



Education & Skills
Funding Agency



European Union
European
Social Fund

SPECIFICATION

**INVITATION TO TENDER: [ITT_573, ITT_572,
ITT_571, ITT_570]**

**SUPPORT FOR YOUNG PEOPLE WHO ARE NEET
OR AT RISK OF BECOMING NEET**

DATE: 2021

SPECIFICATION: SUPPORT FOR YOUNG PEOPLE WHO ARE NEET OR AT RISK OF BECOMING NEET

DEFINITION OF TERMS

In addition to the Definition contained in Clause 1 (Definitions) of the Contract, in this Schedule 1: Specification & Monitoring the following words shall have the following meanings:

Apprentice: means an employee who works under an Apprenticeship Agreement.

Apprenticeship: means a job for an Apprentice with an accompanying skills development programme. [Further education and skills: Apprenticeships - detailed information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/apprenticeships).

Apprenticeship Agreement: means:

- i. an approved English apprenticeship as defined by Section A1 of the Apprenticeships, Skills, Children and Learning Act 2009; or
- ii. an apprenticeship agreement within the meaning given in section 32 of the Apprenticeship, Skills, Children and Learning Act 2009 as it applies in relation to England by virtue of provision made under section 115(9) of the Deregulation Act 2015.

At risk of becoming NEET: refers to a Young Person whom the Contractor has determined is at risk of becoming NEET in accordance with paragraph 4 of this Specification.

Eligible: means a Young Person who meets the Eligibility Criteria and is otherwise eligible to receive the Services.

ESF Managing Authority: means the government department responsible for the implementation of the Operational Programme in accordance with the ESIF regulations. For the European Social Fund it is the Department for Work and pensions.

NEET: refers to a person who is not in employment ("Employed"), education or training.

Participant: means a Young Person who:

- i. is NEET or at risk of becoming NEET; and
- ii. meets the Eligibility Criteria.

Traineeship: means a course that includes a work placement. It can last from 6 weeks up to 12 months as is more particularly set out at: <https://www.gov.uk/government/collections/traineeships--2>.

Young Person/People: means a person/people who is/are aged 15 years to 24 years.

PART 1: SERVICE REQUIREMENTS

1. The Contractor shall:
 - a. ensure that it is fully resourced to commence delivery of the Services on the Services Commencement Date; and
 - b. ensure that where subcontractors are used, they are fully resourced and staffed to perform their elements of the Services.
2. The Contractor shall maintain a physical operational base within the Lot Area throughout the Contract Period and shall otherwise ensure it is able to provide Services to the whole of the Lot Area.
3. The Contractor shall provide the Services to Participants.
4. The Contractor may determine that a Young Person is at risk of becoming NEET, where:
 - a. the Contractor has first consulted with a recognised third party or institution associated with that Young Person, including (but not limited to) a school, training provider, educator or local authority; and
 - b. as a result of that consultation, there is a reasonable basis for concluding that the Young Person is at risk of becoming NEET.
5. The Contractor shall keep a record of any determination that a Young Person is at risk of becoming NEET and provide it to the ESFA on request.

Management and quality assurance

6. The Contractor shall put in place and maintain effective management arrangements throughout the Contract Period. The Contractor's management arrangements shall include (without limitation) arrangements to ensure that:
 - a. the Services are delivered in accordance with the Contract;
 - b. the needs of Participants are fulfilled;
 - c. the Services are delivered to a high quality throughout the Contract Period; and
 - d. effective quality assurance and improvement processes are in place.
7. The Contractor shall ensure that the Services are flexible and responsive to local conditions, the changing economic and political landscape and take into consideration that the Services may need to change during the life of the Contract. The Contractor shall make such changes to the Services as may be required by ESFA from time to time to reflect such changes.

Partnership working

8. The Contractor shall ensure that the Services complement and avoid duplication with similar existing provision, including (but not limited to) services offered to Participants by the Co-Financing Organisation (CFO), Department for Work and Pensions, National Lottery Community Fund, Mayoral Combined Authority, Education and Skills Funding Agency, local authorities, National Careers Service and the Careers Enterprise Company funded provision.
9. The Contractor shall engage with and use reasonable endeavours to work in partnership with:
 - a. the LEP;
 - b. other organisations delivering similar education and training in the Lot Area;
 - c. every local authority in the Lot Area. (This will include identifying internal links across different departments of the local authority); and
 - d. other local stakeholders;to ensure the Service is complementary with other funded provision.
10. The Contractor shall ensure that the Services are designed to reflect local needs and opportunities and are updated from time to time to respond to changes to local needs and opportunities as well as policy changes.

Market intelligence and local knowledge

11. The Contractor shall ensure that the Services are designed and delivered to:
 - a. take into account conditions prevailing in the Lot Area as described in Part 4 with respect to the current employment market and the current and future social and economic indicators including labour market intelligence;
 - b. target local skills shortages and gaps within the Lot Area; and
 - c. work alongside any existing skills support structures the Lot Area.

