



Leading learning and skills

Evaluation Commissioning Document

Objective One Programme

May 2007

Learning and Skills Council for Yorkshire and the Humber (LSCY&H)



EUROPEAN UNION
European Social Fund

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1. Introduction

As part of the Objective 1 Programme in South Yorkshire, the Learning and Skills Council has been co-financing a number of programmes and projects designed to address the skills and training needs of the sub-region. As the funding from 2000 – 2006 programme is now ending, we are seeking to commission a number of evaluation projects, the purpose of which is to review the performance of these projects and identify future forward strategies for each project.

The three evaluations that we are seeking to commission relate to the following programme of activities:

- The JIGSAW Programme
- Invest in Skills Programme
- The VCTrain project

Outlined in section 2 are the tender specifications for each of these projects. These specifications outline the activity that we want to support.

Organisations wishing to submit tenders, must do so on the Commissioning Document Application form, for each of the projects for which they wish to be considered for.

If you have any questions, please e-mail these to Ian Swain, Research Manager at ian.swain@lsc.gov.uk **no later than 9th May 2007.**

A document, detailing responses to all questions received by the deadline, will be posted on the LSC Yorkshire and the Humber website.

The website address is:

<http://www.lsc.gov.uk/Regions/YorkshireHumber/ESF/>

<p>Tender Specification Reference: E701</p>	<p>PROJECT Evaluation of the JIGSAW Programme</p>
<p>Project Details</p>	
<p>The Job Interview Guarantee Scheme (JIGSAW) in South Yorkshire is currently funded by the LSC using Objective 1 ESF monies. It links into the following Programme measures</p> <p>Measure 5 & 5A: Supporting New Employment Opportunities</p> <p>The programme offers high growth sector businesses, located in South Yorkshire, The opportunity to recruit unemployed individuals, or those moving from declined sectors as part of a supported training programme. The businesses will be assisted in finding an appropriate trainee member of staff and receive financial support during the training period.</p> <p>Whilst the recruit is receiving formal and informal development, the employers costs will be supported as follows:</p> <ul style="list-style-type: none"> ▪ 40% of the costs of formal training and development agreed in the individual training plan; • 40% contribution to the employment costs for the first Jigsaw trainee employed by the employer; • 33% contribution to the employment costs for the second and up to the tenth Jigsaw trainee employed; • 25% contribution to the employment costs for the eleventh and any subsequent Jigsaw trainees employed; <p>The contribution applies to a maximum annual salary of £14,037 (including the employer's national insurance costs). Any costs incurred that are above the threshold of £14,037 are at full cost to the employer.</p> <p>In terms of staff recruitment, the programme has a 'pool' of pre-selected, potential candidates, with a wide range of skills, who we can recommend to an employer for a particular vacancy. Alternatively the business is able to source candidates through their own recruitment process.</p> <p>If a business participates in the scheme, their commitment is to employ the Jigsaw trainee as a member of their staff on a temporary contract and commits to give the JIGSAW trainee a Job Interview Guarantee at the end of their six month training placement. The individual is guaranteed a job interview – not necessarily a job. The business will also commit to developing and implementing a training plan with the JIGSAW trainee.</p> <p>Businesses in the following high growth sectors are eligible for Jigsaw</p>	

support: Advanced Manufacturing & Metals, Bioscience, Business, Professional & Financial Services, Creative & Digital Industries, Environmental & Energy Technologies. The business must also be located in South Yorkshire.

The programme has realised some significant successes, involving 2,392 companies and 2,509 employees, distributing over £8 million to date.

As the current Objective One funding programme is drawing to a close, the LSC Y&H wishes to commission an evaluation of the current programme to identify whether provides value for money and is of sufficient value to merit future funding support, either through the new ESF programme or other areas of support.

Aim of the Project

The aim of this project is to undertake an evaluation of the impact and effectiveness of the JIGSAW Programme and to make recommendations linked to the future need and direction of the programme post Objective One.

