

Invitation to Tender

To assess current strategic approaches to the delivery of extra-curricular/enrichment activity in the Furness area, in order to provide recommendations for a more effective, efficient and impactful approach in the future.

1. INTRODUCTION

The [Furness Opportunities and Challenges](#) report, written by Cumbria Community Foundation (CCF) in 2021, identified that educational attainment in Furness is below the national average:

- Almost 1 in 4 of the working-age population have no qualifications.
- Nearly one in ten young people are unemployed.

As a consequence of the publication of the report, a Skills Summit was organised to bring together local education providers, employment support agencies, businesses and third sector organisations to discuss the issues identified. In discussing how issues might best be addressed, a need for more aligned and co-ordinated extra-curricular/enrichment activity was identified, as well as a requirement for more long-term funding for delivery organisations to ensure maximum impact for young people taking part.

This research seeks to assess current approaches in more detail, consulting with key stakeholders, in order to provide recommendations for a more effective, efficient and impactful strategic approach to the delivery of extracurricular/enrichment activity.

1.1. Wider context

Furness, as with other areas of Cumbria, faces particular challenges such as a declining working age population and relatively low level of higher-level skills and local concentrations of worklessness and deprivation. Improving productivity is of particular importance to the area because of a very tight labour pool.

In this context, a more strategic and co-ordinated approach to extra-curricular activity is required, to positively contribute to the recruitment challenges employers are facing in the area, ensuring that all young people are aware of the wide range of career opportunities available to them and are supported to develop their aspirations, self-efficacy and life skills as well as academic qualifications in order to reach their full potential.

Research indicates that participation in extracurricular activities positively correlates with students' development both academically and personally. Students who participate in extracurricular activities have greater academic success, greater character development, especially in the areas of time-management and leadership skills, more positive social development, and greater interest in community involvement (Christison, 2013).

For the purposes of this research, enrichment activity is defined as: non-formal learning, doing something beyond the classroom or in addition to the main lesson that will enrich and inspire learning, often allowing students to explore their interests while recognising the importance of soft skills in positive choices.

2. PROPOSAL

There is a requirement to assess current strategic approaches to the delivery of extra-curricular/enrichment activity in the Furness area, in order to provide recommendations for a more effective, efficient and impactful approach in the future.

This research proposal has the following objectives:

- To identify and map the current extracurricular/enrichment activity in the area, highlighting any duplication, gaps, approaches to monitoring and evaluation (impact assessment) and alignment to school curriculum / Gatsby benchmarks.
- To consult with schools, colleges, pupils, parents / carers, funders and businesses and other organisations involved in delivering extra-curricular/enrichment activity, to clarify their views on current approaches and how this might be improved and/or enhanced
- To explore examples of best practice in other localities, both national and international in order to inform better practice within the Furness area.
- From the findings, provide recommendations for more effective, efficient and impactful approach to the delivery of extra-curricular/enrichment activities in the Furness area.

2.1. Methodology

We expect the methodology to include:

- Engagement with extra-curricular/enrichment providers, both statutory, private and third sector.
- Engagement with local school leaders and teachers.
- Engagement with children and young people, including those who are home-schooled, not in education, employment and training (NEET), care experienced, and have special educational needs and disabilities (SEND).
- Engagement with funders, who currently provide funding for extra-curricular/enrichment activities.
- A review of existing local regional strategies to identify employer feedback on skills needs and issues.
- Analysis and comparison of school destination data (information that is collected on where a student goes and what they do after leaving school).
- A combination of qualitative and quantitative datasets.
- Review of best practice. Include examples of activity/models delivered elsewhere in the UK / internationally that help prepare young people for life, work and continued learning.

The report will be used to inform and influence key decision makers locally and regionally including policy makers, local authorities, government, potential philanthropists / donors, funders, businesses and third sector organisations.

The report will be informed by a local Steering Group to ensure that the themes reflect the needs and priorities of the area. The report will:

- Provide an overview of the locality, highlighting both the opportunities and challenges of children and young people living in the area.
- Provide a gap analysis of the barriers to young people's learning (e.g., the effects of poverty on education).

- Analyse data from a range of recognised sources and review other research/references.
- Summarise existing interventions that build the strengths of children and young people, including case studies.
- Provide an effective case for support and focus for future funding and investment.

Once finalised the report will be formally launched to a range of stakeholders and publicised widely.

The updated report is being commissioned by Cumbria Community Foundation, with funding support from BAE Systems and Cumbria Chamber of Commerce.

3. OUTCOME & MEASURES OF SUCCESS

This commission and subsequent work programme seeks to increase the proportion of young people aged 16-18 having the appropriate academic and life skills to enter the Furness workplace.

	Measure of Success
1.	More young people career ready and ready to meet the local labour need
2.	Sustainability of provision – funded over a longer period of time, ideally 10 years
3.	More young people are involved in enrichment activities to make informed choices relating to their career aspirations
4.	More young people career ready and ready to meet the local labour need
5.	More young people receive positive influence at key decision points.
6.	Decelerate the drop off in senior level attainment, particularly boys.
7.	Decrease in the attainment gap.
8.	Decline in youth unemployment and NEET (aged 18-24).
9.	Better understanding of skills required for all sectors of work (both young people and parents/carers)
10.	Improved engagement of parents/carers in the young person's journey to a career.
11.	Earlier intervention of enrichment activities to encourage young people to explore their options.
12.	More employer investment in young people to increase confidence and attributes for the broader labour market.
13.	Young people become more employable.
14.	Increased diverse employer engagement e.g. opportunity to offer a varied work experience programme to develop a work ethic.
15.	Better organisation and coordination of enrichment services.
16.	Equity of opportunity e.g. targeting those who are hard to reach.
17.	More young people remain in the area.
18.	Improved impact measurement to demonstrate progress across multiple partners.
19.	A programme designed for all young people, while recognising each young person is an individual.