Management information and reporting

12. The Contractor will develop and operate a management information system which enables the submission of data to the ESFA via the ILR and provides for Supplementary Data Returns.
13. The Contractor will ensure that all evidence required to support payments is collected and retained in accordance with the Evidence Requirements before the Contractor makes a claim for payment from the ESFA. The Contractor will provide supporting evidence to the ESFA on request.
14. The Contractor shall provide LEPs and the ESFA with details of the Regulated Learning and Non-Regulated Activity that is provided by its subcontractors as reasonably requested broken down to the level requested e.g. ward/district.
15. The Contractor shall provide the ESFA with a monthly report by the 8th Working Day in each month setting out such performance data as the ESFA may reasonably require including (but not limited to):
 - a. Participant and employer data at ward/district level covering referral source, Qualifications offered and delivered, cohorts supported, employer information, sector of employer and sector of support provided;

- b. pipeline activity;
 - c. progress made against the Contractor's profile for delivery of the Services;
 - d. actions that the Contractor proposes to undertake if performance has not met the anticipated profile;
 - e. current and future employer and partner engagement; and
 - f. where the Contractor is providing services under another contract separate returns shall be required in respect of each such contract.
16. The information listed in paragraph 15 is not exhaustive. The ESFA, the LEP and the Contractor shall meet to refine these requirements prior to the Service Commencement Date.
17. The Contractor shall design and deliver the Services with the aim of promoting economic and social inclusion through the reduction of the number of Young People classified as NEET or at risk of becoming NEET in the Lot Area by equipping them with personal/transferable skills, work experience and vocational skills.
18. The Contractor shall encourage Young People to realise their potential and progress in learning and in the workplace through the provision of the Services.
19. The Contractor shall ensure that the Services are tailored to each Participant. The Services shall:
- a. include the provision of employability skills such as job preparation, interview preparation, understanding employer requirements and personal skills development;
 - b. include the provision of opportunities for interventions such as employer-based vocational training and tasters, employment trials, work placements or internships, work pairing and volunteering and pre-recruitment training;
 - c. be designed to take in account the local LEP priorities set out in Part 4 (Local Service Requirements);
 - d. where the Contractor considers it appropriate, the provision of individualised wrap-around programmes of support focusing on English, maths, and IT skills;
 - e. include routeways to Traineeship and Apprenticeship opportunities;
 - f. include engagement with marginalised Participants and support for them to re-engage with education or training;
 - g. address the Basic Skills needs of Participants so that they can compete effectively in the labour market;
 - h. provide additional work experience and pre-employment training opportunities to Participants; and
 - i. support Participants who are lone parents to overcome the barriers they face in participating in the labour market (including childcare).

Content of the Services: the Participant's journey

Identifying Participants

20. The Contractor shall:

- a. actively promote the Services throughout the whole Lot Area, with particular focus on areas of highest need;
- b. identify, engage with and recruit Eligible Young People to be Participants within the Lot Area.
- c. employ such methods of engagement as it considers are best suited to maximise engagement with Young People in the Lot Area.

Eligibility

21. The Contractor shall assess all individuals to ensure that they are Eligible to receive the benefit of the Services. The Contractor shall retain records of all assessments and shall provide them to the ESFA on request in accordance with the Evidence Requirements.

Induction

22. The Contractor shall develop and deliver an induction programme for new Participants which is flexible enough to gain early engagement with them.

Initial Assessment and ILP

23. For each Participant, the Contractor shall:
 - a. carry out a comprehensive assessment and needs analysis, including an assessment of whether the Participant should be provided with a one to one key worker;
 - b. develop a bespoke ILP for the Participant which takes into account the findings of the assessment and needs analysis;
 - c. put in place and carry out regular progress reviews as determined at the initial assessment;
 - d. carry out an exit interview when a Participant has completed his or her ILP;
 - e. identify additional support needs throughout the delivery of the ILP to support progression, including needs relating to literacy and numeracy skills development where required.

Overcome barriers to engagement

24. The Contractor shall ensure that the Services address any mobility barriers to engagement, including, in particular, with regard to difficulties Participants may have in relation to accessibility to premises and transport. The Contractor shall take reasonable steps to address any such barriers, including (where practicable) by providing support for small groups in areas that are remote or difficult to access.

Provide IAG

25. The Contractor shall provide Participants with high quality IAG at all stages of a Participant's ILP. This should be designed to help the Participant gain a greater understanding of their own abilities, learning needs and the range of opportunities available supported by IAG.

26. Where the Contractor considers it appropriate in the initial needs analysis, the Contractor shall provide a Participant with a one-to-one key worker. The role of the key worker will include helping the Participant to gain and sustain an Outcome.
27. The Contractor shall ensure that the Services include personalised provision that:
- a. is flexible (in terms of content, times and location);
 - b. involves Participants in the design and delivery of their ILPs. This may include training to provide peer support and ensure that each Participant is given the most appropriate level of support in line with his or her assessed needs;
 - c. includes a personalised transition or 'moving on' plan for every Participant;
 - d. provides Participants with a portfolio of activities carried out and achievements gained whilst on the programme; and
 - e. takes into account each Participant's aspirations for their own future.

Provide Regulated Learning / Non-Regulated Activity

28. The Contractor shall ensure that each Participant is provided with a bespoke ILP comprising Regulated Aims and/or Non-Regulated Aims in accordance with the needs of the Participant. All learning aims must contribute towards addressing any specific barriers to employment, education or training that Participants may have.
29. The Contractor may also provide accredited units of learning at Level 3 and above where the qualification has been approved for unitised delivery (up to 15 credits or 150 Guided Learning Hours of a full qualification) and such provision will qualify for funding. The Contractor must ensure that the Services do not duplicate or undermine national policy, including policy on loans.

Outcomes

30. The Contractor shall use reasonable endeavours to achieve one of the Progression Outcomes for each Participant.
31. The Contractor shall use reasonable endeavours to achieve the Conversion Rates in delivering the Services.
32. In selecting Participants, the Contractor shall take into account and use reasonable endeavours to achieve the ESF programme targets for the supply of the Services to the priority groups in the percentages set out in Part 2, Table A.
33. The Contractor shall use reasonable endeavours to achieve the number of Participant Outcomes for each of the Outcomes specified in Part 5, Table C.

Engagement with Employers

34. The Contractor will engage with employers within the Lot Area in the design and delivery of the Services. This will include (without limitation) consulting employers on:
- the design of skills provision to ensure Participants gain the skills required by employers within the Lot Area; and
 - providing opportunities for job progression and Apprenticeship opportunities within the Lot Area.

