



**Monitoring, Evaluation and Learning
(MEL) Supplier for the Sport Welfare
Officer Network (SWON)**

**Invitation to Tender
Documentation Pack**

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Section 1. Background to this Invitation to Tender (ITT)

This ITT Documentation Pack

- The information included in this ITT documentation pack has been put together to support a response to tender by the potential supplier organisation(s) / consortia.
- The information contained, other than the relevant evaluation information, should only be used in connection with the development of a tender response to the requirements.
- This pack is made up of:
 - The background context to the purpose of this ITT, including two summary slide decks (Annexes 1 and 2)
 - Information regarding the response to tender process
 - Response to tender guidance
 - Evaluation criteria guidance

This Contract Opportunity

The Active Partnerships National Organisation (APNO) is seeking a Monitoring, Evaluation and Learning supplier to deliver the national evaluation of the Sport Welfare Officer Network. As part of the project, the Supplier will be responsible for developing a clear evaluation and learning plan for the programme, the development of data collection tools to be used at club level by practitioners; ensure quality and consistency of data collection across local Active Partnerships, target support to those areas who need it the most, support a joined-up approach across other national evaluations (e.g. the Sport England-commissioned Place evaluation and Systems Partners evaluation) and support provided through the national evaluation and learning contracts, and be responsible for national-level analysis and reporting of findings and lessons to key audiences.

Who the Active Partnerships National Organisation (APNO) is and what we do

Active Partnerships is a nationwide physical activity and sport network that exists to create a healthier, fairer nation. We take a place-based approach to reducing inequalities through our network of 43 local partnerships. We partner with local and national stakeholders to transform lives through physical activity and affect widespread social change. Our focus is on creating conditions in communities that enable sustainable impact. For more information please visit [our website](#).

The National Team

We are a small team with bold ambitions. As a membership organisation we connect, strengthen, and enable our network. Our role is not to manage local partnerships. We bring places, people, organisations, sectors, policies, and ideas together to make change happen. We might be joining up local partnerships, agencies, and national government departments, using our insight of places to drive national impact; or amplifying voices and agendas to ensure they are carried further than a single organisation could.

One of our core principles is to be a sustainable and ethical workplace. The climate we create as a fair, socially responsible and environmentally focused organisation is important to us. We are working to understand how best we embed this commitment into our everyday work lives, and we are resolute that being an ethical employer and improving sustainability in all areas of our work must be part of our organisational consciousness.

Equality, Diversity, and Inclusion are at our core. It is central to our work in tackling inequalities, and we have an authentic and transparent approach to everything we do. From the values we hold to the policies and processes we put in place, and investment we make, our relentless place-based approach helps to reduce inequalities through our diverse network of experts across England. As an organisation we still have work to do but are firmly committed to inclusive practices which demonstrate fairness and equality in everything we do.

All of our work is underpinned by the following values:

- **Passion for our purpose** – our vision is our passion because we all believe in the power of sport and physical activity to change lives and tackle inequalities
- **A collaborative spirit** – we know that when we welcome, listen, understand and respect each other's knowledge and perspectives we're more creative, flexible and open to ideas.
- **Trust brings connectivity** – we work through building relationships.

Who is commissioning this work?

The APNO is seeking an evaluation and learning organisation or consortia, to assist the APNO team on the evaluation of the Sport Welfare Officer network between August 2024 and June 2027.

The APNO is therefore looking to enter into a contract for services for this work.

Sport England has provided funding to Active Partnerships to deliver the Sport Welfare Officer Network until March 2027. Sport England is an arm's length body of government established by Royal Charter in 1996. They are responsible for growing and developing grassroots sport and helping more people get active across England. They use their expertise, insight, campaigns and targeted funding from the government and the National Lottery to do just that.

In January 2021 Sport England launched its strategy, *Uniting the Movement*, with a 10-year vision to transform lives and communities through sport and physical activity. Find out more at www.sportengland.org

Key partners

The Sport Welfare Officer Network was developed from its inception by a Project Group led by Sport England, which included representatives from Active Partnerships, National Governing Bodies, Sport England, the Child Protection in Sport Unit (CPSU) and the Ann Craft Trust (ACT). A new Project Oversight Group has now formed to oversee the delivery and evaluation phases.

