



## **Research Project: Briefing/Invitation to Tender**

### **1. Introduction to The City of Social Action**

Young Manchester's vision is that every child and young person in Manchester can thrive and realise their full potential through outstanding opportunities. By establishing the UK's first 'City of Social Action', we believe we can make this vision a reality, creating a platform for real and meaningful change for thousands of children and young people.

The City of Social Action seeks to make Manchester the place for youth voice, youth leadership and real change led by children and young people themselves. We know if young people are at the heart of their communities, shaping their futures, then those communities will be better for everyone.

The City of Social action seeks to harness and coordinate work across the city and grow its reach and visibility considerably, but it is not just a slogan or brand – we want to embed youth social action across the city and transform children and young people's lives, especially those who don't have the opportunities that many of their peers do.

### **Aims of The City of Social Action**

- To ensure funding and opportunities for young people are shaped by young people themselves and that provision is targeted at those who need it most.
- To coordinate the city-wide youth social action offer and establish clear referral routes and progression pathways for young people.
- To establish a new framework for how we embed youth social action and transform children and young people's lives.
- To champion and celebrate children, young people and organisations across the city engaged in youth social action, under the banner of the City of Social Action

## Our approach

- The Fund
  - Fund the direct delivery of youth and play provision across Manchester which embeds a social action agenda and delivers against the six principles of youth social action
- Mapping, Convening and Coordinating
  - Map youth social action work across the city, going beyond Young Manchester funding
  - Convene providers and supporters to establish one core offer for children and young people
- Infrastructure
  - Support the development, growth and sustainability of youth social action through infrastructure support, including capacity building/training, sector leadership, partnership development and networking.
- Youth Voice and Leadership
  - Work with children and young people to ensure our work, and wider youth social action work across the city is informed by children and young people.
  - Grow voice and leadership work across the city, ensuring young people are shaping the future of Manchester
- Championing, Celebrating and Recognising
  - Champion and celebrate great work, great organisations and great children and young people.
- Influencing
  - Influence other funders funding in Manchester to support the City of Social Action
  - Engage the youth and play sector, influencing policy and practice to embed quality youth social action in universal provision.

## Outcomes

- Opportunities across the city are informed by young people and community level expertise, and provision is accessed by those who need it most.
- The offer across the city is relevant and inclusive, and meets the needs of all children and young people
- Funding and opportunities are shaped by young people themselves. Young Manchester leads on best practice for young people's involvement on local funding decisions
- Opportunities are coordinated and connected, there are clear referral routes and progression pathways for all young people
- Clear and explicit routes to leadership are established, including mentoring, coaching and leadership development and roles explicitly shaping Manchester's future
- Communities are directly shaped by young people themselves. These communities are better for children and young people, now and in the future.
- The visibility of youth social action projects has increased, children and young people feel valued in and by their communities.
- Opportunities for income generation have increased. Those funding projects in Manchester value and back youth social action and youth voice work.

## 2. Research project aims

Social action has always been at the heart of Manchester – the city has a long history of social justice and activism, right up to community-led action and protests over the last year.

We are keen to get a clear understanding of what social action led by young people looks like in 2021 – what is happening, by who, on what and how.

The research project seeks to map current activity, across formal and informal spaces, as well as showcasing examples of great youth-led social action in the city which is making a real difference to the lives of young people and communities.

Key questions we are seeking to explore are:

- *What youth social action is happening across the city?*
- *Who is doing it, how are they doing it?*
- *What themes and issues are being addressed?*
- *What spaces are being used? Formal (e.g. education), informal (youth settings), youth-led?*
- *What genuinely youth-led activism is happening in the city?*
- *What is working well? What examples are there of great practice?*
- *What are the challenges, and how can they be addressed?*
- *What are the opportunities? For further support or funding?*
- *What connections/collaborations are taking place? What networks exist? How is this work connected?*

### **3. Audience and key messages**

The primary audiences for the project are:

- Key stakeholders who are and will be shaping strategies and funding decisions for investment in social action and youth-led activity, both locally and nationally (Department for Digital, Culture, Media & Sport, trusts and foundations, public sector bodies)
- Youth and play organisations in the city and others delivering or supporting youth social action – who can use this work to showcase their own projects and promote the value of youth social action locally and nationally
- Young people, including those currently involved in youth social action and new youth audiences

### **4. Methodology**

We anticipate that the project will primarily focus on desk research and direct engagement with young people in Manchester, the organisations that support them and wider key stakeholders (e.g. funders).

We are especially keen to read creative proposals which place children and young people at the centre of this work, including proposals which are led by young people themselves (either independently or as part of a wider partnership).

Taking into account the scale and scope of this work, it is recommended that broader research is informed and enhanced by a small number<sup>1</sup> of deep dives or case studies.

### **5. Voice and inclusion**

We are keen to ensure that the report reflects the shared values and principles of Young Manchester and the City of Social Action, including ensuring that the research process and final report/findings are representative and inclusive.