Engagement with the LEP

35. The Contractor shall, if required by the LEP, but at no additional cost to the ESFA:
- work in partnership with the LEP to maximise the impact of the project delivery. Such partnership working may include: undertaking strategic coordination and engagement activity in consultation with the LEP; co-ordinating the gathering of labour market intelligence; developing creative approaches to responding to the skills needs of the LEP’s priority sectors; building capacity and responsiveness of the delivery network; participating in new product development and innovation; employer engagement; supporting progression and the promotion of Apprenticeships.
 - participate in a local steering group including by attending regular steering group meetings and provide relevant management information upon request.

PART 2: PROGRAMME TARGETS

Table A

	Less Developed Area	Transition Area	More Developed Area
Participants from ethnic minorities	2%	10%	20%
Participants with Disabilities	15%	10%	10%
Participants without Basic Skills	15%	18%	16%
Participants who live in a single adult household with dependent children	5%	6%	4%
Female Participants	49%	46%	45%

Further information on programme outputs can be found at the following link: [ESF MI Definitions 14-20 version 2 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

PART 3: FUNDING MODEL

36. Subject to paragraphs 37 and 38 the Contractor shall be paid an Outcome Payment for ST01 Learner Assessment and Plan and each of the Progression Outcomes achieved in relation to a Participant as set out in Table B
37. The Contractor shall be entitled to payment for one Progression Outcome (only) for each Participant who achieves the Progression Outcome within 28 days of finishing his or her ILP.
38. For each of RQ01 and NR01, the Contractor shall be paid for provision of Regulated Learning and Non-Regulated Activity in accordance with the Funding Rules and the rates published in LARS. For each unit of Regulated Learning or Non-Regulated Activity the Contractor shall be paid:
- 25% of the applicable LARS rate on the Participant starting the unit; and
 - 75% of the applicable LARS rate on the Participant completing the unit.
39. The Outcome Payments listed RQ01 and NR01 in Table B are the average cost of learning per Participant. The ESFA expects Participants to be provided with access to whatever provision is required to meet their bespoke needs and the Contractor must manage these outcome charges to ensure these averages are achieved across all Participants for the duration of the Contract.
40. The Contractor shall provide ESFA with the evidence set out in the Evidence Requirements to demonstrate that payment is due in respect of an Outcome Payment. The ESFA will be under no obligation to make payment until it has received such evidence.

Table B

Outcome	Outcome Payment	Conversion Rate
ST01 Learner Assessment and Plan	200	
RQ01 Regulated Learning	532.87	
NR01 Non-Regulated Activity	532.87	
PG01 Progression Paid Employment (EMP)	750	10%
PG03 Progression Education (EDU)	500	34%
PG04 Progression Apprenticeship (EDU)	750	5%
PG05 Progression Traineeship (EDU)	500	5%

PART 4: LOCAL SERVICE REQUIREMENTS

LOT 2 LONDON NORTH AND EAST – MORE DEVELOPED

GEOGRAPHY / AREA OF DELIVERY

LEP background

ESF in London

ESF in London is managed by the Greater London Authority (GLA) who act as the intermediate body (devolved responsibility from the ESF Managing Authority) for ESF under the strategic direction of the Mayor and the London Economic Action Partnership (LEAP).

The LEAP produced a detailed European Structural and Investment Fund (ESIF) Strategy in 2014 detailing how ESF should support the capital's Jobs and Growth aims. The LEAP has been allocated approx. £692m for the delivery of the [ESIF Strategy for London 2014-20](#).

The ESIF Strategy for London builds on the LEAP's Jobs and Growth Plan. Alongside London's successes there are many challenges; juxtaposed with highly successful agile and profitable labour markets are significant pockets of deprivation, worklessness and economic underperformance. The residents of many London boroughs do not possess the skills or opportunities to share in the successes of local markets. London's allocation of funding allows the LEAP to develop a responsive and relevant portfolio of activities to tackle the ESIF strategy challenges.

The LEAP, through the GLA's European Programmes Management Unit, is working with the ESF Co-Financing Organisations (CFOs) to ensure a comprehensive package of ESF provision is in place for the second half of the ESF 2014-20 programme. More information about the London ESF 2014-20 programme can be found at: https://lep.london/content_page/european-social-fund

NEET context in London

- Young People have been disproportionately impacted by the pandemic. The GLA Economics (GLAE) COVID-19 Labour Market Round-up (Dec 20) highlighted that 16-24 year olds continue to be the age group hardest hit across employment, unemployment, and inactivity rates. The employment rate for 16-24 year olds fell to 37%, a drop of 7 percentage points (pp) on the year, while the 16-24 unemployment rate declined by 5.7 pp on the year, to 25.1%. There was also an increase in the inactivity rate for 16-24 year olds to 50.6%.
- The levels of NEET and Young People whose status is not known to their local authority appears to have remained relatively stable during the pandemic. Figures produced by London Councils using data from NCCIS show the proportion of Young People who are aged 16 and 17 who were not in education, employment or training (NEET) in London during the period March to August 2020 has been relatively stable. At a London level the proportion of Young People who were NEET in March 2020 was 1.9% (2.8% in England) and 2.2% in August 2020 (3.4% in England). When combining numbers of Young People NEET with those whose status was 'not known', the combined rate was 3.7% in March 2020 (5.1% in England) and 4.9% in August 2020

(10.4% in England)¹. There are however significant differences between London boroughs with rates of Young People NEET in some boroughs being 4 times those in others.

The LEAP has invested £9m ESF to support Young People who are NEET to improve their education, employability and personal skills and help them to progress into sustained education, training or employment.

