

Helping People to Help Themselves

***Sussex Community Development Association***

***Service Specification***

***Provision of evaluation for an asset-based wellbeing programme ‘Making It Happen’***

***Funded by East Sussex County Council***

**Specification**

This specification is for the evaluation of an asset based wellbeing programme, Making It Happen (MiH). East Sussex County Council (“**ESCC**”) have awarded a contract to Sussex Community Development Association (“**SCDA**”) to deliver a cross county programme to improve wellbeing and reduce health inequalities across the life-course through community centred and asset based approaches.

This Specification is set out in four parts with 1 embedded supporting document, as follows:

* **Part One**  **Making it Happen service description**
* **Part Two** **Detailed Specification**
* **Part Three Form of Tender and Required Outputs**
* **Part Four Tender Timetable and Application Process**

# Embedded Document

* **Background Information**

It is expected that the tender will demonstrate understanding of the programme and the approach.

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# Part One - Making it Happen (MiH) Service Description

The MiH programme aims to improve wellbeing and reduce health inequalities through community centred and asset based approaches. The initial period for the programme is Five (5) Years and Six (6) Months from Services Commencement Date – 1 October 2019. Extension is permitted for up to twenty four (24) Months.

Whilst, SCDA has been awarded the contract to deliver MiH, delivery will be through a Strategic Partner Model, whereby SCDA are the Strategic Partner organization, and Action in Rural Sussex, Hastings Voluntary Action, Rother Voluntary Action and 3VA form part of a Provider Network. SCDA is an East Sussex based charity dedicated to working with and strengthening communities and supporting services for vulnerable groups and people in the community in the county, and, with partners across the South East. SCDA are an independent registered charity, company limited by guarantee and a development trust delivering a range of projects to meet the needs of communities in East Sussex since 1997.

The MiH mission is to ‘help communities take control of their future and achieve better outcomes for themselves and all of their members’. The project will be delivered in East Sussex from October 2019 and aims to:

* Draw upon and strengthen community capacity to take collective action on health and the social determinants of health through Asset Based Community Development;
* Encourage the growth, vibrancy and diversification of the voluntary, community and social enterprise sector through the award of grants to voluntary, community and social enterprise (“VCSE”) organisations for evidence based community-centred and asset based services through the Secondary services; and
* Increase levels of knowledge, skills, confidence and ability of staff and volunteers in the VCSE sector relating to asset based practice.

Making it Happen will work with an Academic Advisory Group which currently includes University College London, University of Sussex and Brighton and Sussex Medical School. These academic partners will support access to additional understanding of the best available evidence of what works and the development of the evaluation toolkit which will be the monitoring framework for Primary and Secondary delivery, ensuring the academic robustness of the methodologies adopted. It is anticipated the Academic Advisory Group will meet twice yearly through the lifetime of the programme.

Our Evaluation Partner(s) will collate, analyse and report quarterly with annual reviews, providing evidence of need, approach and impact on the ground. Being independent they will strengthen the evidence base through independent ‘contact’ with individuals, communities and Secondary Services before, during and after asset-based development has occurred. They will provide additional evidence of sustained impact or where this has not happened, identify why and suggest appropriate responses to continuously inform ‘Making It Happen’ delivery.

Evidence will inform the Commissioning Platform and the Strategic Partner will ensure it is used to inform and form Primary and Secondary Services and the development of the Programme.

These evidence-based approaches and their impact will be shared widely with the VCSE and Statutory partners in East Sussex informing other delivery and commissioning as appropriate. They will be shared with the community. The potential for wider dissemination and sharing of evidence-based practice with a sustained evidence base to a wider audience (i.e. outside of East Sussex) will be explored and agreed through the Commissioning Platform and the Commissioner.

## SCDA

Sussex Community Development Association (SCDA) is an East Sussex based charity dedicated to working with and strengthening communities and supporting services for vulnerable groups and people in the community in the county, and, with partners across the South East.

We are an independent registered charity, company limited by guarantee and a development trust delivering a range of projects to meet the needs of communities in East Sussex since 1997.

