

Breakthrough Programme

Invitation to Tender

**To design and deliver challenging & motivational team building and residential experiences for Young People.**

**(1st January to 1st May 2018)**

**Programme Lead: Ashton Community Trust**

**In Partnership with:**

Street Beat Youth Project, Newtownabbey Arts & Cultural Network, Loughview Community Action Forum, Cliftonville Community Regeneration Forum, New Life City Church, Ardoyne Youth Enterprises and YEHA.

**Supported by European Union’s PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB)**

The deadline for receipt of completed proposals is Friday 8th December 2017, 12noon.

Envelopes should be marked ‘Team Building and Residential Delivery of Breakthrough PEACE IV Programme.’

The name and address of the person tendering should be shown on the envelope.

**Terms of Reference**

**Background**

The ‘Breakthrough’ PEACE IV Programme is one of ten PEACE IV Children and Young People programmes funded within the community and voluntary sector as part of the Northern Ireland Executive’s ‘Together: Building A United Community’ Strategy. Supported by European Union’s PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB), Breakthrough is an integrated good relations programme that provides flexible, high-quality, young-person-centred opportunities for 14–24 year olds. The young people targeted are the most disadvantaged / excluded / marginalised, who have deep social and emotional needs and from communities with sectarian divisions. The young people are identified as being at risk of becoming involved in anti-social behaviour, violence or dissident activity. This group is often excluded from opportunities enjoyed by their peer group and are at risk of social exclusion. They are not a homogenous group and are amongst the hardest to reach in society. This includes young people with disabilities, in need of mental health support, or support with alcohol/drug issues, lone parents, young people who have been in care, early school leavers, long term unemployed and those involved with Juvenile Justice/Probation.

**The Programme**

Ashton Community Trust, as the lead organisation, secured funding to deliver the Breakthough Programme, engaging up to 172 young people living across North Belfast, Shankill and Newtownabbey working in local schools and in partnership with youth and community organisations. The programme will be delivered in partnership with Cliftonville Community Regeneration Forum, Ardoyne Youth Enterprises, Mount Vernon Community Development Forum (operating on behalf of Loughview Community Action Partnership), Newtownabbey Arts and Cultural Network (NACN), Street Beat, New Life City Church and YEHA Youth Project.

Breakthrough is an integrated good relations programme that provides flexible, high-quality, young-person-centered opportunities for 14–24 year olds. The young people are identified as being at risk of becoming involved in anti-social behaviour, violence or dissident activity.

This holistic young person-centred approach aims to achieve sustainable, positive change in the lives of very marginalised young people enhancing their capacity to form positive and effective relationships with others of a different background and make a positive contribution to building a cohesive society. The project will bring young people from across the areas into a youth focused, co-designed programme that builds their confidence, abilities, experiences and widens their outlook on life. One-to-one mentoring and a range of group work activities, personal action plans, training and active community initiatives will cover PEACE IV’s three outcome areas of Personal Development, Good Relations and Citizenship.

The programme is focused on the belief that young people can grow and change and will provide the support they need to do so. The Programme will seek to understand and work with the wider context within which the young person lives their life; their family, community, social setting. Potential issues will be identified and goals set and an individual personal development action plan designed that considers all aspects of the young person’s needs.

The programme will have three distinct strands – engagement with young people aged 14 – 17 years within school, youth centre based engagement with young people aged 14 – 18 years in the evening and engagement with young people aged 16 – 24 years in the community.

**3. Contract Requirements**

Ashton Community Trust, as Lead Partner, requires a suitably experienced outdoor events facilitator to deliver the residential experience and team building elements for Phase One of the programme.

Proposals will need to demonstrate suitability for the Programme under the following areas:

* Suitable experience of working with young people with complex needs through team building and residential experiences.
* Experience of delivering youth-centred programmes of activities to challenge and motivate all abilities.
* Experience of delivering outdoor education and team building programmes that cover personal development, citizenship and good relations.
* Facilitators are to be suitably trained in Youth Work, Child Protection, Safeguarding of Vulnerable Adults, First Aid, Health & Safety & Risk Assessments.
* Facilitators have completed an ACCESS NI check
* Submissions must state that they can meet the requirements of scheduled delivery of services outlined below.