The London Recovery Programme

COVID-19 has had a major impact on the capital. London's economy and businesses have been severely hit, as well as its local communities. The London Recovery Board (the Board) and the London Recovery Taskforce, convened by the Mayor of London in summer 2020, are leading London's response to COVID-19.

The London Recovery Programme is made up of 9 Missions to meet London's grand challenge. It includes 'A New Deal for Young People' mission: by 2024 all Young People in need are entitled to a personal mentor and all young Londoners have access to quality local youth activities.

This mission has prioritised the role of mentoring- developing, supporting and celebrating existing mentoring and tailored support and increasing their capacity- alongside investment in greater numbers of programmes to support those Young People most in need. More information about this recovery mission can be found here: [A New Deal for Young People | London City Hall](#)

Greater London Authority ESF Youth provision 2019-23

In addition to this investment through the ESFA, the GLA CFO has developed a range of ESF projects for Young People NEET or at risk of becoming NEET, which have been procured. More information about funded projects and current funding opportunities is accessible here [The GLA as a Co-Financing Organisation | London City Hall](#).

While maintaining London's excellent school record, the Mayor wants to improve outcomes for less advantaged children, especially children in care and children with SEND. Just 17% of looked-after children and less than a third of SEND children in London achieved five good GCSEs, including English and maths.²

All young Londoners deserve a city that works for them but too many Young People leave education at Key Stage 5 (before age 19) without formal qualifications and appropriate life skills. To make the most of London's opportunities, children and Young People need to be able to move successfully into post-16 education, to access training, work or higher education.

The GLA youth ESF programme is made up of the following strands:

- **'Careers Clusters** to improve the labour market relevance and

¹ the period August to December in any year is usually difficult to trace young people in this age range as they move between educational settings or into work.

² GLA (2017) *Annual London Education Report 2017*

responsiveness of London's Careers Education Information Advice and Guidance to employers needs and to better equip young Londoners for the world of work;

- **'Gangs prevention'** aiming to reduce the number of young Londoners who are involved with gangs, increase the number of at-risk young Londoners who remain in Education, Employment and Training and equipping them with the soft skills required to negotiate healthy relationships and achieve success;
- **'Sector Skills'** to support adults and Young People to gain relevant skills and find work in specific sectors, and increase participation of under-represented groups;
- **'Targeted people aged 15-24 NEET'** to increase the chances of young Londoners aged 16 to 24 who are NEET and have other specific complex needs to achieve sustained education, training and employment results;
- **'Continuing Participation'** for those who are risk of becoming NEET aiming at increasing the number of at-risk Young People who continue in education, training and/or employment and equipping them with the skills required to achieve sustained results; and
- **'Young People with special educational needs or Disability'** who are NEET, will increase the chances of young Londoners aged 16 to 24 who have SEND and who are NEET to achieve sustained education, training and employment results.

The GLA CFO developed other ESF co-financed programmes which aimed at bringing care leavers back into work and developing young Participants' digital skills. These projects are coming to a close later this year.

London ESF Youth Programme 2019- 23

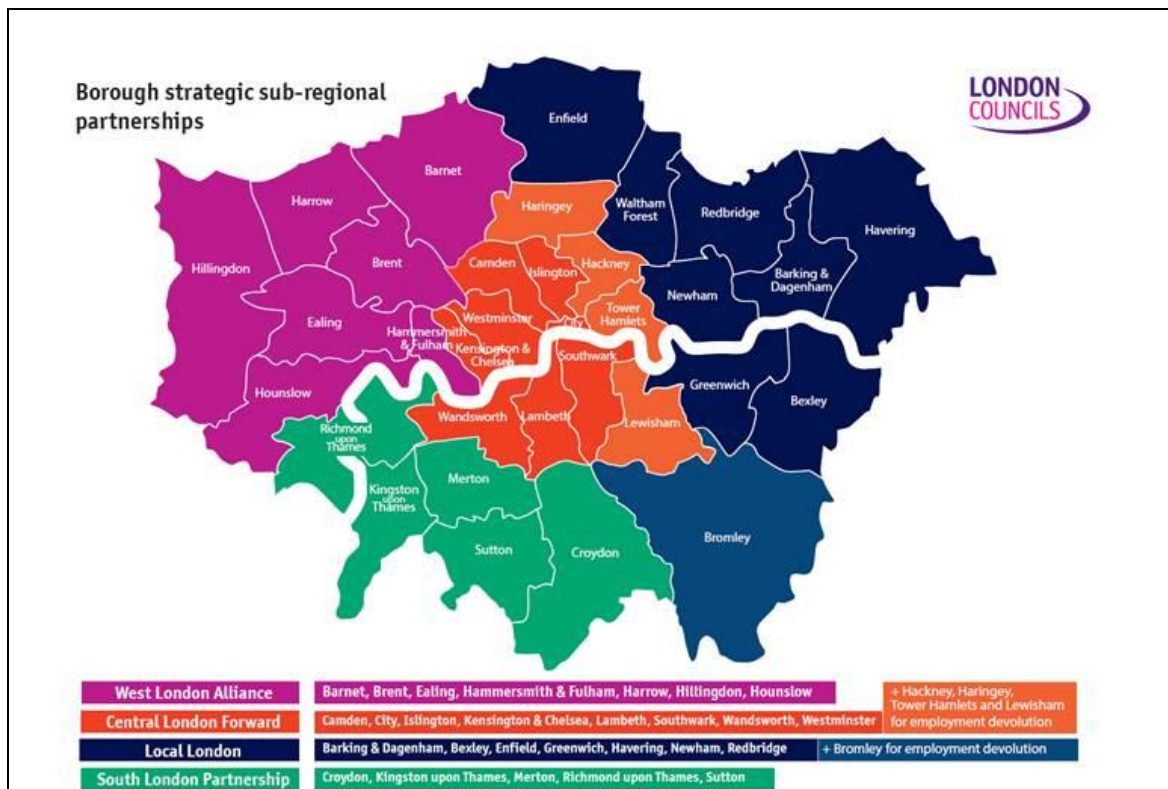
Collectively these projects form the London ESF Youth Programme 2019- 23. All Contractors involved in delivering the ESF Youth Programme, whether ESFA or GLA funded, will be expected to work together closely, referring to other strands within the Programme where alternative provision may be better suited to the needs of the Young Person.

