

CashBack for Communities Fund Evaluation – An Invitation to Tender

Introduction

1. Inspiring Scotland is the Delivery Partner responsible to Scottish Government for delivering the CashBack for Communities (CashBack) programme.
2. Inspiring Scotland wishes to commission an independent evaluation of Phase 6 (2023 - 2026) of the CashBack programme. This brief outlines the requirements for the independent evaluation.

Background

3. CashBack is a Scottish Government programme which re-invests criminal assets recovered through the Proceeds of Crime Act 2002 (PoCA) in projects delivering positive futures for our young people. Since 2008, up to £130m has been committed to CashBack in community initiatives to improve the quality of lives of young people right across Scotland.
4. In 2022, the Cabinet Secretary for Justice approved a new £20 million CashBack fund for April 2023 to March 2026. The three-year programme supports the [Scottish Government's Vision for Justice for Scotland](#) in which:
 - We have a society in which people feel, and are, safer in their communities.
 - We work together to address the underlying causes of crime and support everyone to live full and healthy lives.
 - We have effective, modern person-centred and trauma informed approaches to justice in which everyone can have trust, including as victims, those accused of crimes and as individuals in civil disputes.
 - We support rehabilitation, use custody only where there is no alternative and work to reduce re-offending and re-victimisation.
 - We address the on-going impact of the Covid-19 pandemic and continue to renew and transform justice.
5. Phase 6 of CashBack runs from 1 April 2023 to 31 March 2026 and is delivering a range of trauma-informed and person-centred services and activities for young people between the ages of 10-25 that:
 - Support young people most at risk of being involved in antisocial behaviour, offending or reoffending towards or into positive destinations.
 - Provide person-centred support for young people, parents and families impacted by Adverse Childhood Experiences and trauma.
 - Support young people to improve their health, mental health and wellbeing.

- Support people, families and communities most affected by crime.
6. In Phase 6, a total of 29 CashBack Partner organisations (hereafter “Partners”) deliver 31 projects including diversionary youth work and longer-term life-changing interventions. These activities both support early intervention and prevention of engagement with the justice system and provide positive support to enable young people to access opportunities to move into employment, education or volunteering.
 7. For more on the 29 Partners, see [Partner information](#).
 8. Inspiring Scotland is the CashBack Delivery Partner. In this role, it provides fund management and wrap around project support to Partners funded through the programme to help them achieve their own and fund objectives. Inspiring Scotland reports to the Scottish Government Safer Communities Division in supporting the programme to achieve its long-term strategic outcomes.

Evaluation Objectives

9. Explore the impact of Phase 6 of the CashBack programme, including achievement of Phase 6 outcomes at programme level, with reference to
 - the Scottish Government’s [Vision for Justice](#)
10. Explore the impact of Phase 6 in supporting wider Scottish Government policy goals, as expressed through relevant outcomes of the [National Performance Framework](#) (or such Scottish Government priorities that may emerge over the evaluation period):
 - ‘We live in communities that are inclusive, empowered, resilient and safe’.
 - ‘We grow up loved, safe and respected so that we realise our full potential’
 - ‘We are creative and our vibrant and diverse cultures are expressed and enjoyed widely’
 - ‘We are well educated, skilled and able to contribute to society’.
 - ‘We are healthy and active’.
 - ‘We tackle poverty by sharing opportunities, wealth and power more equally’
11. Explore the profile of participants, using data collected by Partners, and examine how Partners may have contributed to the following Scottish Government priorities:
 - [Best Start, Bright Futures: the Scottish Government’s Tackling Child Poverty Delivery Plan, 2022-26](#)
 - [Keeping The Promise](#)
 - Recommendations of the Antisocial Behaviour Working Group (*these are due to be published November 2024*)
12. Explore the key success factors and barriers in bringing about the outcomes achieved and wider impacts, ensuring that the views of young people themselves are central in this analysis.

13. Explore lessons learned, including:

- Assess if the CashBack programme has enabled funded organisations to successfully deliver diversionary activity, and identify where there are best practice models of delivery within the portfolio, with reference to the Serious Organised Crime Taskforce's Divert strand.
- Assess whether the preventative and diversionary elements of the Cashback programme positively impact core public services e.g. justice, education and health
- Assess the extent to which the CashBack fund has enabled funded organisations to deliver partnership working, including between Partners and between Partners and statutory services.
- Assess if the CashBack fund has enabled organisations to deliver intergenerational, trauma-informed and relationship-based practice.
- Highlight meaningful comparisons between Phase 6 and earlier Phases.
- Highlight whether any unplanned or unexpected benefits emerged during the course of Phase 6 of the fund.
- Extent to which the CashBack programme has improved the capacity, learning and development of the funded organisations and their staff.