The CPSU and ACT are providing ongoing support and advice to the APNO team to ensure the project aligns with best practice in relation to Child and Adult Safeguarding. The two organisations are currently supporting with the development of bespoke training to enhance the skills and competencies of the SWOs.

The Sport Welfare Officer Network – Further Information

The Sport Welfare Officer Network is a new nationwide network across England, to support National Governing Bodies (NGBs) and local clubs to promote good practice and safe sport for children, young people and adults at a local level.

The officers will help support clubs move from welfare compliance to develop effective welfare and inclusive cultures. The officers will add capacity and expertise to the existing safeguarding work of NGBs and Active Partnerships.

Sport England's policy response to The Whyte Review, published with UK Sport in January 2023, included the proposal to fund this network using National Lottery funding.

Sport Welfare Officers are being employed by, and based within, local Active Partnerships. Recruitment of the new Sport Welfare Officers took a phased approach between October 2023 and summer 2024. The officers are currently funded until March 2027. In addition, two national officers are employed within the Active Partnerships National Organisation to support and connect the work at a national and local level. The Active Partnerships National Organisation is also supporting the administration of central resources, including training.

The supporting slide deck (Annex 1) in this ITT Documentation pack provides further information about the programmes, including a summary of:

- The Sport Welfare Officer Network
- The wider context
- Progress made to date
- Ways of working

Monitoring, Evaluation and Learning (MEL) Supplier role

We are now seeking a Monitoring, Evaluation and Learning (MEL) supplier to lead the evaluation of the programme over the period August 2024 – May 2027. The officers are currently funded until March 2027. The evaluation period runs to May 2027 to allow time to complete the final analysis and reporting.

Given the broader context for this programme, the evaluation and learning programme is an important and high-profile piece of work, which could be subject to scrutiny throughout and beyond the evaluation period.

At the same time, we want the learning from the evaluation to be meaningful and usable for Sport Welfare Officers and local Active Partnerships, to enable them to understand what is/isn't working and why, to inform continuous improvements. It is therefore important that the evaluation strikes a balance between the generation of robust evidence at the national level, and the feasibility and useability of data collection and lessons derived from the evaluation at the local level.

APNO reserves the right to engage with multiple suppliers and support negotiations for how multiple suppliers will work together on this piece of work.

The full scope of the work is outlined in the next section.

Alignment with other national evaluations

Throughout the co-design, development and delivery of this Monitoring, Evaluation and Learning approach, the appointed supplier, whether that be a single organisation, partnership or consortia, should ensure synergy and consideration of key existing national evaluations that are ongoing or in the pipeline. These include two large, national evaluations commissioned by Sport England for their Systems Partner investment and Place investment; as well as the evaluation of the Active Partnerships Football and Multisport investment which will be commissioned by APNO.

A small working group, made up of representatives from Sport England and APNO, formed in Autumn 2023 to explore ways in which large national evaluations that require the involvement and input of local APs, can begin to more closely align to minimise the capacity and resource ask on the network. This work is still ongoing and to date, the working group have identified several actions which include:

- Rationalisation and condensing of learning spaces
- Alignment of reporting cycles
- Merging / building on existing Theories of Change in place for new investments, where it makes sense to
- Utilising existing data collection, analysis, reporting and learning processes that exist for more than one investment/evaluations, where it makes sense to.

External Evaluation and Learning Partners and Learning Leads (e.g. those leading national evaluation and learning supplier/partner activity from within APNO and Sport England) have also started to meet semi-regularly to rationalise and consolidate the learning offer.

The appointed Monitoring, Evaluation and Learning supplier should work with APNO, Sport England and national evaluation and learning providers to incorporate current and emerging actions into implementation plans. The appointed supplier should also consider how to support local SWOs/APs to work in this way.

Section 2. Monitoring, Evaluation and Learning (MEL) Approach

Purpose of Monitoring

Monitoring data will form an important part of the overall approach. It will be important to understand the breadth of activity across the network, to help draw conclusions about capacity versus local needs and consider the varying resource requirements for different types of support and outcomes. It is also an important component of APNO's reporting to its funder, Sport England, particularly to evidence that all APs/SWOs are contributing to the evaluation.