The Contractor is required to actively participate in any groups or structures established by the LEAP to support the delivery of the ESF Youth Programme.

A summary of the ESF provision in London can be found on the LEAP website: [European Social Fund | The Local Enterprise Partnership for London \(lep.london\)](https://www.lep.london.gov.uk/).

Local Authorities

Support is often delivered through sub-regional contracts based on existing borough sub-regional partnerships. This allows better coordination of activities and integration with local borough services, and contracts of this scale also appear to be good value for money.



North & East London Lot (Local London):

Barking & Dagenham

Bexley

Bromley

Enfield

Greenwich

Havering

Newham

Redbridge

Waltham Forest

The Contractor must cover **all** boroughs within a Lot Area.

Key Priorities:

- The Service should support the delivery of the Mayor's priorities for skills and employment provision in the capital as set out in the Skills for Londoners strategy here: <https://www.london.gov.uk/what-we-do/business-and-economy/skills-and-training/skills-londoners-strategy-2018>.
- The programme aims to support Young People into sustained employment, education or training (EET) for 6 months (26 weeks out of 32 weeks). The Contractor shall report to the LEAP on the number of Young People sustained in EET.
- The delivery model will require Participant engagement activities, on-programme support, activity to engage local partners and employers, support into work or education, and support for the Participant to sustain their EET outcome.

- The Service should complement activity being funded through the GLA's planned programme.
- The Contractor will need to work closely with, local authorities, schools, colleges, training providers, voluntary sector organisations, employers and other ESF provision.
- The Contractor must promote their activities to organisations delivering, and Participants taking part in, the Mayor's Young Londoners Fund. The Young Londoners Fund was launched to help and support children and Young People to fulfil their potential, particularly those at risk of getting caught up in crime. More information is available here: www.london.gov.uk/mayors-young-londoners-fund.

Target Group:

- Young people aged 16-24 not in education, employment or training Young People who are NEET. (Support for Young People at risk of becoming NEET are not the target group. The Contractor should, therefore, discuss any intended provision of support to this group with the LEAP prior to any delivery).
- Given London's demographics, at least 56% of Young People engaged should be from an ethnic minority.

PART 5: FUNDING AND OUTCOMES

41. The Contractor will be paid based on the achievement of Outcomes in accordance with Part 3 provided that the total payments made to the Contractor under this Contract shall not exceed the Maximum Contract Value.
42. The Maximum Contract Value will be for the value of £3,113,175 based on delivery of outcomes. The Service Commencement Date is 18th October 2021 and delivery will commence immediately. All activity must be completed by 31 March 2023.

Table C

This table provides an indication of the number of Participant Outcomes to be achieved by the Contractor in return for funding of £3,113,175.

Outcome	Volume of Outcomes	Unit Cost	£
ST01 Learner Assessment and Plan	1978	200	£ 395,600.00
RQ01 Regulated Learning**			£ 1,055,287.00
NR01 Non-Regulated Activity**			£ 1,055,288.00
PG01 Progression Paid Employment (EMP)	198	750	£ 148,500.00
PG03 Progression Education (EDU)	672	500	£ 336,000.00
PG04 Progression Apprenticeship (EDU)	98	750	£ 73,500.00

PG05 Progression Traineeship (EDU)	98	500	£ 49,000.00
Total of ESF Specification			£ 3,113,175.00

*ST01 require start on learning (RQ or NRQ) to be eligible for claiming.

** Payment for RQ01 and NR01 is as set out in paragraphs 38 and 39 of Part 3 Funding Model

PART 4: LOCAL SERVICE REQUIREMENTS

LOT 1 LONDON SOUTH – MORE DEVELOPED

GEOGRAPHY / AREA OF DELIVERY

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The LEAP, through the GLA's European Programmes Management Unit, is working with the ESF Co-Financing Organisations (CFOs) to ensure a comprehensive package of ESF provision is in place for the second half of the ESF 2014-20 programme. More information about the London ESF 2014-20 programme can be found at: https://lep.london/content_page/european-social-fund.

NEET context in London

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The LEAP has invested £9m ESF to support Young People who are NEET to improve their education, employability and personal skills and help them to progress into sustained education, training or employment.

The London Recovery Programme

- COVID-19 has had a major impact on the capital. London's economy and businesses have been severely hit, as well as its local communities. The London Recovery Board (the Board) and the London Recovery Taskforce, convened by the Mayor of London in summer 2020, are leading London's response to COVID-19.

The London Recovery Programme is made up of 9 Missions to meet London's grand challenge. It includes 'A New Deal for Young People' mission: by 2024 all Young People in need are entitled to a personal mentor and all young Londoners have access to quality local youth activities.

This mission has prioritised the role of mentoring- developing, supporting and celebrating existing mentoring and tailored support and increasing their capacity- alongside investment in greater numbers of programmes to support those Young People most in need.

More information about this recovery mission can be found here: [A New Deal for Young People | London City Hall](#).

Greater London Authority ESF Youth provision 2019-23

³ the period August to December in any year is usually difficult to trace young people in this age range as they move between educational settings or into work.

