

www.londoncouncils.gov.uk



London Councils European Social Fund Co-financing Programme 2011-2015

Launch presentation
5th October 2011

www.londoncouncils.gov.uk



Background

- London Councils' role
- Sources of funding

1. Introduction

London Councils Programme:

- ESF priority 1.1 and 2.1
- 15 boroughs
- 24 projects
- £11.3 million

2. Eligibility criteria

- Constituted
- Able to deliver in the borough(s) listed
- Financially solvent
- Able to start on 1 Dec 2011

2.1. Geographical targeting

	Number of specifications	
	Measure 1.1	Measure 2.1
Barking & Dagenham	1	
Barnet	1	
The City of London Corporation	3	
Croydon	1	
Enfield	1	1
Hillingdon, Ealing, Hounslow (combined specification)	1	
Hounslow	2	
Kensington & Chelsea	2	
Kingston	1	
Lambeth	1	1
Lewisham, Southwark (combined specification)	1	
Southwark	3	
Westminster	1	

3. Submitting a tender

Where to find tender documents

www.londoncouncils.gov.uk/grants

Deadline – **31st October 2011, 12 noon**

Please read the tendering instructions

www.londoncouncils.gov.uk



4. Cross cutting themes

- Equalities and diversity (gateway)
- Sustainable development (gateway)
- Health

www.londoncouncils.gov.uk



5. Partnership working

- Partnership working is not a requirement for all specifications, but it is for some
- Submit draft partnership agreements with tender

6. Participant Eligibility

Measure 1.1	Measure 2.1
towards employment	improving skills and maintaining employment

- Designed not to overlap with other mainstream provision.
- Additional borough requirements

7. Project activities and results

- Each project has specific mix of payable Outputs and Results
- Standardised Outputs/ Results
- Non Standardised Outputs/ Results

www.londoncouncils.gov.uk



7. Participant target groups

Provision:

- Appropriate
- Meet need
- Progression focused
- Employer input
- Links
- Follow-up support

www.londoncouncils.gov.uk



Sections 8, 9, 10,11 & 12

- Project duration
- Soft outcomes
- Added value
- Financial Information
- Publicity arrangements

www.londoncouncils.gov.uk



LONDON
COUNCILS

Sections 13 & 14

- Assessment process
 - Assessment criteria
 - Appraisal panels
- Appeals

www.londoncouncils.gov.uk



LONDON
COUNCILS

Sections 15, 16 and 17

- Monitoring and reporting
- Payment arrangements
- Key initiatives

www.londoncouncils.gov.uk



LONDON
COUNCILS

Individual specifications

- Introduction to the borough
- Strategy
- Population/ demographics
- Geographical targeting
- Labour market

www.londoncouncils.gov.uk



LONDON
COUNCILS

Individual specifications

- Project Specification
- Provision
- Partners
- Specification payments table



Specification 3: Supporting City residents into employment				
Number of projects to be funded and Borough	x1 - City of London			
Project Timescale		Start	End	
	Contract period	01/04/2012	30/09/2013	
	Final Evaluation		30/09/2013	
Outputs for payment	Number	Unit cost	Total	Must be achieved by
Number of participants receiving 6+ hours of support (IAG, job search, mentoring, training, 1-2-1)	26	584	15,184	31/03/2013
Submission of final evaluation report	1	2,799	2,799	30/09/2013
Results for payment	Number	Unit cost	Total	Must be achieved by
Number of participants into further job-search and training	4	600	2,400	30/06/2013
Number of participants in employment within 13 weeks of leaving the project	13	933	12,129	30/06/2013
Number of participants in sustained employment for 26 weeks (6M)	9	1,382	12,438	30/09/2013
Maximum funding available	-	-	44,950	

Introduction

- Tender form
 - Parts A & B
 - Part C 1-7
 - Part D
 - Part E
- General tips



www.londoncouncils.gov.uk

Completing the tender form

- Protected sections
- Unprotected sections
- Use Arial 12pt

Part A. Information about your organisation
(Please click inside the grey shaded area to type your answers)

Name of organisation	
Title of project	
Director (1 of 1 or 0 of 1)	

Part C: Information about your project

C1 Needs of the target group and employers

b) Employer needs:

- Who are your target employers?
- Where are they based?
- What employment sector(s) do they come from?
- What are their needs and how did you identify these?

(Name employers who were involved in developing the project or list published research and evidence from your own organisation. Please note all should be properly referenced).

- Please describe your relationships and experience of working with employers.

