



Specification

Independent Evaluation and Summative Assessment of North of Tyne Community Led Local Development 2017-2022

This Request for a Written Quotation is issued by Newcastle City Council on behalf of the North of Tyne CLLD Local Action Group (LAG).

It should be read in conjunction with the following attachments:

- Attachment 1: North of Tyne Community Led Local Development Strategy 2017-2022;
- Attachment 2: North of Tyne CLLD Strategy in numbers (summary of the Strategy);
- Attachment 3: England European Regional Development Fund Programme 2014 to 2020: Project Summative Assessment Guidance;
- Attachment 4: England European Regional Development Fund Programme 2014 to 2020: Project Summative Assessment Guidance – Appendices;
- Attachment 5: list of approved projects;
- Attachment 6: list of ERDF and ESF outputs and results incl. definitions;
- Attachment 7: Terms and Conditions.

The organisations interested are also invited to visit the programme's website: www.northoftyneclld.org.uk .

Introduction

North of Tyne Community Led Local Development (CLLD) is a 5-year grants programme supporting people and businesses from the most disadvantaged neighbourhoods of Newcastle upon Tyne and Wallsend (North Tyneside) on their journey to find employment (or better employment), become self-employed, start a business or to develop their local business further. The CLLD Programme aims to deliver the objectives of North of Tyne CLLD Strategy 2017-2022 (see Attachment 1 and 2).

North of Tyne CLLD aims to support 1,890 local people, including 1,323 unemployed, 472 economically inactive, 359 people over 50, 321 people from ethnic minorities, 548 people with disabilities, 945 women and 170 carers. We hope that the programme will help at least 359 people to enter education or training, 212 unemployed to find a job and 137 economically inactive to find a job or start looking for one. The CLLD programme also aims to support 104 existing businesses to grow and create at least 79 new jobs as well as 575 potential entrepreneurs to start their business. There is also a scope to refurbish 200m² of community hub buildings.

North of Tyne CLLD is managed by a Local Action Group that consists of up to 15 representatives of community and voluntary sector organisations, private and public sector as well as local residents. The Local Action Group is not a constituted body and its members are volunteers.

Newcastle City Council is the Accountable Body for the CLLD programme and has secured £2.1m of European Structural and Investment Funds (ESIF) to be offered as grants to local projects between November 2017 and March 2022. Newcastle City Council is responsible for the compliant delivery of the CLLD programme and formally represents the programme (e.g. its authorised representatives can enter into contracts and grant agreements on behalf of the Local Action Group).

Scope

Newcastle City Council on behalf of the LAG for the North of Tyne CLLD programme is seeking to appoint an independent evaluator to carry out longitudinal and summative evaluation of the North of Tyne CLLD Programme.

The evaluation must be compliant with the European Regional Development Fund's requirements regarding Project Summative Assessment (for guidance see Attachments 3 and 4) and must cover activities funded by both European Regional Development Fund and European Social Fund.

Background to the requirement

Effective evaluation and monitoring is crucial to the success of the delivery of the North of Tyne CLLD Strategy. The LAG decided that it was imperative to engage an external evaluator at the very start of the implementation stage to ensure that the project and programme level data and information collected on a longitudinal basis will deliver a comprehensive and robust summative evaluation.