14. Assess the performance and added value of Inspiring Scotland in the role of the Delivery Partner, and identify learning which will enhance the effectiveness of the role in supporting the development of the CashBack programme.

15. Set out a high level assessment of Social Return on Investment for Phase 6 of the CashBack programme.

Outline Methodology

16. Outlined here is a proposed 3-stage approach to the evaluation. We are open to different methodologies being used to collect and evaluate evidence of impact. However, we do expect young people's voices are central to evaluation outputs in Stage 2.

17. Stage 1 – Review of data collection approach and systems in place by Partners to measure outcomes for consistency, robustness and accuracy and to review case studies for appropriateness.

18. Stage 2 – Evaluation of CashBack Phase 6 impact

- Tenderers are expected to outline an imaginative project design to address the brief. It is likely the project will require a mixed methods approach involving both qualitative and quantitative analyses. Tenderers are encouraged to submit proposals which offer 'added value' to the core research outline.
- Tenderers will be expected to set out the extent to which their proposed evaluation will be based on quantitative and qualitative data gathered and reported by Partners, and the extent to which the tenderer will conduct new data

gathering, including the extent to which the tenderer proposes to conduct research with

- i. Young participants,
- ii. Partner staff, and
- iii. Key stakeholders

through surveys, interviews and focus groups covering:

- iv. Their view on the impact of the CashBack fund
- v. Their view on what services are most beneficial / least beneficial for them
- vi. What barriers exist which prevent or delay access to projects, with particular reference to minority or disadvantaged groups.
- vii. Determine what gaps there are in CashBack services
- viii. The effectiveness of the funding in improving learning, training and development for those working in CashBack-funded programs

19. Stage 3 – High level Social Return on Investment, with sufficient explanation to ensure credibility and transparency, covering:

- i. Investment inputs
- ii. Proxy values for outcomes achieved, including a clear justification for why each proxy value has been selected and detailing how comparable such chosen proxy values are to CashBack for Communities outcomes.
- iii. Summary of benefits generated contextualised to the National Performance Indicators and Vision for Justice 2023-26 objectives.

General Issues

20. Tenders should specify and identify any methodological constraints and difficulties that may be experienced and how these may be overcome.

21. This research project requires a team with a sound knowledge of the third sector, strong qualitative research experience and good analysis skills.

22. Tenderers must specify the overall work programme and should indicate which information sources they would use.

23. In line with Scottish Government's commitment to climate action, we require our suppliers to be seeking to minimise their environmental impact and contribute positively towards wider sustainability. Please detail how your organisation is responding to climate change and how you would seek to minimise your environmental impact when undertaking this work.

24. Equalities issues should be integrated into the aims of the research where appropriate. See the Scottish Government website for more information:

www.scotland.gov.uk/mainstreamingequality

25. All information submitted in tenders to Inspiring Scotland (including the identity of tenderers) may need to be disclosed and/or published by the Scottish Government according to the Freedom of Information Act.
26. If you consider that any of the information included in your tender is commercially confidential, you should only show that information in an Annex to the tender, indicating clearly that you consider it commercially confidential, and explaining (in broad terms) what harm might result from disclosure and/or publication of it and for how long you consider that it will remain commercially confidential. You should be aware that receipt by Inspiring Scotland or the Scottish Government of any material marked “confidential” or equivalent should not be taken to mean that Inspiring Scotland or the Scottish Government accepts any duty of confidentiality by virtue of that marking; even where you have indicated that you consider some information you have provided to be commercially confidential we may be required to disclose and/or publish it; in such cases Inspiring Scotland / the Scottish Government will first consult you before disclosing and/or publishing the information.
27. If you consider none of the information in your tender to be commercially confidential, please make a statement to that effect.
28. We expect the main body of the proposal to be no longer than 15 pages.

Proposed Timelines:

	Date(s)
Deadline for proposals	Friday June 14 th
Interviews	From July 10 th 2024
Sign off on provider	Week beginning July 22 nd 2024
Timeline for the evaluation	between August 2024 and October 2026.
Inception meeting	Week beginning August 19 th 2024
Sign off on evaluation plan	30 th September 2024
Progress updates	Each calendar quarter end starting March 2025
Draft report including SROI	End of October 2026

Standard Terms and Conditions for Consultancy Services

29. Please familiarise yourself with the Scottish Government’s [standard terms and conditions](#) for consultancy contracts

Guideline Costs

30. We envisage that the tenders for this work would be in the region of £41k (including VAT). The tender sum should cover liability for all costs including staff, equipment, travel and subsistence and overheads. Tenderers liable for VAT should indicate this on their proposal.