Objectives of the Project

The evaluation will need to address the following issues:

- Assess the impact and added value of the JIGSAW programme in assisting businesses to recruit and train suitable staff, filling vital skills gaps that are preventing growth, identifying strengths and weaknesses and areas of good practice, as well as barriers and issues around engagement and delivery.
- Assess the impacts of the programme on:
 - businesses' productivity and competitiveness;
 - the mind-set of employers to training;
 - the sub-regional GDP
 - graduate retention in the sub-region.
- Assess the efficiency and effectiveness of the delivery arrangements for the programme, focusing on the programme partnership arrangements, when compared to other models.
- Assess and make recommendations for the long term sustainability of the programme in light of recent developments in the workforce development arena,

Methodology

Whilst not trying to be prescriptive we envisage that the methodology will need to involve some surveying of businesses and interviewing of key personnel and partners involved in the programme. We are asking applicants to provide full details on how the work will be undertaken, including a work plan, which will ensure that the project objectives and key outputs are fully met. Indicative outputs and timescales for the remainder of the project will also need to be supplied for subsequent years.

Could tenderers also identify the data sources that they will require access to in terms of undertaking this project. To assist in the process access will be given to the data sets held by the LSC.

Timescales

It is anticipated that the project will commence in June 2007 and a final report for the study will be required by end September 2007.

Outcomes/outputs

- A full written report, to contain a detailed description of:
 - Methodology used
 - Analysis of data collected
 - An assessment of the effectiveness of the programme
 - Recommendations for how the programme might be developed in the future
- A stand alone Executive summary
- A 'key findings' presentation to be used to facilitate discussion on the findings and recommendations

Funding

An indicative budget of up to £20,000 has been made available to fund this project.

A full breakdown of proposed costs is required, including hours etc. Invoices for services received will be paid, subject to the LSC's standard payment terms, as below and after approval by the LSCSY contract manager.

Costs should be broken down according to main project activities

<p>Tender Specification Reference: E702</p>	<p>PROJECT Evaluation of the Invest in Skills Programme</p>
<p>Project Details</p>	
<p>Invest in Skills is a programme to assist SMEs in South Yorkshire improve their business performance and competitiveness by offering a subsidy (usually 40%) from ESF Objective 1 funding to support the direct cost of training. The programme is also able to support a limited number of large companies.</p> <p>Company eligibility is determined by SIC and Sector which are used to establish the applicable ESF Funding Measure. The company must pay its business rate in South Yorkshire.</p> <p>Employees supported must be working or living in South Yorkshire.</p> <p>It links into the following ESF Measures:</p> <p>Measure 5 & 5A: Supporting new employment opportunities <i>Eligible sectors:</i> Advanced Manufacturing & Metals (AMM) Bio Science / Bio Technology Business Professional and Financial Services (BPFS) Creative and Digital Industries (CDI) Environmental and Energy Technologies (EET)</p> <p>Measure 10 & 10A: Enhancing management and workforce skills and capacity <i>Eligible sectors:</i> Engineering Manufacturing & Materials (EMM) Construction Food and Drink Manufacture Public Sector organisations Retail Services Tourism and Leisure Transport & Logistics Voluntary Community sector</p> <p>Measure 13: Developing an adaptable and entrepreneurial workforce <i>Eligible sectors:</i> Social Care Adult and Child day-care (public sector child day-care is funded from Measure 10a)</p> <p>A wide range of training is supported, including leadership and management development, technical and ICT skills, accredited qualifications, sector specific industry-recognised training, vendor qualifications, and bespoke training to meet individual company needs.</p>	

Under ESF 'Added Value' rules, statutory training i.e. training required by law to carry out a job, and in-house training to enable an employee to undertake their normal range of duties within their job, is not eligible for ESF support. Training for purely personal rather than business benefit cannot be supported.

Beneficiaries have the opportunity to access one bespoke training intervention and may progress to an accredited qualification [or unit(s) of a qualification].

The programme is delivered through an approved training provider network managed by A4e Management Ltd. The managing agent works with companies to help them identify their training and development needs and helps them source the training through the provider network.

The programme has achieved some significant successes in the period April 2005 to date, assisting more than 18,000 employees from 1,092 companies to access training, distributing over £8 million to date. However it is unclear whether the training that has been supported would have taken place irrespective of the availability of the programme. This money has been used to directly benefit the South Yorkshire business community and its employees, raising skill levels and improving business performance.

As the current Objective One funding programme is drawing to a close, the LSC Y&H wishes to commission an evaluation of the current programme to identify whether it provides value for money and is of sufficient value to merit future funding support, either through the new ESF programme or other areas of support.

Aim of the Project

The aim of this project is to undertake an evaluation of the impact and effectiveness of the Invest in Skills Programme and to make recommendations linked to the future need and direction of the programme post Objective One.