In addition to this investment through the ESFA, the GLA CFO, has developed a range of ESF projects for Young People NEET or 'at-risk' of NEET, which have been procured. More information about funded projects and current funding opportunities is accessible here: [The GLA as a Co-Financing Organisation | London City Hall](#).

While maintaining London's excellent school record, the Mayor wants to improve outcomes for less advantaged children, especially children in care and children with SEND. Just 17% of looked-after children and less than a third of SEND children in London achieved five good GCSEs, including English and maths.⁴

All young Londoners deserve a city that works for them but too many Young People leave education at Key Stage 5 (before age 19) without formal qualifications and appropriate life skills. To make the most of London's opportunities, children and Young People need to be able to move successfully into post-16 education, to access training, work or higher education.

The GLA youth ESF programme is made up of the following strands:

- **'Careers Clusters'** to improve the labour market relevance and responsiveness of London's Careers Education Information Advice and Guidance to employers needs and to better equip young Londoners for the world of work;
- **'Gangs prevention'** aiming to reduce the number of young Londoners who are involved with gangs, increase the number of at-risk young Londoners who remain in Education, Employment and Training and equipping them with the soft skills required to negotiate healthy relationships and achieve success;
- **'Sector Skills'** to support adults and Young People to gain relevant skills and find work in specific sectors, and, increase participation of under-represented groups;
- **'Targeted people aged 15-24 NEET'** to increase the chances of young Londoners aged 16 to 24 who are NEET and have other specific complex needs to achieve sustained education, training and employment results;
- **'Continuing Participation'** for those who are risk of becoming NEET aiming at increasing the number of at-risk Young People who continue in education, training and/or employment and equipping them with the skills required to achieve sustained results; and
- **'Young People with special educational needs or Disability'** who are NEET, will increase the chances of young Londoners aged 16 to 24 who have SEND and who are NEET to achieve sustained education, training and employment results.

The GLA CFO developed other ESF co-financed programmes which aimed at bringing care leavers back into work and developing young Participants' digital skills. These projects are coming to a close later this year.

London ESF Youth Programme 2019- 23

Collectively these projects form the London ESF Youth Programme 2019- 23. All Contractors involved in delivering the ESF Youth Programme, whether ESFA or

⁴ GLA (2017) *Annual London Education Report 2017*

GLA funded, must work together closely, referring to other strands within the Programme where alternative provision may be better suited to the needs of the Young Person.

The Contractor must actively participate in any groups or structures established by the LEAP to support the delivery of the ESF Youth Programme.

A summary of the ESF provision in London can be found on the LEAP website: [European Social Fund | The Local Enterprise Partnership for London \(lep.london\)](http://European Social Fund | The Local Enterprise Partnership for London (lep.london)).

Local Authorities

Support is often delivered through sub-regional contracts based on existing borough sub-regional partnerships. This allows better coordination of activities and integration with local borough services, and contracts of this scale also appear to be good value for money.



South London Lot:

- Croydon
- Kingston upon Thames
- Merton
- Richmond upon Thames
- Sutton

The Contractor must cover **all** boroughs within a Lot Area.

Key Priorities:

- The Service should support the delivery of the Mayor’s priorities for skills and employment provision in the capital as set out in the Skills for Londoners strategy here: <https://www.london.gov.uk/what-we-do/business-and->

[economy/skills-and-training/skills-londoners-strategy-2018](#)

- The programme aims to support Young People into sustained employment, education or training (EET) for 6 months (26 weeks out of 32 weeks). The Contractor shall report to the LEAP on the number of Young People sustained in EET.
- The delivery model will require Participant engagement activities, on-programme support, activity to engage local partners and employers, support into work or education, and support for the Participant to sustain their EET outcome.
- The Service should complement activity being funded through the GLA's planned programme.
- The Contractor must work closely with, local authorities, schools, colleges, training providers, voluntary sector organisations, employers and other ESF provision.
- The Contractor must promote their activities to organisations delivering, and Participants taking part in, the Mayor's Young Londoners Fund. The Young Londoners Fund was launched to help and support children and young people to fulfil their potential, particularly those at risk of getting caught up in crime. More information is available here: www.london.gov.uk/mayors-young-londoners-fund

Target Group:

- Young people aged 16-24 not in education, employment or training (NEET). Support for young people at risk of becoming NEET are not the target group therefore a discussion with the LEAP on the need of offering this provision is required in order to gain support.
- Given London's demographics, at least 56% of young people engaged should be from an ethnic minority.

PART 5: FUNDING AND OUTCOMES

43. The Contractor will be paid based on the achievement of Outcomes in accordance with Part 3 provided that the total payments made to the Contractor under this Contract shall not exceed the Maximum Contract Value.
44. The Maximum Contract Value will be £1,364,954 based on delivery of Outcomes. The Service Commencement Date is 18th October 2021 and delivery will commence immediately. All activity must be completed by 31 March 2023.

Table C

This table provides an indication of the number of Participant Outcomes to be achieved by the Contractor in return for funding of £1,364,954.

Outcome	Volume of Outcomes	Unit Cost	£
ST01 Learner Assessment and Plan	867	200	£ 173,400.00

RQ01 Regulated Learning			£ 462,902.00
NR01 Non-Regulated Activity			£ 462,902.00
PG01 Progression Paid Employment (EMP)	86	750	£ 64,500.00
PG03 Progression Education (EDU)	295	500	£ 147,500.00
PG04 Progression Apprenticeship (EDU)	43	750	£ 32,250.00
PG05 Progression Traineeship (EDU)	43	500	£ 21,500.00
Total of ESF Specification			£ 1,364,954.00

*ST01 require start on learning (RQ or NRQ) to be eligible for claiming.

