



Invitation to Tender – Version 2

First issued: March 2020

Reissued: April 3rd 2020

Act for Change Fund: Young people's events co-producer(s)

This is an updated and re-issued invitation to tender

We have made a number of adjustments to the scope and timetable for this work in light of the fast-changing context and potential impact of the COVID-19 emergency on its delivery.

We recognise that the situation is likely to continue to change during the commissioning and delivery period which makes developing a proposal more challenging than usual.

We hope we have made clear our assumptions at the time of writing, but the situation may have moved on by the response deadline, so respondents are encouraged to use the best information available to inform their proposal.

Act for Change Fund is seeking tenders from organisations and/or individuals with proven experience in co-producing events with and for young people, and with experience of supporting young people from different organisations to form connections to work together. We have a particular interest in tenders from people with experience of co-production with young people around advocacy, campaigning or other kinds of changemaking.

Please note: This tender document outlines the anticipated scope and requirements of the contracted work. However, we look forward to working collaboratively and flexibly with the successful contractor across the period in line with the principles, constraints and opportunities of coproduction.

1. Introduction to Act for Change Fund

Act for Change Fund: young people leading social action is a £3.6 million partnership for organisations supporting young people working for change. The Fund provides resources for young people to challenge social injustice, find ways of overcoming inequality and give voice to issues they are experiencing. Act for Change Fund began in 2018, and the programme will end in early 2022.

A joint initiative between Paul Hamlyn Foundation (PHF) and Esmée Fairbairn Foundation (EFF) in partnership with The National Lottery Community Fund, both foundations are acting

as match funders and are awarding grants on behalf of the [#iwill Fund](#).¹ Act for Change Fund promotes the potential of young people with experience of disadvantage to devise and develop activities and programmes to shape the world around them. It aims to create a more diverse group of social, cultural and political leaders for the future. The Fund currently supports 32 organisations from across the United Kingdom, where young people are organising for change to address a range of injustices and inequalities: please see [here for a full list of funded organisations](#).

The high level aims of Act for Change Fund are:

- More opportunities for disadvantaged young people to lead social change
- A greater understanding of how youth-led social change impacts on young people and the communities they live in
- Organisations supporting young people to lead social change are in a more sustainable position

In light of the COVID emergency, we are taking a pragmatic and flexible approach to the grant programme and seeking to maintain focus on the high level aims of the Fund. We recognise that many funded organisations will make considerable changes to the way they approach their programme of planned youth social action for change. Young people leading change and staff that support them may find or decide that priorities for changemaking and beyond are different to those they were funded to deliver.

We are offering video call opportunities for grant-holders to connect with each other during April and may adopt other measures in response to demand and feedback.

2. Rationale

Involving young people in Act for Change Fund has been an aspiration from the outset. We have recruited youth activists for our governance panel and have been progressively exploring how young people can be supported to lead and organise activity, as our programme has taken shape over 2018/9.

With all grants now made, we originally wanted to respond to what funded organisations have told us: that young people would like to lead the programming and delivery of both Act for Change Fund’s internal and external convening events. Organisations suggested that young people could meet regionally to work out how to do this, in the process getting to know each other as changemakers. We also anticipated, as we still do, that co-production work with young people would lead to fresh connections and ideas, potentially building a stronger field of youth changemaking, and contributing to the longer-term sustainability of youth-led social action for change.

¹ The #iwill Fund is made possible thanks to £40 million joint investment from The National Lottery Community Fund and the Department for Digital, Culture, Media and Sport (DCMS) to support young people to access high quality social action opportunities.”

The COVID-19 crisis means that our original plans for events may not be possible, given the social distancing restrictions currently in place and the strong possibility that restrictions may persist intermittently for some months to come. Notwithstanding, grant-holders have emphasized the importance of youth coproduction work continuing within Act for Change Fund. Some young people involved in changemaking in funded organisations around the country have asked to be connected to each other at this time, to share experiences, and to work out how they can learn from and support each other in making change in a rapidly shifting environment.