APNO and Sport England are currently in conversations about what should be included in monitoring data, and we expect to collaborate with the Monitoring, Evaluation and Learning supplier, once they are in post, to finalise the monitoring requirements from local Active Partnerships/SWOs.

Evaluation purpose

The purpose of this evaluation is to understand and capture the added value of the Sport Welfare Officer network. The network includes the creation of two new roles in the Active Partnerships National Organisation, additional central resources (e.g. training and MEL) and the recruitment of 63 new Sport Welfare Officers.

We want to understand the extent to which, and how, the Sports Welfare Officer network is contributing to safer and more inclusive club environments, by helping NGBs and Club Welfare Officers (CWOs) to feel more confident, and supporting them to provide a consistent, best practice welfare experience for participants. The evaluation will therefore focus on the value created by the network, and the contribution it is making to those CWOs/clubs that the SWOs are working with only. We want to understand what is changing, why and what this means for where we go next, in an iterative, emergent, learning process.

Purpose of the Learning Programme

The purpose of the learning programme is to ensure that key findings and lessons generated through evaluative activity are shared with key partners at multiple levels of the system. This will ensure maximum impact of the evaluation throughout the evaluation period by informing policy and practice. We want to encourage, support and facilitate regular learning cycles throughout the programme. This is particularly important, as the Sport Welfare Officer role and network is a new initiative, that is taking a learning approach to ongoing developments to maximise its impact. We want learning to take place at different levels of the system and have begun to map out key audiences for the evaluation in the supporting slide deck (Annex 2).

Developing the Monitoring, Evaluation and Learning Framework

Since November 2023, the APNO team, led by the APNO Strategic Lead for Evaluation and Learning, has taken a collaborative approach with key partners and the Active Partnerships network to develop a high-level evaluation and learning framework for the Sport Welfare Officers Network. We anticipate that the framework will need to be tested and iterated further by the Monitoring, Evaluation and Learning supplier, particularly in the first year.

The supporting slide deck (Annex 2) in this ITT Documentation pack sets out the key components of the evaluation and learning framework, including:

- The programme Theory of Change
- Evaluation purpose

- Outcomes of interest (may be subject to change)
- Key audiences
- Evaluation and learning questions
- Design principles
- Key considerations for analysis, reporting and learning
- Required resources and ways of working
- Key risks and mitigations.

Monitoring, Evaluation and Learning (MEL) Support

The framework provides initial considerations for data collection tools and analysis and reporting processes to address the key evaluation and learning questions. This has been developed in close collaboration with SWOs and local Active Partnerships to consider varying evaluation and learning capacity and capabilities that exist across the network and the limited capacity of NGBs and Club Welfare Officers to contribute to data collection.

The consultation process has identified a clear need for flexible guidance, support and training to support SWOs / local Active Partnerships with the requirements of this evaluation and learning programme. We anticipate that a flexible support package, that includes training, guidance materials, and 1-1 bespoke support for those who need it, could address the varying needs that exist. Any support offer would need to be designed and delivered (and potentially co-developed) with the Monitoring, Evaluation and Learning (MEL) supplier for the Multi-sport programme, national partners (e.g. Sport England and APNO) and national evaluation and learning partners working across the Active Partnership network to avoid duplication and build in efficiencies, where it makes sense to.

Section 3. Specification

Overall requirements

The APNO wishes to enter into a contract for services with an external organisation or consortium to provide the following services to APNO:

- Develop and test the **programme Theory of Change and evaluation framework**, in collaboration with key national and local partners throughout the evaluation period - particularly the first year. We expect there to be a central evaluation framework that covers both process and impact evaluation, with potentially minimum requirements across the network (e.g. data collection methods), to enable a degree of consistency for national level aggregation and analysis, but flexible enough to allow for variation across NGBs/sports and local AP areas, in terms of context, priorities, ways of working and capacity.
- Review, develop and test **qualitative and quantitative data collection methods and tools** for the evaluation in collaboration with Sport Welfare Officers (SWOs) and local Active Partnership MEL leads (where they exist). We have developed a set of draft data collection tools in Annex 2, and while these are not set in stone, there is a requirement for tools and approaches that support practitioners with reflective practice and understanding the impact of their role that can be embedded into their working practices, e.g. ripple effect mapping, reflective methods, value mapping. This should include clarifying minimum data collection requirements across SWOs. Developing tools for SWOs/local Active Partnerships to adopt and administer will be an immediate priority as the majority of SWOs are in post and there is a need to develop baselines against key outcomes. This should include identifying any opportunities for drawing on or adapting existing data collection tools already in place for other evaluations (e.g. Sport England commissioned Systems Partner evaluation).
- **Conduct primary data collection** where required, in collaboration with local partners, in order to provide the breadth and depth of data required to robustly address the evaluation and learning questions. This may include supporting the APNO team with ripple effect mapping (or similar methods) and working with a sample of local SWO/APs on additional methods to provide a greater degree of depth to the evidence.
- **Begin to capture baseline information** in Autumn 2024, working closely with current insight generation practice led by APNO team, identifying common questions to ask of clubs to understand current position and establish priorities.
- Provide a **flexible package of support** for the SWOs/Active Partnerships to undertake the evaluation requirements, including data collection, analysis, reporting and use. This may include a bite-sized training package in collaboration with the Monitoring, Evaluation and Learning supplier for the Active Partnerships' investment in Football and Multisport (we anticipate that a portion of each programme evaluation budget can be pooled to co-design and deliver a training and support programme for local APs). Support to local SWOs/APs should be provided in a way that takes account of existing evaluations they may be involved in, and how local partners may be able to utilise or build on existing mechanisms or tools e.g. theories of change, data collection and analysis methods, reporting schedules. It will be important that support, training and guidance is planned collaboratively with other national evaluation leads and providers to avoid duplication/saturation of support packages.
- Design and execution of **analysis techniques** to answer the key evaluation questions, and in particular, to understand what makes change happen and why. This may include conducting national, regional and sport-level analysis and supporting local partners to conduct local level analysis to inform their own learning and reporting processes. This should also involve providing

support for the development of the central **digital platform (Smartsheets)** for collating information from local partnerships and analysing and reporting on data.

- **Co-design and facilitate the effective sharing and communication of lessons and findings.** This should include a variety of creative approaches and should include methods for bringing SWOs and other key partners to come together to discuss what is/isn't working and good practice. It will be important that insights and lessons are generated, shared and reported in real time as well as regular formal review points. It will be important that learning approaches are planned collaboratively with other national evaluation and learning providers and leads to avoid duplication/saturation of learning spaces.

Deliverables / Outcomes

- To develop a **clear project plan** with associated timelines for the evaluation period (August 2024 to May 2027). We expect the plan for year 1 (August 2024 – March 2025) will be more fully developed and understand that plans for subsequent years can be firmed up towards the end of the previous year in collaboration with key partners. Detailed evaluation plans should be agreed prior to each delivery year. An outline of a project plan is required (as part of the response to tender process) to provide an indicative timeline for key elements of this project's development. A detailed project plan will be required in the early implementation phase of contract delivery.
- Design and develop a **set of data collection tools** for the collection of data required for the evaluation at the local, regional and national level to test the theory of change (progress against outcomes and mechanisms for change) and address the key evaluation and learning questions. Emphasis should be given to ease of use and utilising data that may already be collected in place that can be used for the purposes of the evaluation (e.g. as part of the Sport England commissioned Systems Partner evaluation). Data collection methods should also be embedded into existing/ongoing practices as far as possible so as not be seen as an 'add on'. The core focus of the evaluation should be measuring changes in confidence levels and feelings of support among club welfare officers and shifts in the culture within clubs. This should inform minimum data collection across the network.
- To provide a package of flexible **guidance, support and training** for the effective implementation of data collection tools, analysis and sense-making and learning at the local level. This should include supporting quality and consistency in minimum data collection requirements for the evaluation, e.g. what good journey mapping looks like. We expect that requirements will be more intensive in year 1 and may tail off in subsequent years as capacity and capabilities develop over time. Any guidance, support and training should be designed in collaboration with national evaluation and learning partners and leads to avoid duplication.
- Provide national and local partners with semi-regular **progress and impact reports and presentations** to key audiences, in line with specific areas of interest and to comply with our governance and reporting structures. This should include communicating national level analysis and lessons to local SWOs/APs to inform local-level learning and developments in regular cycles. It will be important that insights and lessons are generated, shared and reported in real time as well as regular formal review points. Ensure that learning will be translated into action to build the understanding, capability and capacity of the workforce- both those directly involved in the SWO work and many more beyond. Explain how you will work with others to ensure findings are shared and used.
- Plans for reporting should **support the requirements** of Sport England, as the grant funder of the programme. Evaluation activity therefore needs to generate data and insight required for APNO's 6 monthly reporting to Sport England. This includes evidence to support measure 4: 'Measure 4 will be evidenced by the evaluation study data submitted to SE by APNO. It will include objective