Our formal objectives[[1]](#footnote-1) are to promote for public benefit regeneration in an area of social and economic deprivation, particularly in East Sussex, by the:

* Relief of poverty and unemployment
* Advancement of education, training, or retraining, and the provision of work experience; help with starting a business; and the creation of training and employment opportunities
* Maintenance, improvement or provision of public amenities
* Preservation of buildings or sites of historic or architectural importance
* Provision and development of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities
* Protection or conservation of the environment
* Provision of public health facilities and childcare
* Promotion of public safety and prevention of crime

The values and aims currently in place to advance these objectives are:

* **Driven by need -** User and local community involvement to identify gaps in services; development of projects to meet community needs; and meeting the needs of the most vulnerable in the community
* **Person centred -** Holistically meeting needs with integrated services
* **Aiming high -** Continuous quality improvement; evidencing individual and community impact; continuing innovation; and development of effective delivery models
* **Building stronger, healthier and more inclusive communities -** Developing community assets including volunteers; developing individual and community learning and skills to meet current and future needs and support current and future change with resilience; and sustainable community-based initiatives including social enterprise
* **SCDA as the glue -** Support effective partnerships between voluntary, statutory and private sectors to address identified community needs

# Part Two – Detailed Specification

## The total maximum budget available for the period 1 October 2019 to 31 March 2025 is £189,750. The aim of the Service is to develop an Evaluation Framework (“Framework”) for MIH and to conduct an independent evaluation of the impact and effectiveness of MiH.

SCDA will be seeking value for money within that funding envelope and submissions need to demonstrate how this will be achieved.

A range of possible methodological approaches could be used for this Framework using mixed method approaches for the individual components of the programme:

* ABCD
* Small Sparks Grants
* Asset Based Grants
* Secondary Services
* Training on ABCD and Community-Centred and Asset Based Approaches

The evaluation methodologies should reflect the MiH principles, ensuring that evaluating is done with, and not to, individuals and communities. These methodologies need to be suitable for a range of population groups, including young people, as well as marginalised, minority, and socially isolated groups.

The Framework should include methodologies that aim to understand how and why the components of MiH work to produce certain outcomes, and to understand differential outcomes for individuals and communities. The Framework will need to include methodologies that allow for an understanding of the contextual conditions with the target neighbourhoods.

The Framework should include an approach to establishing a programme theory. This should be developed through insight from MiH stakeholders. The programme theory should be tested with MiH staff, stakeholders, communities and wider statutory and voluntary sector representatives. Establishing and testing a programme theory should allow for variation of contextual conditions.

Programme theory development will inform subsequent recommendations for indicators and measurement approaches.

The Framework must also identify and make recommendations for core indicators and measurements to evaluate short- and medium-term outcomes. This should include the following themes, using validated tools where possible:

* Wellbeing dividend - objective/subjective measures of personal wellbeing;
* Social networks - changes in the range of social networks for people engaged in the Service;
* Empowerment – changes in individuals and communities sense of control over decisions and actions affecting their lives;
* Trust – between individuals, communities, and organisations involved in the Service.

MiH staff will keep reflective learning journals that will be made available for the purposes of evaluation. The Framework should include how the data will be processed in order to meet the evaluation objectives.

SCDA will provide quality assurance and performance management of MiH, providing accurate and timely monitoring and performance data against the key performance and quality indicators, including any indicators agreed as part of the Framework. This performance data will be made available to the evaluation partner for interpretation and analysis. However, the Framework should also describe any additional data collection that will be carried out by an evaluator(s) to ensure that the evaluation work together with stakeholders to produce evaluative knowledge about MiH.

The objectives of the evaluation are to understand:

* whether activities have been implemented as intended
* the impact and effectiveness of in the individual programme components for individuals
* the overall impact and effectiveness of MiH at individual, community and system levels
* what works, for whom, and why.