Objectives of the Project

The evaluation will need to address the following issues:

- Assess the impact and added value of the Invest in Skills programme in providing flexible, demand-led learning responding to the training needs of businesses identifying strengths and weaknesses and areas of good practice as well as the barriers and issues around engagement and delivery.
- Assess the impacts of the programme on:
 - businesses' productivity and competitiveness;
 - the mind-set of employers to training;
 - the sub-regional GDP
 - the attractiveness of the area to inward investors.

- Assess the efficiency and effectiveness of the delivery arrangements for the programme, focusing on the programme partnership arrangements, when compared to other models such as Train to Gain.
- Assess and make recommendations for the long term sustainability of the programme in light of the development of the Train to Gain programme

Methodology

Whilst not trying to be prescriptive we envisage that the methodology will need to involve some surveying of businesses and interviewing of key personnel and partners involved in the programme. We are asking applicants to provide full details on how the work will be undertaken, including a work plan, which will ensure that the project objectives and key outputs are fully met. Indicative outputs and timescales for the remainder of the project will also need to be supplied for subsequent years.

Could tenderers also identify the data sources that they will require access to in terms of undertaking this project. To assist in the process access will be given to the data sets held by the LSC.

Timescales

It is anticipated that the project will commence in June 2007 and a final report for the study will be required by end September 2007.

Outcomes/outputs

- A full written report, to contain a detailed description of:
 - Methodology used
 - Analysis of data collected
 - An assessment of the effectiveness of the programme
 - Recommendations for how the programme might be developed in the future
- A stand alone Executive summary
- A 'key findings' presentation to be used to facilitate discussion on the findings and recommendations

Funding

An indicative budget of up to £20,000 has been made available to fund this project.

A full breakdown of proposed costs is required, including hours etc. Invoices for services received will be paid, subject to the LSC's standard payment terms, as below and after approval by the LSCSY contract manager.

Costs should be broken down according to main project activities

<p>Tender Specification Reference: E703</p>	<p>PROJECT Evaluation of the VCTrain Project</p>
<p>Project Details</p>	
<p>The VCTrain project is currently funded by the LSC using Objective 1 ESF monies. It links into the following Programme measures:</p> <p>Measure 11: Creating a responsive training and education system Measure 13: Developing an adaptable and entrepreneurial workforce Measure 15: Tackling gender imbalance in the labour market</p> <p>VCTrain is a consortium structure for voluntary and community sector learning providers in Yorkshire & Humberside, designed to support and enable all member organisations to access funding, develop their capacity and achieve high standards of quality and performance in meeting the needs of learners and in tackling disadvantage and advancing equity and social inclusion.</p> <p>The Consortium has the following objectives:</p> <ul style="list-style-type: none"> ▪ Create a key enabling and support infrastructure that will serve members needs, enabling them to fulfil to optimum effect and efficiency the requirements of the Adult Learning Inspectorate and other funding and regulatory regimes as appropriate. This describes a Support Unit (SU) that will operate as the administrative hub of the consortium structure. ▪ Generate economies of scale and therefore efficiency savings in the management of bureaucracy through the creation of a centralised point for information management (synonymous with SU). ▪ Provide greater opportunity for a strategic overview of training and education in the voluntary and community sector in the region. ▪ Explore opportunities for increasing and improving the mutually beneficial co-ordination of activities between consortium members, including the possibility of mapping progression routes from one member provider to another, and creating an internal market for the exchange of skills, experience, expertise, resources and outputs. ▪ Employ expert and experienced staff within the SU. ▪ Create a structure wherein the member organisations own and control the consortium overall, including the work of SU. ▪ Be open potentially to any voluntary and community learning provider in Yorkshire & Humberside, providing it can meet certain essential quality and accountability thresholds - though it may be necessary to set a limit on the maximum number of members for the sake of organisational efficiency. ▪ Develop and safeguard standards and quality in relation to the consortium overall and to the learning provision of individual member organisations to ensure that we can meet the rigorous quality assurance requirements of the Adult Learning Inspectorate. ▪ Provide an essential voice for learners so that they can express their 	

needs.

- Build the capacity of the member organisations, where appropriate, to be able to meet the quality assurance, monitoring and audit requirements.
- Lobby the relevant local, regional, national and international bodies and agencies, in relation to the perspectives, strengths, needs, issues and concerns of voluntary and community sector learning provider member organisations.
- Actively promote the work of the consortium to others locally, regionally, nationally and internationally.
- Actively disseminate our work to others locally, regionally, nationally and internationally.
- Develop and participate in multi-agency cross sector partnerships that can build the capacity of the consortium and its members, and contribute to tackling disadvantage and advancing equity and social inclusion.