**Service Delivery Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase 1** | **Team Building Days**  | **No. of Participants** | **Delivery Date**  |
|  | 3 Community Groups | 3 x 263 x 2 staff | Jan/Feb **2018** |
|  | 3 Centre-Based Groups | 3 x 243 x 2 staff | Jan/Feb **2018** |
|  | 1 School Group | 1 x 241 x 2 staff | Jan/Feb **2018** |
|  | 1 Staff Group | 1 x 24 | Jan Feb**2018** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Residential Experience** | **No. of Participants** | **Delivery Date**  |
|  | 3 Community Groups | 3 x 263 x 2 staff | Jan/Feb **2018** |
|  | 3 Centre-Based Groups | 3 x 243 x 2 staff | Jan/Feb **2018** |
|  | 1 School Group | 1 x 241 x 2 staff | Jan/Feb **2018** |

**4. Budget**

The successful tender will be awarded on a value for money basis, within a maximum budget of £28,000. The costs should include accommodation, activities, travel and food.

**5. General Information required**

* Name, address, telephone, e-mail and fax number of tenderer;
* Names of persons within tenderer’s business who will be working on the project;
* Name, address, telephone, e-mail and fax number of any third parties involved in the tender;
* Description of role or elements of contract to be fulfilled by any third party;
* Identification of party who will carry overall responsibility for the contract;
* Details of the qualifications and experience of each person who will be working on the project;
* Names of two referees familiar with the work of the tenderer.

**6. Evaluation of Tenders and Award Criteria**

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender applying the following award criteria:

**Evaluation Criteria**

Qualifying tenderers will be evaluated against the following criteria:

|  |  |
| --- | --- |
| **Criteria** |  **Weighting** |
| **A)** Demonstrated understanding of the scope of the project and ability to deliver the objectives and outputs of the project as outlined in the contract requirements;**B)** Quality of proposed approach/methodology, with particular regard to best practice in facilitating residential experiences and team building for young people and expertise of the tenderer in projects of a similar type; **C)** Proposed project timetable for delivery and plan:Detailed time line for the implementation of the project with allocated design, build and support time**D)** Price: Breakdown of costs per head for accommodation, activities, food and travel. | 25%25%25%25% |
| Total | 100% |

The **Price element** of tenders will be assigned a score on the basis of a sliding scale. All tenders will be scored against the lowest proposed fixed cost with full marks (i.e. 25) being awarded to the party having submitted the lowest fixed cost tender.

Tenderer offering the lowest cost will be awarded full marks. All other tenderers will be awarded marks on a pro-rata basis depending on the total cost to complete project.

**The approach to each element will be scored as follows:**

|  |  |  |
| --- | --- | --- |
| Band  | Scoring Basis | Marking out of 25 |
| 5 | Fully detailed evidence provided, very minor concerns on detail, relevance, accuracy or complexity | 21 - 25 |
| 4 | Detailed evidence provided, some minor concerns on detail, relevance, accuracy or complexity | 16 - 20 |
| 3 | Reasonable evidence provided, lacking in detail, relevance, accuracy or complexity | 11 – 15  |
| 2 | Limited evidence provided, significant  concerns on detail, relevance, accuracy or complexity | 6 – 10  |
| 1 | Little or no evidence provided, very significant concerns on detail, relevance, accuracy or complexity | 1 – 5  |

**7. Timeframe**

It is envisaged that this piece of work will start 1st January and finish by 1st June 2018.

**8. Financial Arrangements**

Payment for all services will be on foot of appropriate invoices in stage payments, invoicing arrangements will be agreed with the successful tenderer following the awarding of the contract. The following should also be noted:

* No additional fees except those originally quoted will be paid and additional costs will be a matter for the contractors themselves.

**9. Ownership of Information**

Ownership of data and reports related to the project will reside with Ashton Community Trust

**10. Queries**

Any queries concerning this document should be e-mailed to: corinna.mcerlean@ashtoncentre.com

A list of all appropriate questions received regarding the tender together with answers will be circulated to everyone who has registered **1 week before the deadline**. After this date we will be unable to take questions on the process.

**11. Proposals**

Proposals - 2 hard copies should be sent by post or hand delivered to:

Katrina Newell

Head of Youth Development

Ashton Community Trust

5 Churchill Street

Belfast BT15 2BP

The deadline for receipt of completed proposals is **8th December 2017, 12 noon**

Envelopes should be marked ‘Team Building and Residential Delivery of Breakthrough Programme’

The name and address of the person tendering should be shown on the envelope.