PART 4: LOCAL SERVICE REQUIREMENTS

LOT 3 SOUTH EAST – MORE DEVELOPED

GEOGRAPHY / AREA OF DELIVERY

LEP background

The South East LEP (SELEP) is the largest in the country. It has a population of 4.2 million set to grow to nearly 5 million by 2039. Growth across a range of sectors is forecast on a significant scale and many of these are already experiencing shortages.

Current data illustrates a sharp increase in out of work benefit take up across the SELEP area, because of the pandemic. Further, it has disproportionately impacted Young People. As of April 2021, there are nearly 31,000 16-24 year olds claiming out of work benefits across the SELEP area compared to 13,490 in January 2020 (4%). This is now 10% of 16-24 year olds compared to 6.6% in the 25-49 age group. Many of these Young People will have had no previous experience of work, meaning it will be even more challenging to enter the labour market, particularly at the current time. In some parts of the LEP, the percentages of Young People claiming out of work benefits are even higher (e.g. 15.5% in Thanet, 14.3% in Hastings, 12.8% in Southend and 14.6% in Tendring).

Across the SELEP area as of April 2021 there are:

- 30,925 16-24 year olds claiming out of work benefits; and
- an estimated 30,400 economically inactive 16-24 year olds (excludes students).

Across Essex, Southend and Thurrock there are:

- 12,960 16-24 year olds claiming out of work benefits (41.9% of the SELEP total).

Across Kent and Medway there are:

- 13,995 16-24 year olds claiming out of work benefits (45.3% of the SELEP total).

Across East Sussex there are:

- 3,970 16-24 year olds claiming out of work benefits (12.8% of the SELEP total).

The SELEP Skills Advisory Panel has recently produced a skills report for the Department for Education, accompanied by an evidence base and which includes a review of the LEP's Skills Strategy priorities. The Contractor's delivery of the Services should be consistent with the ambition and priority this sets out, including sector focus. The report is available at <https://www.southeastlep.com/app/uploads/2021/03/SELEP-Local-Skills-Report-March-2021-FINAL.pdf>. There is also a dedicated SELEP skills site, with further resources and labour market information at: <https://www.southeastskills.org.uk/>.

A SELEP Economy and Recovery strategy has also recently been published and is available at: <https://www.southeastlep.com/our-strategy/economic-recovery-and-renewal-strategy/>.

The LEP operates through a federated model which brings together the distinct board areas of Kent and Medway; South Essex (including Southend and Thurrock) and East Sussex. Further information is available at: <https://www.southeastlep.com/good-governance/our-boards/federated-boards/>.

The areas have their own needs and the Services delivered under the Contract must meet all the needs of all the areas however remote.

The Contractor must deliver the Services across the SELEP geography. The percentages of out of work claimants broken down by upper tier local authority area offers a guide as to the delivery expectation per area (e.g. 45.3% in Kent and Medway). The Contractor must report on delivery at upper tier local authority level (and district where possible) and report on that level to the LEP and any of its relevant steering groups or sub committees.

Initially the Contractor must attend and present performance reports on a monthly basis. The frequency of meetings will be reviewed after the third month.

The Contractor shall develop a development plan within 6 months of the Service Commencement Date that identifies named individuals responsible for delivery based on the distinct areas.

Local Authorities

Kent and Medway

Essex (including Uttlesford), Southend, Thurrock

East Sussex

Key Priorities

Geography:

- Areas of need, taking into account support that is already available in these areas, working closely with the local authority and support services and ensuring alignment to programmes of work such as Kickstart.

Priority group:

- Given the significant numbers of out of work benefit claimants at 16-24, supporting this cohort into work and training is a priority.
- Further priority should be given to Young People with Special Educational Needs & Disabilities (SEND), harder to reach, long-term NEET, carers, children in care and care leavers, those in rural areas, homeless/ at risk of, and those with mental health and financial barriers.

Specific focus:

- Support must be focused on the individual and include aspects such as confidence building and self-esteem.
- Programmes should give young people the additional support they require to take up opportunities such as Apprenticeships or jobs and provide wrap around support to address any barriers to sustaining employment that may exist also. Activities may include pre-Apprenticeship and pre-employment training aligned to sectors, confidence building and wrap around support for aspects such as mental health, housing and financial assistance. Programmes should take into account any barriers presented by COVID-19 and seek solutions such as online learning, telephone support and advice as appropriate.
- Where possible priority should be given to supporting Young People into key sectors as outlined in the LEP Skills Report and providing a bridge to jobs or Apprenticeships where required, focusing on what the individual requires.
- The Contractor should display within their Initial Assessment and IAG ways in which they have addressed poor understanding of career pathways in certain sectors i.e. construction, IT, health & social care and land-based.
- The Contractor should ensure Learners have progressing plans in place and have access to impartial and good quality careers education, information, advice and guidance.
- The Contractor should establish a steering group to work closely with the LEP and local partners to agree delivery focus.
- Delivery should involve collaboration with current relevant ESF and national programmes and facilities invested in by the LEP as well as organisations such as the National Careers Service. Examples are available at: http://www.southeastlep.com/images/uploads/resources/SELEP_brochure_%28ESF_and_Skills_Capital%29.pdf and https://www.southeastlep.com/app/uploads/2020/05/Southend_support_leaflet_FINAL_blue.pdf. Note that there are additional programmes working with this cohort.

Funding should be allocated:

- £838,000 Essex, Southend and Thurrock;
- £906,000 Kent and Medway; and
- £256,000 East Sussex.

PART 5: FUNDING AND OUTCOMES

45. The Contractor will be paid based on the achievement of Outcomes in accordance with Part 3 provided that the total payments made to the Contractor under this Contract shall not exceed the Maximum Contract Value.