To date the LSC has invested £8.5m in the consortium, which has assisted 13,494 beneficiaries and 309 organisations.

As the current Objective One funding programme is drawing to a close, the LSC Y&H wishes to commission an evaluation of the current project to identify whether it provides value for money and is of sufficient value to merit future funding support, either through the new ESF programme or other areas of support.

Aim of the Project

The aim of this project is to undertake an evaluation of the impact and effectiveness of the VCTrain consortium project and to make recommendations linked to the future need and direction of the programme post Objective One.

Objectives of the Project

The evaluation will need to address the following issues:

Assess the impact and added value of the evaluation will need to address the following issues:

- Assess the impact and added value of the VC Train project in terms of:
 - Its Engagement and how that compared with other engagement sectors with the voluntary and community sector;
 - Added value to the voluntary sector and the South Yorkshire training offer;
 - The impact on beneficiaries;
 - The contribution to the basic skills and life-long learning agenda;
 - The relevance to the engagement to enhancing employability and the skills base, including alignment with the sector skills councils' lead on appropriate qualifications.

- Assess the efficiency and effectiveness of the delivery arrangements for the programme, focusing on the project's partnership arrangements.
- Assess the long term sustainability of the project with and without further ESF funding and make recommendations.

Methodology

Whilst not trying to be prescriptive we envisage that the methodology will need to involve some surveying of beneficiaries, voluntary and community organisations and interviewing of key personnel and partners involved in the programme. Full details are required on how the work will be undertaken, including a work plan, which will ensure that the project objectives and key outputs are fully met. Indicative outputs and timescales for the remainder of the project will also need to be supplied for subsequent years.

Could tenderers also identify the data sources that they will require access to in terms of undertaking this project. To assist in the process access will be given to the data sets held by the LSC.

Timescales

It is anticipated that the project will commence in June 2007 and a final report for the study will be required by end September 2007.

Outcomes/outputs

- A full written report, to contain a detailed description of:
 - Methodology used
 - Analysis of data collected
 - An assessment of the effectiveness of the programme
 - Recommendations for how the programme might be developed in the future
- A stand alone Executive summary
- A 'key findings' presentation to be used to facilitate discussion on the findings and recommendations

Funding

An indicative budget of up to £20,000 has been made available to fund this project.

A full breakdown of proposed costs is required, including hours etc. Invoices for services received will be paid, subject to the LSC's standard payment terms, as below and after approval by the LSCSY contract manager.

Costs should be broken down according to main project activities

2. Application Process

The purpose of the application is to enable you to provide us with information concerning the activities you are seeking to fund that are consistent with the Tender Specifications in this Commissioning Document.

2.1 Stage 1

On receipt your application will be appraised against the Appraisal Framework by panels, appointed by the LSC Yorkshire and the Humber, consistent with the Tender Specifications in this document (see Section 4 for details of the Appraisal Framework).

The appraisal panel will look closely at how the application relates to the chosen Theme and the fit between the intended activity and the commissioning activities identified within the Theme. The panel will award a rating of High, Medium or Low to each of the questions featured in the Appraisal Framework. They will also consider the value for money aspect of the proposal by comparing like for like before determining overall rating award to the application.

For organisations applying for Co-financing funds, the final step in the appraisal process will involve the LSC Yorkshire and the Humber conducting a moderation exercise when we will look at issues concerning value for money, affordability, outputs and an equitable geographical coverage. This process is essential in order to assess the contribution the project will make to the outcomes the LSC Yorkshire and the Humber is contracted to deliver on behalf of the Government Office from whom our co-financed funds are sourced.

Following assessment the LSC Yorkshire and the Humber will contact you about your application. Please note that applications are not guaranteed to receive funding from the LSC Yorkshire and the Humber and a funding award will depend on the fit of the application against the commissioned activity they are seeing to generate.

Following appraisal, if your application is approved it will move to:

2.2 Stage 2

This important stage is intended to enable us to resolve all outstanding issues relating to your application before a final decision on funding is made. At this point you will be expected to provide further detailed information on a range of issues (see Section 5 for details of Contracting with the LSC).

At this stage bids may still be rejected. Due to past experience we will be seeking to have a reserve list. Applicants will be notified if they are on the reserve list but will not be required to do anything at this stage.