Maximum length of answer: 1 page Maximum points available: 5

www.londoncouncils.gov.uk




Tender form – Parts A & B Organisation and participants

- Part A
 - Which specification and borough(s)
 - Contact for contracting
 - Partners
- Part B – estimates and commitments
 - Target groups (c)
 - Employment status (c)
 - Ethnicity (e)

www.londoncouncils.gov.uk



Tender form – Part C

Information about your project

- Suggested resources:

- Census

<http://www.statistics.gov.uk/census/>



- NOMIS

<https://www.nomisweb.co.uk/>



- Borough websites

- London's Poverty Profile

<http://www.londonpovertyprofile.org.uk/>



www.londoncouncils.gov.uk



Tender form – Part C

Information about your project

- Combined with part D worth 100 points
- Length limits and sub questions
- Don't cross refer except when instructed
- Be clear

www.londoncouncils.gov.uk



Tender form – Part C1 a-b

Needs of the target group and employers

- Ensure fit with specification
- Give full details of needs
- Reference research



www.londoncouncils.gov.uk



Tender form – Part C2 a-b

Project activities and outputs

- Be descriptive, not just statements
- Be specific
- Match with Question C1
- Give details of partners' activities

Specification 1: Community-based delivery of employment services

Specification – Required outputs, results and unit costs				
Number of projects to be funded and Borough	x1 - London Borough of Barking and Dagenham			
Project Timescale	Contract period	Start	End	
		01/01/2012	30/09/2014	
	Final Evaluation	30/09/2014		
Outputs for payment	Number	Unit cost	Total	Must be achieved by
Number of participants receiving 6+ hours of support (IAG, job search, mentoring, training)	2000	£291	£582,000	31/03/2014
Number of participants achieving a Skills for Life/ESOL qualification at Level 1 or 2	250	£700	£175,000	31/03/2014
Submission of final evaluation report	1	£7,184	£7,184	30/09/2014

www.londoncouncils.gov.uk



Tender form – Part C3 a

Project results (on leaving)

- Named links
- Type of support
- Be specific about activities

Results for payment	Number	Unit cost	Total	Must be achieved by
Number of participants into further jobsearch and training	300	£100	£30,000	30/06/2014
Number of participants in employment within 13 weeks of leaving the project	800	£700	£560,000	30/06/2014

www.londoncouncils.gov.uk



Tender form – Part C4

Sustain, follow up, support and track

- Be specific about the type of support participants will receive
- Be specific about support offered to employers
- Detail how this will help then sustain employment for six months

Number of participants in sustained employment for 26 weeks (6M)	600	£1,000	£600,000	30/09/2014
--	-----	--------	----------	------------

www.londoncouncils.gov.uk



**LONDON
COUNCILS**

Tender form – Part C5 a-b

Track record and additionality

- Previous relevant projects – borough specific
- Details of value, activities, results
- Demonstrate added value
- Address all sub-questions

www.londoncouncils.gov.uk



**LONDON
COUNCILS**

Tender form – Part C6 a-d

Project management and delivery

- Delivery plan
 - Milestones
 - From project start date
 - Logical order
- Explain your delivery plan
 - Project management
 - Be consistent
 - Roles and responsibilities

www.londoncouncils.gov.uk



**LONDON
COUNCILS**

Tender form – Part C7 a-c

Cross cutting themes

- Equal opportunities (gateway)
- Sustainable development (gateway)
- Health

www.londoncouncils.gov.uk



**LONDON
COUNCILS**

Tender form – Part D1-2

Financial information

- Be consistent
 - Part B5
 - Tendering prospectus
- Detailed budget
- Calculation methodologies

www.londoncouncils.gov.uk



LONDON
COUNCILS

Tender form

Finalising your tender form

Before finalising and printing:

- Make sure all sections are filled in
- Make sure all sections are consistent and address the specification requirements and that targets are achievable
- Have it proof read by someone else

www.londoncouncils.gov.uk



LONDON
COUNCILS

Tender form

Printing and submitting

- Submit all documents by the deadline:
 - Two printed and signed copies of the tender form
 - Copy of the final tender form on CD ROM/USB memory stick
 - Copy of your signed constitution or memorandum and articles of association
 - Your current year and estimated next year budget
 - A signed copy of your most recent audited accounts
 - Your equal opportunities policy
 - Your sustainable development policy (or statement)
 - Copies of your public and employer liability insurance certificates
 - Your Health and Safety policy
 - Draft Partnership agreement(s)

www.londoncouncils.gov.uk



LONDON
COUNCILS

Tender form

Printing and submitting

Do not leave it until the last minute!

Submit to:

London Councils
59½ Southwark Street
London SE1 0AL
'TENDER FOR ESF FUNDING'

12 noon, 31st October 2011

www.londoncouncils.gov.uk



LONDON
COUNCILS

Questions and answers