Depending on how the situation develops, the aim will still be to showcase externally the power of young people in this space, and their strengths and passion to challenge injustices and inequalities that they have experienced. While the form of external output may have to change flexibly, we want young people's changemaking work to stand out and make an impression, with young people celebrated and recognised for their work and involved. We expect coproduced work to be engaging, eye-catching, creative, enjoyable and a different experience for those in attendance, physically or virtually. We know that young people will be best placed to design and deliver in this way, given their talent alongside lived experience of the issues they address.

We have heard that young people urgently want to influence and take action about issues that have arisen from their experiences of COVID-19, where the pandemic itself and social distancing/lockdown measures often exacerbate the injustices and inequalities young people experience. We anticipate that this coproduction work will encompass these aspirations. At the same time, we are mindful that organisations and young people have multiple calls on their time, and that it is not yet clear what impact current circumstances will have on young people's participation in this work.

An original internal convening event was scheduled for November 2020, involving all 32 organisations supported by Act for Change Fund. We will adjust this intention according to the evolving context but still aim to achieve an opportunity for funded organisations to 'come together' later in the year. As investing in youth-led social action for change is a new approach for many funders, the coproduction work would also ideally prepare **a youth-led showcase event of funded work** in mid-2021 which will be more externally focused. Our aim here is to bring young people directly into contact with decision-makers, influencers and funders so they can talk about campaigning and changemaking using their own words and approaches, drawing on various forms of expression that are meaningful for them.

We recognise that physical events may not be feasible or may be severely restricted for quite some time. We are therefore looking to explore alternative methods and forms of convening and external communication. We anticipate that online techniques will play an even more significant role in this coproduction process, as well as potentially in delivery.

We seek to find coproduction approaches that will be able to balance significant flexibility alongside exceptional creativity in bringing young people's plans into reality. The coproduction work will also dovetail with existing opportunities for networking and events

through Act for Change Fund's learning and training activities – which are also being revised and adapted in light of the current context. Act for Change Fund staff (the Programme and Learning Manager, and the Programme Coordinator) will work with the appointed coproducer(s) in a flexible and responsive way, helping them to shape plans in the light of learning, unexpected outcomes, and to reflect on next steps.

3. The Brief

a. Aims

The aims of this reissued tender are twofold:

1. To enable young people from 32 Act for Change Fund supported organisations to connect with one another:
 - To build and enhance their connections, networks and experience of other youth activists from around the UK
2. To enable young people from grant-holder organisations potentially to devise and lead two events within Act for Change Fund's programmes, or other outputs, depending on the unfolding of current events.

If events in person are possible, they are likely to be:

- an internal event based on young people's changemaking work to develop knowledge sharing, solidarity and national relationship building
- an external showcase event that presents their campaigning and changemaking work to wider audiences, including other funders, policymakers, youth sector, and media

If events in person are not possible, outputs are to be decided, and might involve:

- internal online events, based on young people's changemaking work to develop knowledge sharing, solidarity and national relationship building
- Communications and creative work that could take a range of different forms that presents young people's campaigning and changemaking work to wider audiences, including other funders, policymakers, youth sector, and media.

b. Approach

The coproducer(s) will use coproduction methods with young people to explore and devise how young people can lead Act for Change Fund's two different events or the alternative possibilities outlined above. Drawing from Act for Change Fund's existing relationships and timetabled events, the coproducer will bring together young people and staff from funded organisations to explore the connections between them and emerging experiences as youth campaigners. The coproducer and young people will come up with an appropriate way of organising events (online or in person) or other comms outputs, given the different campaigning priorities and needs of the organisations, and consideration of who needs and wants to participate. The co-producer will work with young people to develop content and formats based on their own preferences and current campaigning work that is suitable for

events or other outputs. In developing the work, the co-producer will reflect with young people on the messaging and media work that they would like to share with wider audiences, whilst working within the parameters of Act for Change Fund's own partnerships and commitments.

