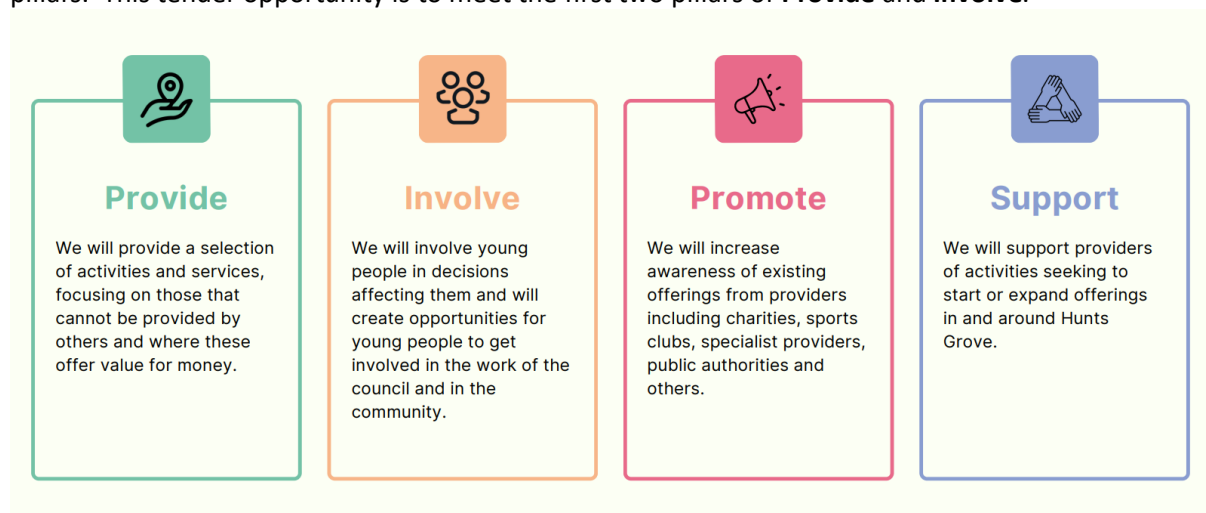


YOUTH PROVISION SPECIFICATION

Invitation to tender for a 2-year service level agreement for youth provision at Hunts Grove, commencing Spring 2024.

Hunts Grove Parish Council has developed a youth strategy with identified aims and comprising four pillars. This tender opportunity is to meet the first two pillars of **Provide** and **Involve**.



1. Organisations are invited to tender to:

- Provide activities and services for young people to enjoy and to help their personal and social development (Provide)
- Give young people a voice in shaping the future of Hunts Grove and the work of the Parish Council (Involve).

2. Tender allocation

An annual sum in the region of £10,000 will be available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The commissioned organisation will also provide its own transportation, IT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

Please note that the parish council has no buildings of its own and the cost of hiring facilities will need to be included within the tender.

3. Method of payment

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/output targets. This will link with quarterly monitoring reports/meetings.

4. Eligibility

Hunts Grove Parish Council welcomes applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 10 - 19
- Ability to provide appropriate youth and community work programmes which are positive and progressive
- Ability to provide appropriately qualified personnel
- Ability to develop flexible and adaptable provision
- Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- Ability to manage the service and deliver to timescale and budget.

5. Location for the delivery of the service

Direct, core youth service provision to be held within Hunts Grove. Sessions would need to be delivered from suitable hired premises within the parish, eg Hunts Grove Primary Academy, but with the view to move to a community centre facility when it has been finished. Other activities may be delivered in other areas or locations.

Delivery period: It is anticipated that the SLA period will be from 1st April 2024 – 31st March 2026, with the possibility to extend for a further year subject to review and available funding.

6. The Commissioner of the Service

Hunts Grove Parish Council is the commissioner of the Service Level Agreement.

The SLA will be monitored by the Parish Council. A quarterly review meeting will be held to monitor progress and reports will also be supplied to the council.

Hunts Grove Parish Council works with a range of organisations and youth groups to develop and complement current provision and identify future needs.

7. Objectives of the Service

1. Provide activities and services for young people aged 10-19 to enjoy and to help their personal and social development.

Develop a demand-led youth provision programme for Hunts Grove, bearing in mind the limitations identified in the Hunts Grove youth strategy and the need to provide value for money. The suggested programme should consider youth activities already on offer in the parish and consider those that are running in neighbouring parishes, as well as the lack of buildings within the parish to deliver youth services.

The tender will need to include:

- A suggested programme of sessions for both junior and senior that could be held within Hunts Grove. Sessions would need to be delivered from suitable hired premises within the parish eg at the school until a community centre facility is available. The programme should also include the option for detached sessions at the public open spaces.
- Details of available activities nearby and suggested modes of transport to access those activities.

2. Give young people a voice to shape policies and the future of Hunts Grove.

Develop a workable framework to encourage widespread youth participation and representation in Hunts Grove. We are not necessarily looking at a youth council. The report should look at options for a digital hub/youth club to interact with young people online as well as a way to interact in person.

The tender will need to include:

- Options for encouraging youth participation in person.
- Options for encouraging youth participation online.

8. Outcomes of the service

Project delivery outcomes will be developed between Hunts Grove Parish Council and the successful provider.

9. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/outputs, and provide a strategic overview of youth-led demand to Hunts Grove Parish Council in regular monitoring and review meetings to help plan for future development and delivery.

A formal written progress report of the service will be required on a three-monthly basis. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

10. Submission of tenders

Applications should be submitted using the form provided. All tenders should be emailed to: clerk@huntsgrove-pc.gov.uk using the subject heading 'Youth Tender Submission'. Tenders must be received on or before: **Thursday 4th January 2024**.

11. Process to evaluate tenders

Hunts Grove Parish Council will appoint representatives to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

Hunts Grove Parish Council is committed to equal opportunities and all applications will be considered on their merits.

12. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record
- The quality of the proposal in relation to the needs of the parish
- The ability to offer a range of youth work provision to include centre based, detached street based, other activities, advice and support plus youth participation
- Value for money which includes reference to added value such as volunteer in-kind support
- Evidence of partnership working
- Evidence of a clear understanding of the existing local structures for youth provision and youth representation
- Evidence of local need and changing nature of youth provision
- Adaptability and ability to respond to need

- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- Evidence of ability to work within the timeframe and budget.

13. Timetable

- The closing date for submissions is 12 noon on 4th January 2024.
- Presentations and interviews will take place during February 2024.
- The successful agency will be appointed in March 2024.
- The Service Level Agreement will commence on the 1st April 2024 (by agreement). It is envisaged that core sessional youth service provision will be ready to start after the Easter school holidays on 8th April 2024.

14. Availability of additional information

Additional information is available in the Youth Strategy document and the proposed Service Level Agreement (SLA).

If you have any queries, please email clerk@huntsgrove-pc.gov.uk