2.3 Feedback

All applicants will receive written feedback on their proposals. In the case of unsuccessful applicants, our letter will explain the reasons why the application cannot proceed. In this instance we are happy to arrange informal feedback sessions for representatives of the organisations details of which will be included in our decision letter.

2.4 Sending Your Completed Application

When you have completed your application you should send **FOUR HARD COPIES** of the form in a sealed envelope to the LSC Yorkshire and the Humber Regional Office addressing your envelope as follows:

**Ian Swain
Research Manager
Research Team
Learning and Skills Council
Mercury House
4 Manchester Road
BRADFORD
BD5 0QL**

Please mark all envelopes: TENDER

**The application should arrive no later than 12 noon on
Wednesday 16th May 2007**

**Please note: Under no circumstances will applications received after the
noon deadline be accepted.**

2.5 What happens after I send my application?

Your application will remain sealed and kept secure until after the published deadline when all applications will be opened, recorded and allocated a unique reference number.

You will receive written acknowledgement within 5 working days of the submission date. Following acknowledgement, please wait to hear the outcome in writing. We will try to write to people as soon as possible after the appraisal process has been completed. Please don't slow the process down by ringing or emailing. The timetable in Section 7 indicates when decisions will have been made.

LSC Yorkshire and the Humber Conditions of Tendering

- **Applications must be submitted in a sealed envelope and addresses as directed**
- **Your application must be restricted to a maximum of 10 (ten) pages (excluding front page)**
- **All sections of the form must be completed unless otherwise stated**
- **No supplementary information should be included or attached to the form**
- **The application should be stapled and not bound**
- **Please use Ariel font size 12 when completing the form**
- **Use one application form per Tender Specification**

Please note: Failure to observe these requirements will render your application ineligible for consideration

3. Completing the Application Form

Please complete the front sheet of the form remembering to indicate your organisation's legal status. The Theme section has already been completed for you, but you will need to identify the area in which the research will be conducted. You must also confirm the total cost of your project.

This sheet will be detached before your application is referred to the appropriate Appraisal Team in order to ensure objectivity is maintained.

Do not presume we know about you or your organisation. It is the information you put in the application form that will be appraised.

Question 1. Activity Summary. *In no more than 50 words* you should give a summary of the research activity that you will undertake. This should include which method will be used, who will be included in the research and how the research can be used.

Question 2. Activity Description. Here you need to be specific about the Aims and Objectives, how the project will be delivered and an explanation of who will be responsible for each stage of the delivery. This section should include evidence of your understanding of the project, further detail on the proposed method, sample details, the key tasks involved and how the data will be analysed. In addition, you should include your ideas for the dissemination of the research findings, and how an event will be organised.

You also need to include details of your project team with their relevant skills and experience. You need to identify which individuals have the specific area policy leads.

It is also an opportunity for you to highlight any particularly innovative or creative approaches you believe your project is offering.

Question 3. Timescales. Here you should include your delivery timetable. .

Question 4. Partnerships and Linkages. When providing information about your partnerships you should ensure named partners are fully briefed about your bidding intentions and that they have agreed to whatever role you have identified for them in the project support and/or delivery. You should include all the partners who will be involved should the bid be successful (including those who may have submitted a rival bid).

Question 5. Outputs Please be sure that any outputs and milestones your project is designed to deliver match those described in the objectives your proposal is addressing. You must ensure that outputs included in your bid are realistic, deliverable and achievable within the set time scales. A reduction of outputs at contract negotiation stage will only be permitted should we wish to reduce the proposal budget.

Output: These are things that are deliverable, e.g.: data, report etc

Milestones: These are key activity stages within the project. The activities happen only once and are often essential for the project to move on to the next stage, e.g.: agreement of questionnaire, interim reports etc.

You should also include any added value or soft outcomes that the project will deliver.

Question 6. Activity Management. In this section the arrangements for the management of this project should be detailed, including information about the project team. Previous experience of similar or relevant projects should also be included. You should identify what processes and systems are in place for you to successfully administer the contract e.g. details of monitoring, quality systems, etc.

Question 7. Financial Information. Part of the Appraisal process will include consideration of the value for money aspect of your project so it is very important that you include a detailed breakdown of all project costs and in the case of salaries explain the rationale behind the rate at which you intend to pay project workers, referring to ESF eligibility of costs.

