



Invitation to Tender

Schools Resilience Programme Evaluation

Aug 2022

Evaluation Tender Brief - Schools Resilience Programme (SRP)

1. Purpose

This invitation to tender (ITT) is issued by Osmani Trust. The purpose of this ITT is to select a supplier who will evaluate the Schools Resilience Programme (SRP).

2. Introduction

Osmani Trust offers a wide range of youth, violence prevention, health and sports initiatives tailored to the needs of local communities in Tower Hamlets and neighbouring boroughs.

3. Schools Resilience Programme Aim

The School Resilience Programme (SRP) is an early intervention programme that aims to change the attitude of at-risk pupils toward education and to build resilience to violence, crime, and exploitation. Research shows a strong link between school exclusion and later entry into the Criminal Justice System which the SRP aims to change through early intervention.

4. SRP Objectives and Outcomes

Knowledge	<ol style="list-style-type: none"> 1. Young people to understand their own behaviour and manage themselves in challenging and conflict situations. 2. Develop participants knowledge, understanding and consequences of youth and violent crimes. 3. Develop participants knowledge and understanding of spotting signs of exploitation.
Skills	<ol style="list-style-type: none"> 4. Improving their self-awareness, developing their belief in the ability to succeed (self-efficacy), communication and their emotional intelligence (Self-awareness, self-regulation, motivation, empathy and social skills). 5. To develop their self-awareness around anger and frustrations and develop skills on to manage them. 6. Develop participants skills to help manage conflict and manage their own behaviour. 7. Improve their decision-making skills
Attitude	<ol style="list-style-type: none"> 8. Developing young people's aspirations and achievements. 9. Improvement in behaviour and attitudes around education. 10. Increase their level of engagement with school leading to better educational retainment. 11. Reduce the risk of exclusion

5. Evaluation objectives

Osmani Trust is looking to commission an independent evaluator to report on the extent we have achieved the aim, objectives and outcomes above and delivered the final agreed outputs

The evaluation process needs to include both quantitative as well as qualitative data.

The objectives of the evaluation would be to;

- assess the effectiveness of the project in accomplishing its stated aims and objectives
- to assess the impact of the project on beneficiaries, schools, families and the wider community
- to assess and improve the evidence base, theory of change, data collection monitoring and evaluation tools currently being used
- to compare models of work and best practice, as well as to ascertain the need for such a project and its scalability

The evaluation report will be used to inform stakeholders of the work being undertaken and its effectiveness in order to understand the programme's strengths and areas of improvement and as evidence for future funding bids and sustainability plans.

6. Methodology

The evaluator will utilise various methods to evaluate the project, including

- interviews with project staff, pupils, young people, parents, teachers and schools
- participatory observations, looking at records, desk-based research, school questionnaires, comparative analysis, etc.
- desk top analysis of past 2 years of SRP monitoring and outcome data
- desk top research to provide policy and funding landscape of schools programmes in the context of reducing/preventing violence

7. Key Tender Deliverables

- In consultation with Osmani Trust to develop an **evaluation plan** for the period of Sept 2022- Feb 2023
- Conduct baseline, formative and summative **evaluation** for previous years 1 & 2 based on existing monitoring and outcome data for SRP and interviews with schools and pupils.
- Produce quantitative and qualitative **measures of success** and **evaluation tools/forms** to be used by SRP this academic year 2022-23
- Conduct **evaluation** based on a new 3 cohorts of SRP (12 weeks each) at different schools for the coming year academic year 2022-23
- Carry out desk-based research on other effective schools' programmes being delivered with similar aims and report on the key comparable findings and learning points that may improve this programme.
- Provide contextual national/local policy and funding landscape in which to locate SRP and evaluation
- Provide an **interim report** on the evaluation project by **16th Jan 2023** interval and a **final full evaluation report** by **31st May 2023**

- **Final edited report** ready for publication (in word format)
- **Final summary of key findings** in Word and PowerPoint format

8. Budget

A budget of up to a maximum of £15,000 all-inclusive of; VAT, travel & meeting expenses, data collection, analysis, report and presentation and any other related costs is available.

9. Quality Criteria and Schedule of Charges

Bidders shall complete Section 10, 'Quality & selection Criteria' and Section 11.2 'Schedule of Charges Spreadsheet'.

The charges entered in Section 11.2 Schedule of Charges are, unless otherwise expressly agreed between the parties, firm and fixed and will not be subject to any variation.

The charges must be quoted in pounds sterling and inclusive of VAT and all expenses.

10. Quality & Selection Criteria:

Criteria	Word limit	Points
1. Set out the relevant experience and technical skills of the individual(s)/organisation proposing to undertake the evaluation.	250	10
2 Demonstrate relevant experience of carrying out similar evaluations for not-for-profit organisations.	350	10
3 Demonstrate an understanding of the issues and challenges faced by BAME school pupils in the context of crime, violence and poverty in inner city areas.	350	10
Scope of Works - Provide detailed proposal on how you would deliver: 1 Ideas Formulation – An evaluation plan 2. The Evaluation - A detailed evaluation of the project in light of its set objectives and goals and how well they were met or otherwise.	750	50
The Schedule of Charges- Value for Money		20
Name of consultant/team members. Names of who will actually collect data, research and analyse data and write and present the report	N/A	Nil
Two References		Nil

11. The Schedule of Charges

11.1 Costing in the proposal should include all overheads and should be itemised under the following headings:

- A. Project management and professional time.
- B. Development of evaluation
- C. Travel and subsistence
- D. Stationery, postage, telephone etc.
- E. Overheads; and VAT (if applicable).

11.2 The Schedule Charges Spreadsheet

Budget Headings	Cost
Project management and professional time- including salaries	
Development of evaluation - desk top research, interviews, analysis etc	
Travel and subsistence	
Stationery, postage, telephone, etc;	
Overheads	
Sub Total	
VAT (if applicable)	
Total Cost	

12. Contract Payment

Payments will be made in three stages. First payment will be of 20% (of total) on commencement, then a second 20% payment at mid-point and the remaining 60% on completion of and approval of final evaluation and deliverables. The supplier will submit invoices accordingly.

13. Written response

13.1 Responses should, be 'word-processed' using a font size 12. Osmani Trust reserves the right to reject responses if they are incomplete or received after the deadline shown below.

13.2 Suppliers should answer all questions accurately and concisely in the order they are presented in the ITT and within the permissible word count.

13.3 Supporting information should be clearly referenced to the relevant question within the ITT.

13.4 Answers and all supporting information should be legible.

13.5 The evaluation panel may seek further clarification from the supplier to assist in the evaluation.

14. Deadlines & Key Dates for Submission

14.1 Tender closing date: **5pm 31 August 2022**. (Interviews will be held withing 1-2 weeks of closing date)

14.2 Electronic copy of bid should be sent by closing date to:

hr@osmanitrust.org

for the attention of Mr Shafiur Rahman, Executive Director, Osmani Trust

14.3 Start of evaluation **Sept 2022**

14.4 Completion by the **31st of May 2023**.