46. The Maximum Contract Value will be £2,000,000 based on delivery of Outcomes. The Service Commencement Date is 18th October 2021 and Service delivery will commence immediately. All activity must be completed by 31 March 2023.

Table C

This table provides an indication of the number of Participant Outcomes to be achieved by the Contractor in return for funding of £2,000,000.

Outcome	Volume of Outcomes	Unit Cost	£
ST01 Learner Assessment and Plan	1271	200	£ 254,200.00
RQ01 Regulated Learning			£ 677,900.00
NR01 Non-Regulated Activity			£ 677,900.00
PG01 Progression Paid Employment (EMP)	127	750	£ 95,250.00
PG03 Progression Education (EDU)	432	500	£ 216,000.00
PG04 Progression Apprenticeship (EDU)	63	750	£ 47,250.00
PG05 Progression Traineeship (EDU)	63	500	£ 31,500.00
Total of ESF Specification			£2,000,000.00

*ST01 require start on learning (RQ or NRQ) to be eligible for claiming.

PART 4: LOCAL SERVICE REQUIREMENTS

LOT 4 SOUTH EAST MIDLAND – MORE DEVELOPED

GEOGRAPHY / AREA OF DELIVERY

LEP background

The South East Midlands (SEMLEP) has enjoyed considerable success in recent years in bringing local partners together to share labour market information and

in generating and inspiring a pipeline of people to acquire the skills that local businesses need, both now and in the future.

In all the proposed activities, it is anticipated that there will be cross-cutting benefits of sustainability and the promotion of equality. To ensure the value of European Structural Investment Funds (ESIF) is maximised locally, SEMLEP plan to ensure that the Programme is open and accessible across the private, public, voluntary and community sectors.

However, the COVID-19 pandemic has had an impact upon the local labour market, with some job losses already realised, and more predicted to follow.

There are also extremely low rates of both economic activity and employment in 16 – 19 year-olds.

The Service will support Young People who are NEET or at risk of becoming NEET including those leaving care with a focus on mental health and wellbeing support. Provision to focus on attitude, character and values as well as task and work readiness. The rates of both economic activity and employment in 16 – 19 year-olds could be attributed to continuing education. However, the rates for both economic activity and employment for those people aged 20 – 24 are seven points below the SEMLEP working age average in both categories.

Further information can be found in:

- The SEMLEP ESIF strategy ([ESF \(semlep.com\)](#));
- The SEMLEP Economic Recovery Plan ([Economic Recovery Strategy \(semlep.com\)](#)); and
- The SEMLEP Skills Strategy ([SEMLEP Skills Strategy \(semlep.com\)](#)).

South East Midlands Partnership and Northamptonshire Enterprise Partnership merged in 2017 and serve the whole of South East Midlands including Northamptonshire. However, due to the structure of the Memorandum of Understanding with the ESF Managing Authority, ESF Co-Financing Organisation services are procured under the pre-merger geography. There are 13 Local Authorities covering the entire SEMLEP geography, with the population split 60% SEMLEP and 40% Northamptonshire based on pre-merger geography.

Local Authorities:

For the purposes of this LOT, the eligible Local Authority areas covered within the South East Midlands are limited to:

- Bedford
- Central Bedfordshire
- Luton
- Milton Keynes
- Northampton
- Kettering
- Corby
- South Northamptonshire
- Daventry

- Cherwell
- Aylesbury Vale

Key Priorities:

SEMLEP will give priority to areas that have lost, had a reduction or removal of service provision and align with the following key priorities:

1. Supporting more Young People to enter quality Apprenticeships and Traineeships across all sectors helping SEMLEP develop its talent pipeline by ensuring that Young People are work ready.
2. At risk of becoming NEET and NEET support including those leaving care, lone parents or carers working closely with Local Authorities and schools across the SEMLEP Area.
3. At risk of becoming NEET support for Young People diagnosed with ADHD, Dyslexia and high functioning autistic individuals. Evidence shows that programmes promoting early detection facilitate access to training.
4. Targeted support for Young People who have a Disability for example deafness or blindness to access training, employment opportunities and supported Apprenticeships.
5. Priorities that engage with ‘unknown or hidden’ Young People who are currently not registered on any programme.
6. Intervention for youth that are at risk of offending/ re-offending or gang involvement to support them into training or employment. Offering a cohesive approach working in collaboration with statutory authorities.

The Contractor must attend the LEP ESF Providers Forum to promote alignment and streamlining of provision.

PART 5: FUNDING AND OUTCOMES

47. The Contractor will be paid based on the achievement of Outcomes in accordance with Part 3 provided that the total payments made to the Contractor under this Contract shall not exceed the Maximum Contract Value.

48. The Maximum Contract Value will be £800,000 based on delivery of Outcomes. The Service Commencement Date is 18th October 2021 and delivery will commence immediately. All activity must be completed by 31 March 2023.

Table C

This table provides an indication of the number of Participant Outcomes to be achieved by the Contractor in return for funding of £800,000.

Outcome	Volume of Outcomes	Unit Cost	£
ST01 Learner Assessment and Plan	508	200	£ 101,600.00

RQ01 Regulated Learning			£ 271,450.00
NR01 Non-Regulated Activity			£ 271,450.00
PG01 Progression Paid Employment (EMP)	51	750	£ 38,250.00
PG03 Progression Education (EDU)	172	500	£ 86,000.00
PG04 Progression Apprenticeship (EDU)	25	750	£ 18,750.00
PG05 Progression Traineeship (EDU)	25	500	£ 12,500.00
Total of ESF Specification			£ 800,000.00

*ST01 require start on learning (RQ or NRQ) to be eligible for claiming.