Contracts issued by the LSC Yorkshire and the Humber are exclusive of VAT and therefore if you are to incur VAT these costs should be included in the financial breakdown.

Question 8. Do you hold a Current Contract with the LSC in Yorkshire and the Humber? Your answer does not affect the appraisal of your proposal and is intended only to enable us to determine the process we need to apply in relation to contract capability. If your application proceeds to Stage 2 this will be discussed in more detail at that time.

Question 9. Proposals to other CFOs. If you plan to submit a proposal to another CFO you must declare that intention here and provide details of the project's activity, intended target group and cost.

Question 10. Have you previously received co-financing/LIDF support from the LSC in Yorkshire and the Humber? If your application proceeds to Stage 2 your previous or continuing application(s) will be discussed in more detail and will include, if applicable, the performance of approved projects and the capacity to manage further activity.



EUROPEAN UNION
European Social Fund



Leading learning and skills

COMMISSIONING APPLICATION FORM 2007

Ref: YH/1/01/RES/..... (to be completed by LSCY&H)

Project Name: _____

Name and Address of Applicant:

Tel: _____ **Email:** _____

Contact Person: _____ **Position in Organisation:** _____

Signature: _____

Legal Status of Applicant *(Please tick the box most relevant to your organisation)*

Chamber of Commerce FE HE Local Authority

NTO Private Vol/Com Other (Please State) _____

State Tender Specification Reference: _____

Area (Please tick the area(s) that your project will cover)

Humberside North Yorkshire South Yorkshire

West Yorkshire Regional

Total Value of Project: £ _____

NB: The information on this sheet will be removed and will not be used in the appraisal of this project.

1. Activity Summary. Please state clearly the subject and nature of the research you are proposing to conduct. **You are also requested to summarise in no more than 50 words the activity focus of your project.**

Please write your answer here.

2. Activity Description. Please state clearly the AIMS of the project and the OBJECTIVES the project will achieve.

You must also include a full description of how the project will be delivered, including the dissemination event, and who is responsible for each element of the delivery.

You must also include details the team of people to be engaged on the project and their relevant skills and experience.

Innovative and creative approaches that fit with proposed activities will be welcomed.

Please write your answer here.

3. Timescales. Specify start and end dates of activities. Please provide a project plan detailing the key stages of the project and the delivery timetable, which should be realistic and, where relevant, should include sufficient lead in/development time to allow for planning, development of partnerships etc.

Please write your answer here.

4. Partnerships & Linkages. Where appropriate, proposals should provide evidence of a strong and effective partnerships, identifying lead organisations where relevant. Also include details of any sub-contractors.

Please write your answer here.

5. Outputs. These must be realistic and clearly quantified in output and milestone terms. They should be consistent with those identified in the project specification and you must specify 'how' the outputs and outcomes will be delivered. You should also describe any additional value or soft outcomes that the project will deliver.

Please write your answer here.

Outputs

Milestones

Outcomes

6. Activity Management. This section should demonstrate how proposed activities would be managed including information about the project team, role of partners, previous relevant or similar experience and what processes and systems are in place to administer the contract e.g. quality, monitoring etc.

Please write your answer here.

7. Financial Information. Costs should be realistic and demonstrate good value for money. They should be clearly linked to the project activities. A detailed breakdown of all related project costs must be included.

Please write your answer here.

8. Do you currently hold a contract with the LSC in Yorkshire and the Humber? This information will not affect the appraisal of this proposal. If you do not currently have a contract with the LSC in Yorkshire and the Humber we will need to undertake an assessment of your capability to become a supplier. This will review a number of areas, including: resources, equipment and facilities, health and safety, and equal opportunities.

Please write your answer here.

9. Are you submitting / planning to submit a proposal(s) to any other Co-financing Organisation?

If yes, we will need details (for this and any other intended activities). Failure to declare this could result in the automatic disqualification / termination of your proposed activity.

Please write your answer here.

10. Have you previously received co-financing or LIDF support from the LSC in Yorkshire and the Humber? If yes, please state if the activity described in this application is similar or the same as the previous project. Please also give the LSC Reference number of your last application.(If applicable)

Please write your answer here.

4. Appraisal and Moderation Process

On receipt, your application will be registered and passed to the appraisal team with specific responsibility for considering co-financing proposals under the Tender Specification you have identified.