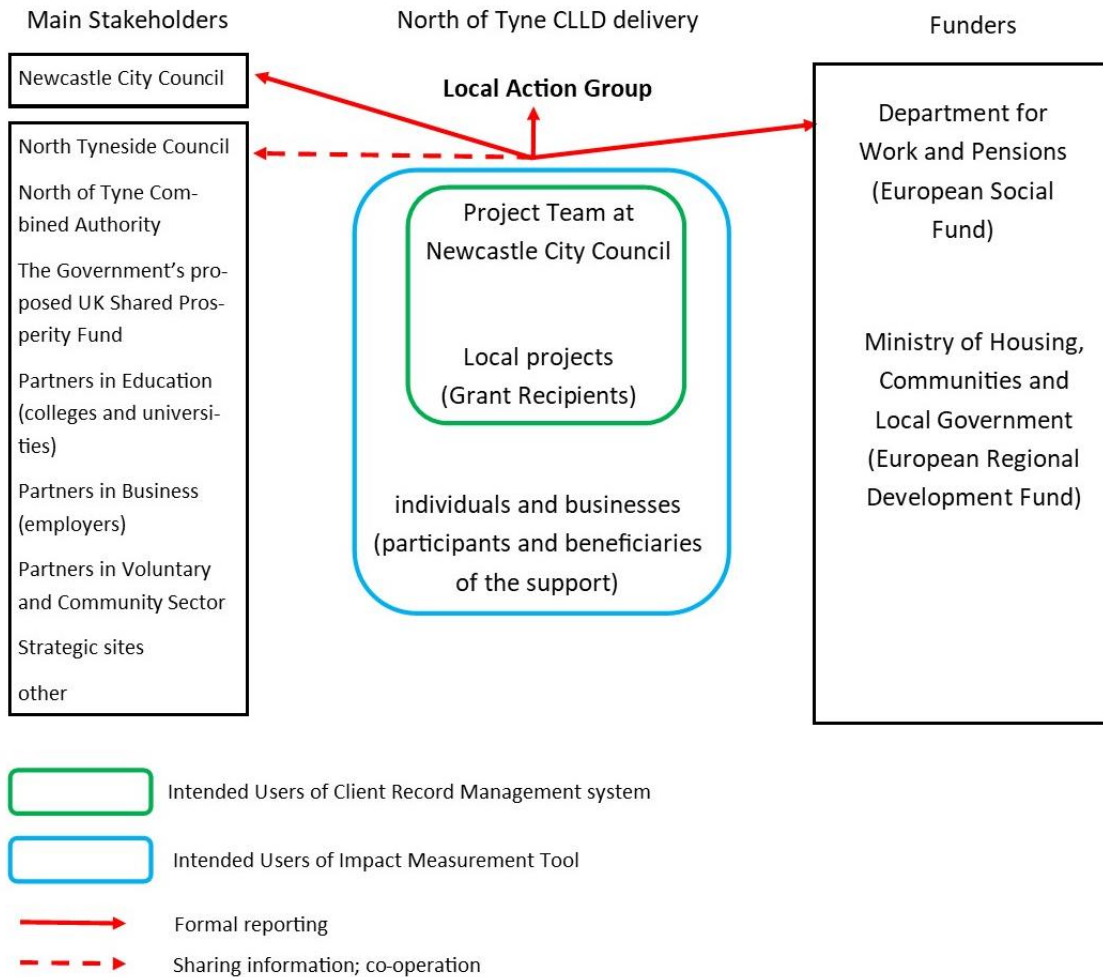
The delivery model for the CLLD programme is as follows:

- The LAG announces calls for projects in line with the North of Tyne CLLD Strategy;
- Organisations apply for grants;
- The LAG assesses applications and approves / rejects grants;
- Newcastle City Council carries out a technical assessment of the applications and formally signs off the approved grants;
- Organisations deliver their projects:
 - o Supporting local entrepreneurs and local businesses (grants from European Regional Development Fund – ERDF – of up to 60% of the total project cost);
 - o Supporting local people on their journey towards employment (grants from European Social Fund – ESF – of up to 50% of the total project cost);
- Organisations report to Newcastle City Council on the achievement of ERDF and ESF outputs and results on a quarterly basis (see Attachment 6 for a list of outputs and results, their definitions and evidence requirements);
- Organisations claim grants in arrears on a monthly or quarterly basis based on their actual costs;
- The Project Team at Newcastle City Council processes grant payments to organisations, monitors all the projects, checks their financial and output evidence, check compliance with ERDF and ESF rules and requirements, compiles all the information and reports to the LAG as well as to ERDF and ESF.