The Framework should set out the approaches to data collection and analysis with a summary rationale for the approach. It should also describe the appropriate materials required for the evaluation,

including data collection tools

The Framework must be agreed by the Commissioning Platform – a grouping of the delivery partners and commissioners tasked with shared decision making to ensure the effective delivery of MiH. The Evaluation Partner is required to participate in and provide timely reports to quarterly Platform meetings through SCDA. The purpose of this is to inform reflective practice among partners and enable findings to be translated into operational delivery.

SCDA will also facilitate a range of stakeholders to participate in an annual challenge exercise (“Challenge Panel”). The Challenge Panel will include, but not be limited to, representation from:

* Individuals involved in ABCD
* organisational suppliers providing Secondary Services
* other representatives of the VCSE sector as necessary
* representatives of any networks and services that represent specific population groups and will ensure a diversity and equivalence of voice
* statutory sector representation

SCDA with the evaluation partner will be expected to present an annual report to this Challenge Panel. The Framework should describe how this annual report will be produced and shared, identifying emerging findings and trends.

The Framework should include a final report on MiH. This should include:

* a description of the evaluation methodologies, including the development and testing of a programme theory and variations due to contextual conditions.
* an outline of achievements against all indicators
* key lessons against each of the evaluation objectives

An evaluation partner will be required to develop and finalise research and evaluation governance proposals based on the methodology and evaluation tools agreed. The service evaluation is not expected to be classed as ‘research’, as per the definition of the NHS Health Research Authority. However, the Provider will be responsible for obtaining all research governance or ethical approvals that may be required.

The Intellectual Property Rights of in any evaluation reports, tools and / or materials produced as part of or in relation to the Services belong to and are vested in ESCC. ESCC and partners through the Commissioning Platform will identify any opportunities for wider dissemination of learning.

To meet this brief, the project evaluator will need to engage with:

* SCDA CEO, managers and delivery staff
* Partner CEOs and delivery staff
* East Sussex County Council
* Individuals and communities engaging with MiH
* VCSE providers of Secondary Services
* Other potential additional primary partners to meet specific community needs
* Training providers and recipients
* Academic Advisory Group

The Evaluation Plan shall, as a minimum:

* determine the most appropriate methods for data collection and analysis with a summary rationale for the approach;
* clarify roles and responsibilities of those involved in the evaluation;
* outline how the evaluation results will be disseminated;
* demonstrate value for money including effective and high quality deployment of resources.

The contract years are as follows:

- Contract Year 1: 1 December 2019 to 31 March 2020;

- Contract Year 2: 1 April 2020 to 31 March 2021;

- Contract Year 3: 1 April 2021 to 31 March 2022;

- Contract Year 4: 1 April 2022 to 31 March 2023;

- Contract Year 5: 1 April 2023 to 31 March 2024;

- Contract Year 6: 1 April 2024 to 31 March 2025.

# Part Three - Form of Tender and Required Outputs

Tenders for conduct of the evaluation of Making it Happen (maximum ten pages in Calibri size 11 Font) should provide the following information:

1. Your understanding of the task 15%
2. Your experience, skills and qualifications for undertaking the task of similar scale and subject matter. Partnership or consortium bids should specify the relevant experience of different members 25%
3. Proposed methodology, including conduct and management of the evaluation exercise (including any partnership or consortium delivery), deployment of a staff team, how quality will be maintained and demonstration of an approach which ensures consistent engagement in East Sussex 30%
4. Outline programme - including indicative tasks and split of team member roles 5%
5. Budgetary proposal – in total, and for each of five and a half years of the project (first full year starting April 2020 so first period is six months). Please include days/rates for key team members, and estimated direct research costs related to the proposed methodology e.g. surveys 15%
6. Additional assumptions made and assessment/mitigation of risks 10%

You may assume that:

* gathering of core monitoring data related to the outputs and targets required by ESCC funding will be undertaken within the project and will be available to the evaluation team
* additional data gathering including qualitative material and statistics beyond core ESCC will be the responsibility of the evaluators to organise. Wherever possible ESCC will seek to assist with this within the normal operations of the project, subject to agreement with the evaluation team

The required outputs from the evaluation are:

