

Dorset Local Enterprise Partnership

Innovation Project: Removing Barriers & Improving Outcomes for Young People Consultancy Brief

August 2022

Contents

1. PURPOSE	3
2. CONTEXT	3
3. COMMISSION	4
4. KEY STAGES & DELIVERABLES	4
5. BUDGET	6
6. CONTRACT MANAGEMENT & MONITORING.....	6
7. CONFLICTS OF INTEREST	6
8. TIMESCALES.....	6
9. ASSESSMENT.....	7
10. PROPOSAL SUBMISSION	7
11. GUIDANCE.....	7

1. PURPOSE

Dorset Careers Hub delivers the National Careers Education agenda to 74 schools and colleges across the county; bringing employers, schools and colleges together to transform careers education.

Funded by Dorset LEP and The Careers and Enterprise Company (CEC) in partnership with Bournemouth, Christchurch & Poole (BCP) Council and Dorset Council, the role of the Dorset Careers Hub is to help every young person find their best next step.

We are seeking tenders for a new project which aims to improve the outcomes for young people with an Education & Health Care Plan (EHCP), by creating long term sustainable employment opportunities.

2. CONTEXT

Young people with an EHCP, in both mainstream settings and in special schools and learning centres, find it difficult to secure jobs. This is an age-old issue, but with skills shortages across the county at an all-time high and thousands of young people who would like to work but not being given the opportunity, now is the time. We feel that with a dedicated and proactive project to directly address and overcome the barriers, we can make strong inroads, tangible changes and a long-term difference.

Parents/carers and teachers, the Government, and young people themselves, want vocational experiences for this cohort. The missing link is a lack of knowledge, confidence and motivation amongst employers, which we need to change to see them take big steps forward and make a long-term commitment.

There is significant amount of research at Government and local level in the Local Offer from Dorset and BCP Councils, as well as from the CEC itself and according to the CEC 'Careers Landscape' factsheet, 'The National Audit Office estimates that £1 million of lifetime costs could be saved for every young person with the relevant life and employability skills that enables them to live in semi-independence.' It also states that 'By supporting someone with a learning disability into employment, it could increase their income by between 55% - 95%, as well as improving their self-esteem'.

The issues have been acknowledged across the county with BCP establishing The SEND Improvement Board in August 2020 and the introduction of Dorset's SEND strategy; a [£37.5 million](#) commitment to deliver bold and ambitious plans to improve the lives of children with SEND. They are working with the Government's consultation on its green paper as one of six councils invited to take part in the Pilot Inspection with Ofsted and the Care Quality Commission, and alongside [NHS Dorset Clinical Commissioning Group \(CCG\)](#) and in pursuit of equal opportunity. Young people should be supported to exercise choice and control over their lives, including the four 'preparing for adulthood' outcomes:

- moving into paid employment and higher education
- independent living
- having friends and relationships and being part of their communities
- being as healthy as possible

These policies are part of a wider strategy already in place addressing children and young adults aged 0-25 years but concentrating on 16–19-year-olds is a vitally important role we can play as Dorset Careers Hub.

In addition, to a host of national reports such as the Government's career strategy and other concerned bodies, we know from working alongside key partners locally that there is already a lot of work being done with young people to improve their chances of gaining

employment. There is a huge range and number of activities taking place and embedded into the curriculum and this is having a positive impact on those involved. However, the desired outcome of increasing the number of disadvantaged young people gaining employment is wholly reliant on the commitment to change amongst employers. Clearly more education is needed amongst the business community, with only 1 level 3 Disability Confident Employer in Dorset currently (SAMEE) which is the rationale for this project.

It is anticipated that through this tender the successful organisation, working directly with our group of selected employers and offering the tools they need to make the necessary changes, will increase this number.

3. COMMISSION

This commission seeks to increase the number of young people between the age of 16 & 19 years old with an EHCP gaining meaningful, long-term part-time and full-time employment, by addressing and overcoming the misconceptions and barriers that prevent employers becoming more inclusive.

We welcome applications particularly from DE&I HR specialists, or SEND specialist organisations, and particularly those with a recent working knowledge of the Disability Confident Employer Programme, to implement a project to achieve this. The activity required includes that outlined in the following sections and we would like to see in the tender response the overall proposed approach to this work and experience of the applicant in undertaking similar/relevant work.

Employer engagement

Working with a cohort of c.10 companies - SME's and larger companies - that are not currently actively engaging and employing disadvantaged young people to transform these into Disability Confident Leaders and make reasonable adjustments to the workplace. This includes running education sessions for the workforce, job coaching and other activities, as listed below in the Key Deliverables.

Teacher/Parents/Carers

Across Dorset schools and colleges, sharing details with teachers/parent/carers of the undertaking of employers and ensure that the benefits of employment to their young people are fully understood.

Working with Young People

Working with a group of c.20 young people with a variety of learning or additional needs, across multiple (7) institutions to form focus groups that will go into the workplaces to aid the education of employers. An indicative list of activities is as listed below in the Key Deliverables.