Appraisal Teams will be convened for each of the Tender Specifications we have included in this Commissioning document. The teams will be made up of staff from the LSC and members of the project steering group. The Research Manager will chair the appraisal team. Everyone involved in appraisal will be fully briefed before the process starts to ensure they are familiar with the requirements and a common understanding of the role and responsibilities of the teams is achieved.

To ensure objectivity is maintained the front sheet of your application will be removed before the proposal is passed to the team.

Each section of the appraisal sheet identifies the areas of the application where the information supplied is vital to the assessment of the bid. In these areas (shown on the appraisal sheet) if the information supplied addresses the recognised areas and answers the questions raised then the appraisal team will award a tick. Each section will then be rated as High, Medium or Low dependant upon the number of ticks awarded. At the end of the process the ticks will be added up and an overall rating given.

When the Appraisal Teams have completed their assessment they will rank the applications that have been selected to proceed. The applications will then be subject to a Moderation process. During this Moderation Process the ESF Team will examine every application that has been selected by the Appraisal Teams in order to assess the contribution each proposal can make to the outcomes we are committed to achieving through our co-financing plan.

The criteria for assessment will include affordability, value for money, outputs, capacity of the sponsor to deliver the project, the sponsor's track record.

Where appropriate, following moderation, a meeting with the Appraisal Team Chair will be arranged to resolve any issues arising on specific applications before a final decision is made.

The appraisal and Moderation Process is reproduced in this section for your information.

Letters to applicants who are unsuccessful at moderation stage will contain the reasons why their application did not succeed.

LSC Yorkshire and the Humber Co-Financing Appraisal Sheet

Application No:	WKY/1/01/RES/	
Appraisal Team:	(Chair)	Appraisal Rating
		H = High
		M = Medium
		L = Low

1. Activity Summary	<p>Please state clearly the subject and nature of the research you are proposing to conduct. You are also requested to summarise <i>in not more than 50 words</i> the activity focus of your project.</p> <p style="text-align: right;">√</p>
Fits the Tender Specification and commissioned activity	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, Appraisal Panel Chair to comment on reasons why.	

2. Activity Description	<p>Please state clearly the AIMS of the project and the OBJECTIVES the project will achieve.</p> <p>You must also include a full description of how the project will be delivered, including the dissemination event, and who is responsible for each element of the delivery. Innovative and creative approaches that fit with proposed activities will be welcomed.</p> <p style="text-align: right;">√</p>
Clearly identifies the project aims and objectives	
Contains a full description of delivery mechanism	
Clearly identifies who is responsible for each element of delivery	
Demonstrates innovative and creative approaches	
H = 4	<i>Appraisal Panel Chair comments to support rating</i>
M = 2-3	
L = 0-1	

3. Timescales	Specify start and end dates of activities. Please provide a project plan detailing the key stages of the project and the delivery timetable, which should be realistic and, where relevant, should include sufficient lead in/development time to allow for planning, development of partnerships etc.	√
	Delivery timetable shows realistic timescales	
	Includes sufficient lead in / development time	
H = 2	<i>Appraisal Panel Chair comments to support rating</i>	
M = 1		
L = 0		

4. Partnership & Linkages	Where appropriate, proposals should provide evidence of a strong and effective partnerships, identifying lead organisations where relevant.	√
	Provides evidence of a strong and effective working relationship	
	Proposed partnerships/linkages clearly described	
H = 2	<i>Appraisal Panel Chair comments to support rating</i>	
M = 1		
L = 0		

5. Outputs	These must be realistic and clearly quantified in output and milestone terms. They should be consistent with those identified in the project specification and you must specify 'how' the outputs and outcomes will be delivered. Your tender should also describe any additional value or soft outcomes that the project will deliver.	√
	Outputs are realistic	
	Outputs are clearly linked to the Tender Specification	
	Outputs are quantified in milestone terms	
	Identifies how the outputs will be delivered	
H = 4	<i>Appraisal Panel Chair comments to support rating</i>	
M = 2-3		
L = 0-1		

6. Activity Management	This section should demonstrate how the activity detailed in question 2 and 5 would be managed including information about the project team, role of partners, previous relevant or similar experience and what processes and systems are in place to administer the contract e.g. quality, monitoring etc. √
	Clearly demonstrates how the activity will be managed
	Clearly identifies the project team structure
	Contains details on the processes and systems
	Contains details of previous relevant/similar experience
H = 4	<i>Appraisal Panel Chair comments to support rating</i>
M = 2-3	
L = 0-1	

7. Financial Information	Costs should be realistic and demonstrate good value for money. They should be clearly linked to the project activities. A detailed breakdown of all related project costs must be included. √
	Costs seem realistic
	Costs seem to demonstrate good value for money
	Costs are clearly linked to the project activities
	A detailed breakdown has been included
H = 4	<i>Appraisal Panel Chair comments to support rating</i>
M = 2-3	
L = 0-1	

Summary

Question	Rating (H.M.L.)
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Overall Rating

H

M

L

If M or L the main weaknesses are:

1.