c. Outputs, audience and timetable

The minimum outputs for this tender

- A series of encounter and connection events (likely to be online) to work with young people
- Coproduced meetings to plan development and delivery of either two bigger events **or** alternatives
- An internal Act for Change Fund convening event(s) – in person or online - with content and delivery co-produced with young people
- An externally focused Act for Change Fund event **or** communications outputs, with content and delivery co-produced with young people
- Summary reflections about this work, with suggestions co-produced with young people for future development in the context of a similar fund

Ultimately we hope that through this co-production work will:

- Contribute to more opportunities for young people to lead change, by reaching other funders and influencers
- Support the development of safe and appropriate youth links across youth campaigning organisations, sharing knowledge and insight from specific perspectives
- Enable Act for Change Fund to understand, and communicate to others, how young activists' co-production might be taken forward in similar future Funds

Timetable: June 2020 – November 2021 (around 18 months)

Key dates: (subject to change in response to evolving context)

- Coproducer begins in June 2020.
- Scoping, networking and planning throughout Summer/Autumn 2020
- Internal convening event late 2020 (November/early December)
- External showcase event mid-2021 (July)
- Final evaluation and reflections to be concluded by Autumn/Winter 2021.

4. Support provider's skills, knowledge and values

The contracted individual/organisation will have all or most of:

- Demonstrable knowledge and experience of coproduction work with young people who have lived experience of injustices and inequalities
- Coproduction proficiency across both physical and virtual environments

- Creativity and flexibility, responding quickly to the changing context, needs and feedback from young people, and adjusting the approach to or style of delivery as required
- Strong interpersonal skills and the ability to build appropriate trust and rapport quickly
- Experience of using an asset-based and inclusive approach with young people;
- Experience or knowledge of working with young people around leading and making change, advocacy, voice, or campaigning
- Evidenced ability to build relationships across a range of organisations working with diverse groups of young people
- Experience of coproducing internal events of different sizes with young people
- Experience of coproducing ambitious, high energy and dynamic youth-led external events using creative approaches to engage young people, deliver the event and to influence and advocate to external audiences
- Excellent communication skills, written and oral, and ability to communicate effectively with different organisations;
- Demonstrable experience and knowledge around safeguarding, particularly with regards to young people who may be experiencing a range of vulnerabilities, and with sound understanding of digital as well as physical safeguarding.
- A sound working understanding of current data protection law and principles, data security and privacy issues;

Full details of your skills, knowledge and experience of relevant work must be included in the tender return.

We understand that applicants are unlikely to have worked in circumstances analogous to the COVID-19 pandemic, and will look for thoughtfulness of approach where experience is not possible.

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 and communication. Responses from individual consultants working alone should include details about their arrangements for professional support to ensure measures are in place to challenge and reflect on their practice and maintain the quality of delivery; and details about how the contracted work would be delivered in the event they are unable to do so personally.

Payment arrangements will be via a single organisation or consultant, usually with the bid leader.

5. Budget

There is a total budget available of £85,000 across 18 months including VAT, held by the Act for Change Fund Programme and Learning Manager. The current budget is subdivided as follows, but can be used flexibly as work unfolds within the developing context.

- £15,000 fee for consultants across the contract including VAT. We will agree a billing schedule with the successful consultant.
- £15,000 delivery budget to support coproduction work across both events (pre-conference planning and engagement, creative communications and dissemination post events, online communications tools)
- £55,000 for staging the two events, one internal and one external (split to be determined as appropriate).

There is a separate budget held by Act for Change Fund for young people's expenses to participate, as required.

The tender return should include an outline of your budget. This should include a proposed breakdown of all costs and timescales, including the number of days for each task and the rate per day of each team member. Estimates should be provided where there are different options.

An appropriate allowance for expenses and management time should be included. In presenting your budget, please indicate VAT where this applies.

6. Data protection and confidentiality

The contractor must comply with all of the requirements of General Data Protection Regulation 2018 and shall ensure appropriate consents for any data collection. The successful applicant will work directly with young people and will need to be attentive to GDPR requirements in this context.