4. KEY STAGES AND DELIVERABLES

Employer Activity and Sessions

- Onboard and brief employers participating in the programme
- Run all sessions required to ensure our employers become a DWP Disability Confident Employer, Level 2 & 3
- Guide them through making reasonable adjustments in the workplace in line with the Equality Act 2010
- Job coach support: Jobs broken down to smaller tasks
- Guidance with onboarding, induction planning
- Education for employees including focus groups with target young people
- Skills Identification and Vocational Profiling

- Employability Skills Framework
- Person Centred Planning
- Ongoing support, feedback, communication, monitoring

Young People

- Participation in focus groups to educate and give confidence to our companies
- Vocational profiling – if shortlisted
- Job coach – once hired
- Produce case studies featuring young people
- Implement an ongoing awareness campaign featuring elements of the project aimed at businesses and showing success and impact stories

Teacher/Parent/Care Information Sessions

- Project overview and objectives
- Explaining the undertaking of our employers
- Raising aspirations, Benefits of Person-Centred-Planning
- Access to Work Scheme explanation

Overall Management

- Develop and manage a project plan and ensure deadlines are met
- Create a communications strategy to promote and celebrate the programme
- Manage delivery partner activities and relationships

Monthly Reports

Monthly reports must be created that address the following:

- Project planning
- Budget Tracker
- Activity schedule
- Measurable changes such as:
 - Changed perceptions (i.e. around mainstream qualifications being the only way to assess ability and for people to progress)
 - Change in company culture to more inclusive and accepting environment
 - Staff gaining greater understanding of coaching and mentoring and teamwork
 - Number of employers reaching Level 2 & Level 3 Disability Committed and Leader Status
 - Number of young people gaining employment and staying in it
 - Employee retention figures
 - Reduced vacancies and hiring costs
 - Impact on customer attraction and retention
 - Increased aspirations and social mobility

Impact

Impact of the work should be measured through mechanisms such as the following:

- Employer internal surveys and feedback
- Wider surveys
- Focus groups across organisations
- Interviews
- Youth Voice

Model

A model must be created that could be used in multiple organisations and have the capability of being embedded across different departments and companies and be designed with specific metrics and milestones in mind.

5. BUDGET

The total budget available for this work, including project management and delivery partners, marketing, comms, travel and subsistence is £60,000 excluding VAT.

Tenders should be submitted clearly setting out, individually for each member of the proposed team, the hourly rate at which they will be charged (exclusive of VAT). Tenders should also show the proposed hourly rates once the total value of work charged exceeds £25,000. Tenders should also be valid for six months.

6. CONTRACT MANAGEMENT & MONITORING

The Dorset Careers Hub Strategic Lead, [Rebecca Philips](#) is the key contact to manage this contract.

As part of the management, fortnightly meetings with the Dorset Careers Hub Strategic Lead will be held and monthly progress reports must be submitted throughout the duration of the project.

7. CONFLICTS OF INTEREST

Dorset LEP may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Dorset LEP, detailing the conflict in the Supplier response to this tender.

8. TIMESCALES

Activity	Date
Invitation to Tender	Monday 15 th August
Deadline for submissions	Thursday 1 st September 2.00pm
Assessment of responses received	By Monday 5 th September
Interviews	Wednesday 7 th September
Inception meeting	Friday 16 th September
Contract start date	Monday 19 th September (flexible)

The LEP reserves the right to cancel the tender process. No work is guaranteed to be awarded under the tender process and Dorset LEP is not responsible for any costs incurred as part of the bidding process.

The deadline for any Tender Clarifications is Wednesday 31st August.

9. ASSESSMENT

Tenders will be assessed using the following criteria and weightings and the weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Question	Weighting
Understanding of requirement	20%
Experience of similar work and credibility with stakeholders	30%
Proposed approach to this work	30%
Proposed team	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

Clarifications may be sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of the Dorset LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

Dorset LEP reserves the right not to make any appointment.

10. PROPOSAL SUBMISSION

In order to be considered for selection, proposals to this tender must be received by Thursday 1st September at 2.00pm. Any individual or organisation responding to this tender must submit its response via email to the following:

Rebecca Phillips
 Dorset Careers Hub Strategic Lead,
 Email: rphillips1@bournemouth.ac.uk

Please note that submissions not received via the means identified in this document may not be accepted or considered. Any tender submitted and/or received after the time specified may not be considered and the Bidder will be advised of this.

11. GUIDANCE

- Take the time to read and understand this document. In particular, develop a strong understanding of the Commission section.
- In structuring your proposal, consider how it will be evaluated.
- Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems. Failure to submit the tender submission as required may result in the relevant Bidder being excluded from any further participation in this procurement.
- If you require clarification or you have any questions, please direct these to: Rebecca Phillips, Dorset Careers Hub Strategic Lead, rphillips1@bournemouth.ac.uk /07813 830335, or Rebecca Davies, Head of Enterprise, Skills and Industry, rdavies@bournemouth.ac.uk