We would welcome proposals which place young people at the heart of this project, and especially those which ensure that the voices and experiences shared are inclusive and can demonstrate that the project is reaching those who need our support the most.

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<sup>1</sup> We recommend 3-5 areas

## 6. Outputs required

1. A report, 20-30 pages in length, fully designed and branded
2. An exec summary, which can be read separately and used as the basis for communication and engagement with established and new stakeholders
3. Other related resources or outputs, including creative ways of representing findings and recommendations to the target audience(s) e.g. infographics, photography, video

## 7. Timetable

We expect the project to begin **1<sup>st</sup> November 2021** and be completed by **1st February 2022**, with the report submitted to [r.garbutt@youngmanchester.org](mailto:r.garbutt@youngmanchester.org).

The procurement timetable will be:

- Deadline for clarification questions: Friday 7<sup>th</sup> October 2021
- Tender return deadline: Thursday 14<sup>th</sup> October 2021
- Clarification meetings may be held with shortlisted consultants and would take place on week commencing: 18<sup>th</sup> October 2021

The group will notify bidders of our procurement decision week commencing: 25<sup>th</sup> October 2021

## 8. Data protection and confidentiality

The contractor must comply with all of the requirements of General Data Protection Regulation 2018 and shall ensure appropriate research consents from participants for any data collection.

## 9. Budget

The anticipated budget is up to £5000 to include all expenses and VAT.

The payment schedule will be 50% on contract signing, and 50% on receipt of final report.

## 10. Instructions for responding

Proposals should be submitted by **5pm on Thursday 14<sup>th</sup> October** and the tender return should include:

- Name of organisation and/or individual consultant(s) making application
- Contact name and details for all correspondence, including address, email and telephone
- Names, roles and CVs of consultants to be involved

- An outline of your skills, suitability and relevant experience to deliver the project
- Details of the proposal
- Constraints, challenges and risks associated with the work and how you would mitigate them
- Append a brief example of how you have delivered a comparable piece of work
- Budget outline
- Two referees

The total maximum length of submission, excluding the appended comparable project example, should not exceed 15 A4 pages.

We are open to proposals from consortia of organisations or individual consultants, where there are appropriate measures in place to ensure clear lines of management, communication and risk management. Payment arrangements will be via a single organisation and these details should be included in the tender return.

Please return your submission to [applications@youngmanchester.org](mailto:applications@youngmanchester.org).

Please include the subject line “Research project proposal – City of Social Action”.

Tender returns will be assessed against the criteria specified below.

References may be requested from shortlisted respondents. Interviews may also be held to further inform the decision-making process.

## 11. Award criteria

### Initial Assessment

It is anticipated that representatives from the group will carry out an initial assessment of each Bidder's Tender Response to ensure that:

- a) the Bidder has satisfied the requirements set out in the ITT
- b) the Tender Response has been submitted on time and meets submission requirements/instructions which have been notified to the Bidders;
- c) the Tender Response is sufficiently complete to enable the response to be evaluated in accordance with the evaluation methodology; and
- d) the Bidder has not contravened any of the terms and conditions of the ITT or the Regulations.

Responses that do not meet the requirements set out in this paragraph 2 may be treated as non-compliant. Non-compliant bids may be rejected at this point.

### Detailed Evaluation

Your bid will be scored out of 100%.

Tender responses will be assessed to determine the most economically advantageous tender using the following criteria and weightings:

Criteria	Available Marks (%)
Understanding of the aims, objectives and main concerns of the review.	15%
Clear and structured delivery methodology	15%
Experience and track record	15%
Ability to deliver to scope and within the timescale	10%
Clear and realistic Project Plan	15%
Price	30%

Tender responses will be scored by an evaluation panel using the following scoring model:

<b>Weighting of available marks</b>	<b>Interpretation</b>
100% Excellent	Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This response also offers additional value or improved VFM.
70% Good	Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence
50% Adequate	Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of detail or evidence requested have been provided. This, therefore, is an adequate response, but with some ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the detail or evidence requested.
30% Poor	The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0% Unacceptable	The response is not compliant with the requirements of the ITT and/or no response has been provided.



## **Price Criterion at 30%**

30 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and total costs figure in your schedule of charges table will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £108 then the lowest priced bidder gets 30% (full marks) for price and the second placed bidder gets 27.6% and so on. ( $8/100 \times 30 = 2.4$  marks;  $30 - 2.4 = 27.6$  marks)

The scores for quality and price will be added together to obtain the overall score for each Bidder.

## **Taking Account of Tenderers' Past Performance**

The group reserves the right to assess the past performance of a Supplier, using its own experiences or via a reference. The reference may not necessarily have been provided by the supplier but may have been sourced by members of the group, and the group may take into account any failure to discharge obligations under any previous contracts by any Supplier.

## **12. Contacts**

For queries on this ITT please contact XXXX.