4. PROPOSED DEVELOPMENT PROCESS AND WORK PACKAGES

Work Packages		Tasks	
1	Agree updated report themes and content	1.1	Meet with Steering Group to agree approach to developing the research proposal. Sense-check and reference to pre-existing activities, plans and strategies relevant to Furness.
2	Data & Research	2.1	Collate data and research. Datasets should be recorded so that they can be updated and maintained by CCF in the future
		2.2	Analyse data/research, accurately record all data source references and present standout trends/themes with appropriate charts/tables/graphics.
		2.3	Identify key emerging themes and priorities
3	Stakeholder engagement	3.1	Gather additional information and test emerging themes/priorities with schools, employers, providers and children and young people.
		3.2	Engage with Westmorland & Furness Council and other established networks as required (e.g., Furness Education & Skills Partnership, Furness Youth Network), to gather additional information and test emerging themes/priorities.
4	Report Structure & Writing	4.1	Review findings of data/research, agree priority areas, confirm key themes and messaging with the Steering Group.
		4.2	Identify appropriate supporting area case studies/photos/quotes and agree with Steering Group.
		4.3	Write draft report (word version) to include proposed work programme
		4.4	Share draft report with Steering Group and take onboard feedback
		4.5	Finalise draft report (word version)
5	Report Design & Production	5.1	CCF to brief in report to designer/publisher
		5.2	Proof draft 'designed' report & make amends
		5.3	Proof second draft
		5.4	Agree final version with Steering Group and print
6	Launch Event & Publicity	6.1	Agree with Steering Group how report is to be launched and publicised
		6.2	Deliver launch event and publicise report

The successful tenderer will be required to deliver work packages 1 to 4. Throughout the process you will work closely with CCF staff.

Timescale: We would like the work to commence in Q1 2024 and for the final report to be launched in Q2 2024.

5. BUDGET

The total budget available for this work is a maximum of £35,000 including VAT.

6. TENDER REQUIREMENTS

6.1. Tender Content

Tenders should detail the proposed approach to the project and the planned staging of the various elements of the work. They should also provide the following information:

- A statement demonstrating that the tenderer understands the project tasks and proposed outputs.
- Any key assumptions made in formulating the tenderer's approach or in estimating the resources for the assignment.
- A statement of how the tenderer proposes to tackle the assignment, clearly stating:
 - various stages of the project and the associated tasks at each stage;
 - proposed methodology and tools for data collection and research.
 - proposed sources of data and information;
 - proposed methodology for stakeholder engagement;
 - proposed timeline for each stage (noting that some activities may be undertaken concurrently)
 - personnel responsible for each task;
 - the proposed time input of each individual.
- Details of relevant references where similar work has been carried out must be given.

6.2. Financial Information

All costs must be quoted in POUNDS (£). Tenders must cost each element of the work outlined in their proposal and the sum should include staff costs, travel and subsistence, printing and all other overheads/costs associated with the delivery of the research. V.A.T., where applicable, should be shown separately – but must appear on the proposal. A breakdown of the total cost should be provided i.e. the number of days, daily rates being charged in respect of each individual to be involved in the project etc.

6.3. Submission Details

An electronic copy of the proposal should be submitted by email to:

Annalee Holliday

Head of Grants Practice & Programmes,

Email: annalee@cumbriafoundation.org

Final date for submission of proposals is **10am, Monday 18th March 2024.**

Shortlisted tenderers may be invited to an online interview to discuss their proposal.

7. CRITERIA FOR AWARD OF CONTRACT

The contract will be awarded to the qualifying tender on the basis of the following award criteria:

Area	Weighting
Understanding and quality of proposal and level of conformance with the requirements specified	20%
Level, depth, nature of experience of the organisation/individual/consortium in the area of work	30%
Demonstrable and proven expertise in providing the type of work specified	30%
Proposed approach to this work and capacity to deliver within the specified timescales	10%
Pricing	10%

Tenders will be scored according to the below scheduled; scoring and comments are confidential and will not be shared with any applicants.

Score	Comment
4 - Excellent	Proposal meets, and in some places exceeds, the required standard
3 - Good	Proposal meets required standard
2 - Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 - Poor	Proposal falls short of expected standard
0 - Unacceptable	Significantly fails to meet required standard or does not provide the relevant answer

8. GENERAL CONDITIONS

The successful tenderer will be responsible for ensuring:

- compliance with all applicable codes of ethics and all legislation.
- having in place all appropriate insurances
- monthly progress reports must be submitted throughout the duration of the contract

CCF reserves the right to reject in whole or in part any or all tenders received, and in particular to source the requirement from more than one party. CCF will not be liable in respect of any costs incurred in the preparation of tenders. In addition, CCF will not be liable in respect of any costs incurred in preparing or attending any subsequent presentation.

9. ADDITIONAL INFORMATION

For the purposes of the report, Furness area is identified below:

Where is Furness?

The wards covered in this report make up the area of Furness. They are:

Barrow area wards

- *Walney North*
- *Walney South*
- *Barrow Island*
- *Hindpool*
- *Central*
- *Ormsgill*
- *Parkside*
- *Risedale*
- *Hawcoat*
- *Newbarns*
- *Roosecote*
- *Dalton North*
- *Dalton South*

plus, following wards in South Lakeland

- *Broughton & Coniston*
- *Furness Peninsula*
- *Ulverston East*
- *Ulverston West*