The contractor must maintain confidentiality about their dealings with Act for Change Fund.

7. Safeguarding

Act for Change Fund funded and contracted organisations, individuals and projects that work with children and young people or vulnerable adults are required to have a safeguarding policy and active procedures in place. The work outlined here involves face-to-face and online work with young people who may have a diverse range of vulnerabilities, and we will pay significant attention to safeguarding in both physical and virtual contexts in our assessment of tenders. Tenderers should therefore provide responses to the questions in Appendix A as part of their submission. The successful contractor will also need to liaise with the funded organisations to ensure alignment and compliance with their safeguarding policies. Please attach your safeguarding policy to your submission.

8. Submission format and presentations

Interested organisations/individuals are invited to submit an initial outline proposal to Act for Change Fund's Programme and Learning Manager, Vivienne Jackson, vjackson@phf.org.uk by 5pm on Thursday May 7th.

Proposals should include:

- Name of organisation and/or individual consultant(s)
- Contact name and details for all correspondence, including address, email and telephone
- Names, roles and brief CVs of consultants to be involved
- An outline of your skills, suitability and relevant experience to deliver the project
- Details of your proposal to deliver the brief
- An example of coproduction work relevant to this application: this could be a report or audiovisual materials that came out of a coproduction project, or other formats (this can be appended outside of the page limit)
- Constraints, challenges and risks associated with the work and how you would mitigate them
- Budget outline
- Answers to Appendix A: Safeguarding questions
- Name and contact details of two referees (these will only be contacted for shortlisted proposals and we will inform you in advance).

The total maximum length of submission should not exceed 10 A4 pages. If you have a safeguarding policy this can be appended outside of the page limit. Examples of previous relevant work can also be appended outside of the page limit.

Shortlisted applicants will be invited in mid-May for an interview to take place on Thursday 28th May, (in person if possible, or online if not) to present a proposed plan of work. The interview will also be an opportunity to find out more and ask questions about Act for Change Fund.

9. Commissioning timetable for tender process

- Date of reissue of ITT: Friday 3rd April 2020
- Date of submission of responses: Thursday May 7th 2020
- Interviews: Thursday 28th May 2020
- Contract begins: June 2020

10. Contacts

For queries on this ITT please contact Vivienne Jackson:

Tel:07515 051471

Email: vjackson@phf.org.uk.

Address: Paul Hamlyn Foundation, 5-11 Leeke Street, London WC1X 9HY

Please note that my working hours are part-time across the working week.

Appendix A: Safeguarding Questions

Question	Assessment criteria
<p>Do you have a safeguarding policy for children and vulnerable adults?</p> <p>If yes, please attach to your proposal</p>	<p><i>Any contractor working with children and vulnerable adults must have a written policy</i></p> <p><i>The policy should be in line with current statutory guidance</i></p> <p><i>The policy should be dated</i></p> <p><i>Does the policy name the safeguarding lead?</i></p> <p><i>The policy should have a specified review date within a reasonable timescale (not exceeding 2 years)</i></p> <p><i>The policy should reference that DBS checks will be undertaken for those working directly with children and vulnerable adults</i></p>
<p>When was the last time your safeguarding policy was formally reviewed?</p>	<p><i>The policy should have been reviewed within the last 2 years</i></p>
<p>What safeguarding training is undertaken by you / your employees and others working with your organisation (e.g. Board, volunteers)?</p>	<p><i>Consultants / organisations working with children and vulnerable adults should provide training of an appropriate level to all those who are involved in the organisation's work relating</i></p>

	<i>to children and vulnerable adults. This may include employees, Board and volunteers.</i>
How do you ensure that any partners, contractors or freelance employees involved in your work with children or vulnerable adults have appropriate levels of safeguarding awareness / training?	<i>It is the responsibility of the primary contractor to ensure that any third party, such as a partner organisation or a freelance employee has adequate safeguarding awareness and training and to assure PHF of this.</i>