The CLLD programme was launched in November 2017 and Round 1 (winter 2017/18) resulted in 2 ESF projects having been approved (see Attachment 5). Round 2 was open between May and September 2018 and as a result, more projects will commence delivery in autumn/winter 2018/19. We expect 5 Rounds altogether throughout the duration of the CLLD programme and also potentially some targeted calls outside the main Rounds. It is yet difficult to estimate how many organisations will be offered grants.

It is intended that organisations (and to some extent also the participants of CLLD funded projects) as well as the Project Team at Newcastle City Council will be using electronic Client Record Management System and Impact Measurement Tool (to be procured separately).

The range of stakeholders involved in our CLLD programme and reporting relationships are presented the diagram below.



The successful bidder will be provided with:

- All background information about the programme, including the original bid/Strategy document, project plan, and monitoring reports;
- Any internal evaluation reports and research data where appropriate;
- Beneficiary Information Datasets;
- Contact details of relevant funded partners and stakeholders; and
- A single point of contact acting on behalf of the Council as Accountable Body and the LAG;
- Disclosures.

Requirements

The evaluator will work alongside the LAG and the Project Team at Newcastle City Council and will be required to:

1. Prepare a longitudinal and summative evaluation of the programme in relation to the delivery of the North of Tyne CLLD Strategy.
2. As part of the evaluation, analyse and integrate the various strands of data and intelligence gathered by the LAG and the Project Team at Newcastle City Council across the programme; this will include data extracted from a Programme Impact Measurement Tool and a Client Record Measurement Tool (both systems to be procured separately).
3. Within this, provide a detailed assessment of the outcomes and impact of the programme at each level of its organisation and delivery.
4. Consider and assess programme performance against budget, targets, outputs, outcomes and long-term impact goals, including how the programme has developed clearer pathways, joined up provision, and positively impacting upon community perception in relation to the North of Tyne CLLD Strategy. This should also involve using social impact maps and stakeholder contributions to frame the outputs, outcomes and impact of the programme.
5. Provide an assessment of the management and administration arrangements for the North of Tyne CLLD programme.
6. To make recommendations to the LAG and Newcastle City Council, as the Accountable Body, on the basis of the evaluation of the whole delivery of the programme, on succession planning.
7. As part of this, to identify key areas of learning and best practise that may inform both future local activity and funding programme as well as be disseminated more widely to a range of audiences, locally, regionally and nationally.
8. Carry out any other activity as required by the ERDF requirements on Project Summative Assessment for external evaluators.

Performance Requirements

The following outputs will be required:

1. The evaluator will be expected to run a series of 3-4 evaluation workshops and focus group sessions with stakeholders and beneficiary groups of CLLD provision to record and verify their experiences, and where appropriate to produce up to 10 project/individual case studies (5 project case studies and 5 individual client case studies with a representative split between ERDF and ESF).
2. The evaluator will be expected to identify examples of good practice and learning connected with CLLD interventions, particularly those that highlight new examples of partnership working, innovative community and beneficiary

engagement, and high levels of added value and responsiveness to gaps in provision.

3. The evaluator will be expected to propose and produce new and innovative ways of presenting the evaluation findings (e.g. videos, interviews, visuals, graphics, audio content, presentations etc. – different formats for different audiences) which then may be used by Newcastle City Council and the LAG to promote the CLLD programme e.g. on a website or social media, during events and presentations etc.
4. The evaluator will also be expected to identify examples of project and partnership work which have failed to achieve the intended results, but where learning has still been gained.
5. The evaluation will be expected to put forward their recommendations for the future in relation to the legacy of this CLLD programme – taking into consideration post-Brexit domestic funding environment.
6. A full Evaluation Project Plan or Project Inception Document.
7. Regular findings and update reports to identify progress and identify impact across the programme, including by programme objective.
8. Any report in any format required by the ERDF requirements on Project Summative Assessment.
9. A draft and final interim Evaluation and Summative Assessment Report with Executive Summary.
10. A draft and final Evaluation and Summative Assessment Report with a short standalone Executive Summary.
11. Presentation of interim and final reports to the LAG and Newcastle City Council.