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| --- | --- |
| **Output** | **Timing** |
| Inception report, summarising key agreements, issues and responsibilities for action | Within 72 hours of inception meeting |
| Proposed evaluation framework and implementation plan for delivery meeting the requirements of this specification | Within 2weeks of agreeing evaluation contract |
| Establish a programme theory | Within 2 months of agreeing evaluation contract |
| Test a programme theory | Within 12 months of agreeing evaluation contract |
| Delivery of actions set out in this specification and in the evaluation framework and implementation plan | Over lifetime of programme and meeting quarterly reporting and Commissioning Platform and other strategic meeting timeframes |
| Produce annual review report summarising findings | Within 20 working days in advance of the Commissioning Platform meeting preceding each annual challenge panel |
| Final report | Draft by end May 2025 with final report by end July 2025 |

The evaluation should be delivered in accordance with the following:

* The approach adopted must be collaborative and participative
* All materials should be written to a high standard of clear and plain English.
* The project evaluator must meet deadlines agreed with the Senior Service Manager.
* The evaluation should be completed without risk to the reputation of SCDA or ESCC
* All work must be carried out in line with data protection and other legal and good practice guidelines.

The scope of the work and terms and conditions will be outlined in a contract provided by SCDA once the work has been awarded. We expect to award a single evaluation contract for the duration of the Making it Happen project to the end of March 2025, which will be subject to delivery of the agreed outputs and quality standards. Tenders are welcome from any parties able to offer the required skills, experience and capacity. Any consortium or partnerships bids must make this fully transparent, and be led by a single lead party with whom the contract will be agreed, and who will be solely and fully responsible for the performance and delivery of the evaluation programme. Consortium and partnership bids must make clear the different roles and responsibilities of different members, make clear how work will be organized, managed and quality controlled, and demonstrate that value for money will not be compromised by internal management and administrative arrangements.

We are looking to appoint an evaluation partner who has:

* Knowledge of and/or a track record of working with statutory and voluntary sector
* Experience of evaluating CABA projects, including ABCD, or other strengths-based services
* Knowledge of and /or a track record of working with partners in similar types of programmes demonstrating familiarity with working in similar shire counties to East Sussex
* Experience of a range of different evaluation techniques consistent with the goals of the evaluation, and the principles of MiH
* An appreciation of the policy context in which the project is taking place
* Capacity for and commitment to consistent engagement in East Sussex.

# Part 4 - Tender Timetable and Application Process

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| --- | --- | --- |
| 28th | October 2019 | ITT release date |
| 15th | November 2019 | Submission deadline 12 noon |
| 20th | November 2019 | Assessment completed |
| 25th-26th | November 2019 | Clarification meetings (Newhaven) |
| 29th | November 2019 | Project evaluator appointed |
| w/c 2nd | December 2019 | Inception meeting (Newhaven) |

Proposals should be submitted by **12:00 noon on Friday 15th November 2019** to: Andy Millward; [andy@sussexcommunity.org.uk](mailto:andy@sussexcommunity.org.uk)

Candidates should keep **25th and 26th November 2019 available** for clarification meetings with SCDA in Newhaven should we decide this is necessary.

The appointment decision will be made shortly afterwards, and we wish to hold an inception meeting with the successful bidder on the **week commencing 2nd December**. Please note these dates are non-negotiable.

Questions relating to this ITT and the project should also be directed to Andy Millward via email, by **17:00 on** **8th November 2019 at the latest**. Questions received after this date will not be considered. SCDA reserves the right to make available to other known bidders the answers to questions raised.

The maximum level of budget available is as stated. SCDA will be looking for cost effectiveness and imagination in the way the evaluation proposals are set out to help maximise learning and return on investment in the evaluation.

It is expected that all candidates will be of good financial standing hold relevant indemnity insurances and that their proposal will represent good value for money to SCDA.

1. Sussex Community Development Association: ‘Making a difference in your community’ Vision and Forward Plan 2015-2018. More on SCDA here: http://sussexcommunity.org.uk/ [↑](#footnote-ref-1)