2.

3.

APPRAISAL PANEL CHAIR: (signature).....

DATE.....

ESF TEAM MODERATION

Present:

Reference: YH/1/01/

Theme:

District & Target Area:

Priority & Measure:

Output Numbers	<u>Type</u>

**Value of Proposal: £
YES/NO ***

Affordability – are funds available?

Average cost per beneficiary (unit price): £

Average cost per output: £

Is an average cost available?

Does this represent Value for Money?

YES/NO *

Comments:

Does the sponsor have:

1. A track record
2. Capacity to deliver

Where was this placed on the Theme Manager's Priority List (CF3)?

Accepted / Not Accepted / Referred *(complete part 2)

If not accepted give comments (to be included in written feedback)

If referred - Further Information Required:

Signed:.....

Date:.....

PART 2

Amendments Agreed:

Signed.....

Date:.....

* delete where applicable

5. Contracting with the LSC Yorkshire and the Humber

In the Application Process (Section 2) we have described the stages involved in appraising applications. At Stage 2, applicants will enter into post tender negotiations. At the Stage 2 meetings detailed discussions with an LSC Yorkshire and the Humber project manager will begin to resolve all the outstanding issues concerning the project proposal enabling us to reach the point at which we can contract with the organisation for delivery of the approved activity. At this stage bids may still be rejected. To ensure that tender specifications are addressed we will be seeking to have a reserve list. Applicants will be notified if they are on the reserve list but will not be required to do anything at this stage. There will also be more general information available relating to contracting with the LSC Yorkshire and the Humber.

Prior to final approval of projects, further detailed information will be required for the following areas:

- Value for money
- Delivery methodology (including sub-contracting)
- Contract management
- Health and Safety
- Monitoring and Review
- Delivery and Outcome profiles

At this stage, LSC Yorkshire and the Humber will discuss with successful applicants the funding of their project. Funds will be paid to providers on a profile basis against the achievement of Outputs, Outcomes and Milestones. The percentage split of the funding between outputs, outcomes and milestones will be decided on a project-by-project basis but we anticipate that milestone payments will be up to 30% or £150k, whichever is the lesser, of the total contract value.

The discussions regarding the split will be held with your LSC Yorkshire and the Humber contract manager when preparing your payment profile. The final decision is at the discretion of the LSC Yorkshire and the Humber and is subject to negotiation and agreement. However we envisage that larger organisations will not need to use the full 30% on milestone payments.

There will also be more general information available relating to contracting with the LSC Yorkshire and the Humber, such as:

- The contract and the contracting process
- Audit Requirements
- General Health & Safety issues and procedures
- Management Information

You will be given all the relevant information and advice on this aspect during the project development phase at Stage 2 of the process.

6. Timetable

Activity	By
Deadline for submission of Application	16 th May 2007
Project Appraisal completed	25 th May 2007
Successful applicants informed	29 th May 2007
Stage 2 Meetings	6 th – 8 th June 2007
Feedback request deadline on unsuccessful applications	8 th June 2007
Feedback sessions	w/c 18 th June 2007
Contracting	June 11 th onwards

7. Application Checklist

	Yes	No
Is the front sheet fully completed? <i>(including Tender Specification Reference)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are all the sections completed?	<input type="checkbox"/>	<input type="checkbox"/>
Does the application form address one Tender Specification only?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bid been proof read by a third party?	<input type="checkbox"/>	<input type="checkbox"/>
Do all the figures add up correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Have all the partners identified formally agreed to be involved?	<input type="checkbox"/>	<input type="checkbox"/>
Is the application stapled and not bound?	<input type="checkbox"/>	<input type="checkbox"/>
Are there four hard copies?	<input type="checkbox"/>	<input type="checkbox"/>
Is the envelope addressed as per the Commissioning Document Instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you sufficient time to submit the bid before the deadline?	<input type="checkbox"/>	<input type="checkbox"/>