The reports and presentation materials should consist of an electronic version of the documents in Microsoft Word, as well as any supporting documents in Microsoft Excel, pdf or other formats where appropriate. The final documents must be available for consideration by the Local Action Group at the intervals outlined in this specification.

Timescales and Communication with the LAG and Newcastle City Council

We expect the contract to commence **in February 2019**.

An interim Evaluation and Summative Assessment Report will be submitted for discussion with the LAG **by week commencing 22nd June 2020**. This will allow LAG partners to discuss any interim findings.

The final Evaluation and Summative Assessment Report will be submitted for the approval of the LAG **by week commencing 23rd May 2022**. Amendments (if relevant) will be finalised by **30th June 2022**.

All payments to the Contractor must be processed by Newcastle City Council by **30th June 2022**.

Monthly updates by telephone, email and / or meetings will be required to discuss progress, with quarterly updates to the LAG at their scheduled meetings during the evaluation period.

Budget

The cost should not exceed £23,000 exclusive of VAT.

All bidders are required to include a quarterly breakdown of their price between the commencement of the Contract and 30th June 2022.

All Prices shall be stated in pounds sterling and exclusive of VAT, but inclusive of all expenses (including travelling).

Prices are to be fixed for the period of the Contract.

Payment will be made in accordance with the satisfactory completion of key objectives and tasks outlined.

Data Protection

The Contractor must comply with all Data Protection Legislation, including the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 following implementation. The GDPR was implemented on 25 May 2018.

For the purposes of the Data Protection Legislation, the Council is the Controller and the Contractor is the Processor.

The table below lists the Data Processing requirements that the Contractor is authorised to undertake on behalf of the Council. Data Processing requirements may not be determined by the Contractor. The Contractor must comply with any further written instructions with respect to Data Processing and the Council reserves the right to amend these instructions at any time.

The Contractor must notify the Council immediately on identifying any processing of personal data not detailed below so that steps can be taken to amend instructions, if required.

The Contractor must have appropriate technical and organisational arrangements in place to ensure that personal data is securely handled.

Description	Details
Subject matter of the processing	Personal data of the beneficiaries of the North of Tyne CLLD programme and the staff (including volunteers, partners and agents) delivering CLLD funded projects

Duration of the processing	From Contract commencement date till 30 June 2022.
Nature and purposes of the processing	<ul style="list-style-type: none"> - To carry out evaluation workshops and focus group sessions beneficiaries; - To assess the CLLD programme's performance against its outputs and targets; - To prepare case studies and best practice and learning examples.
Type of Personal Data	The type of personal data may include: name, surname, date of birth, ethnic origin, disability, gender, National Insurance number, address, telephone number, e-mail address, payroll and HR records, details of employment status, eligibility to participate in an CLLD funded project, data relating to beneficiaries' progress and outcomes as a result of participating in an CLLD funded project.
Categories of Data Subject	<ul style="list-style-type: none"> - Delivery organisations' and their delivery partners' (if applicable) staff (including volunteers, agents, and temporary workers) - Beneficiaries of the CLLD funded projects
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p>The personal data must be retained till 31 December 2033 or longer, in line with the ESIF's documentation retention requirements.</p> <p>The personal data will be securely destroyed when no longer required to be retained as evidence for ESIF.</p> <p>If the Contractor is not able to retain data till 31 December 2033, Newcastle City Council may agree for all the data to be transferred to Newcastle City Council in order to comply with ESIF documentation retention requirements.</p>

The Provider will be required to assist the Council in devising a Data Protection Privacy Impact Assessment for the delivery of the services.

The Provider is the Data Controller of its' employees' personal data. The Council will be the Data Processor of the Provider's employees' personal information required to comply with the operation of the Contract.