Responsibilities of Contractor

31. The contractor will be responsible for ensuring compliance with the Data Protection Act 2018 and the UK GDPR (as well as any other relevant legislation relating to protecting individuals) and must agree to abide by appropriate professional guidelines, for example, the SRA Ethical Guidelines or Market Research Society's Code of Practice. Furthermore, the tender must address any project specific ethical considerations. For the purposes of this contract the tenderer and Inspiring Scotland will be the Data Processors and the Scottish Government will be the Data Controller.
32. It is essential that all research is conducted in a trauma-informed manner, as outlined in the trauma-informed practice toolkit which has been developed as part of the National Trauma Training Programme to support all sectors of the workforce in planning and developing trauma informed services:
<https://www.gov.scot/publications/trauma-informed-practice-toolkit-scotland/pages/4/>
33. In carrying out this evaluation, the tenderer will be expected to give regard to the Fair Work Framework. Organisations are asked to commit to the following Fair Work First criteria in a way that is relevant and proportionate for the organisation:
 - Appropriate channels for effective voice, such as trade union recognition
 - Payment of the real Living Wage
 - Investment in workforce development
 - No inappropriate use of zero hours contracts
 - Action to tackle the gender pay gap and create a more diverse and inclusive workplace
 - Offer flexible and family friendly working practices for all workers from day one of their employment
 - Oppose the use of fire and rehire practice

Evaluation Oversight

34. The Evaluation will be overseen by the Senior Policy Manager in the CashBack for Communities Team in Scottish Government although day to day contact for the evaluator will be provided by Inspiring Scotland. Inspiring Scotland will organise regular meetings to discuss progress, provide assistance and facilitate engagement with relevant stakeholders as required.

Ownership and Publication

35. Ownership of the research material including the final report and any data produced as a result of the research lies with Scottish Government.

Access

36. Access to all necessary CashBack Partner organisations will be arranged through Inspiring Scotland. Tenderers should not approach any organisation until the contract is agreed.

Submitting a Tender

37. Tenderers should include the following information in their response:

- Proposed evaluation methods and approach including your rationale and highlighting any limitations and assumptions.
- Ethical and data protection considerations.
- A risk register with clear mitigation measures.
- Project management approach.
- Work plan/ timetable including outline meeting and reporting schedule.
- Team member(s) roles and responsibilities, including brief C.V.s for everyone who will be involved with the evaluation.
- Examples of other relevant projects you have conducted
- A breakdown of the total cost of the work (indicating VAT to be applied where appropriate).

All information submitted in tenders to Inspiring Scotland (including the identity of tenderers) may need to be disclosed and/or published by the Scottish Government according to the Freedom of Information Act. If you consider none of the information in your tender to be commercially confidential, please make a statement to that effect.

Criteria for Evaluation of Tender

38. Proposals will be assessed for their value for money and the following criteria will be used:

- Costs – total cost of the work (exclusive of VAT but inclusive of all other overheads)
- Understanding of the research brief – the tenderer’s appreciation and interpretation of the requirements of the Tender and how these are to be translated into a workable methodology
- Experience of research staff, including relative inputs from senior staff – experience of conducting relevant research and nature and levels of staff supervision
- Development of the brief – to enhance the research (‘value added’) including methodological development and creativity
- Quality control mechanisms and risk assessment – both in relation to ensuring continuity of quality throughout the study and in terms of overall quality of control (e.g. checks on fieldworkers; proof reading of reports; contingency arrangements for staff)

- Timescale – A key consideration will be the ability of the consultant to deliver the report to the required timescale.

39. Responses should be based on the information given in the specification and upon the professional knowledge and expertise of the tenderer. Clarification of specific points can however, be sought from Inspiring Scotland. In the first instance please contact:

Sam Linton – Fund Manager, Inspiring Scotland

Ben Thompson – Fund Manager, Inspiring Scotland

Tommy Seymour – Fund Manager, Inspiring Scotland

CashBack for Communities Fund

Email: CashBack@inspiringscotland.org.uk

40. It may be necessary to invite tenderers to give a short presentation of their proposal before a decision on letting the contract is made.

41. All responses to the specification will be considered on their merits. As noted earlier, it is hoped the study will be underway by no later than August 19th 2024 and the successful tenderer must be in a position to begin the project by that date.

42. Tenders may be submitted electronically to:

Email: CashBack@inspiringscotland.org.uk