and subjective data from a national level. It will also include objective data for each AP and confirmation there is subjective data from each AP. Specifics will be decided on in collaboration with the Monitoring, Evaluation and Learning supplier once they have been appointed.

- **6-monthly reporting** should be built into plans (Sept 2024; March 2025; Sept 2025; March 2026; Sept 2026; May 2027 to align to Sport England reporting requirements. The content and format of reports will be decided in collaboration with the Monitoring, Evaluation and Learning supplier once they have been appointed.
- The **sharing of lessons and findings** should also be built into plans. These might include annual celebration events and a variety of reporting formats to share lessons to key audiences. Plans for sharing lessons should also include sharing lessons that are more widely relevant for other culture and system change programmes. The content and format of lessons sharing and communicating findings will be decided in collaboration with the Monitoring, Evaluation and Learning supplier once they have been appointed. We would expect creative communication and learning tools to be considered, such as simple infographics, visuals, practical assets and resources and communication and engagement methods, for example, articles, podcasts, interviews, audio/visual and interactive learning methods, over and above written reports to maximise learning and support the translations of learning into action.

Ways of working

- **National evaluation leads and suppliers** will be required to collaborate more closely specifically frameworks, tools, ways of working and support provided to align wherever possible. National evaluation suppliers will be required to support the join up of evaluation asks at a local level, support provision and seek efficiencies and alignment of data collection tools, analysis techniques and reporting requirements.
- **Seek efficiencies** wherever possible e.g. aligning reporting frameworks, analysis techniques, data collection methods where the same methods/tools can have application across multiple evaluations. This way of working should be built into support offer to the network so they can work in this way at a local level.
- **Advocacy and support:** throughout the framework development, a collaborative co-design approach should be fostered working in collaboration with the APNO to drive innovation with better decision-making by including key strategic decision-makers / national partners on this journey
- **Working with APNO:** As the APNO is responsible for tendering this opportunity, they will manage the contract and support its development throughout the timescales of this award. The appointed supplier will therefore be expected to work closely with, and accountable to, the Strategic Lead for Evaluation and Learning within the APNO with an agreed monitoring process in order to achieve identified and agreed objectives.
- Alignment to **APNO values** in the way that the Monitoring, Evaluation and Learning supplier operates throughout the evaluation period (see Section 1)
- Alignment with the **Sport Welfare Officer Network ways of working** (see Annex 2)
- **Equality, equity, diversity and inclusion:** a fully inclusive approach to evaluation and learning, where EEDI is fully considered and embedded in each component of the evaluation design and delivery.

Section 4. Timescales and budget

Timescales

The indicative timescale for this procurement process is set out below:

Stage	Date
Invitation to Tender issued	Monday 24 th June 2024
Deadline for expressions of interest (EOIs)	Wednesday 10 th July 2024
MEL Suppliers Workshop for further information about the ITT	Tuesday 9 th July 2024, 11-12.00 (online: Teams)
Deadline for clarification questions	Friday 12 th July, 12.00
Deadline for application submission	Thursday 18 th July, 10.00
Shortlisting	18-22 July 2024
Interviews	Friday, 26 th July 2024 (in person: NCVO, London)
Notification of result to successful applicant	Monday 29 th July 2024
Project commencement	August 2024 (subject to contract)

The APNO reserves the right to amend the above timetable.

Payment for services: the contract value is up to a **maximum of £295,000.00 inclusive of VAT** between August 2024 and May 2027. Please note: payment will only be made by APNO on receipt of a valid VAT invoice from the successful organisation.

Length of Contract: the contract is for 34 months from August 2024 until 31st May 2027.

The APNO has the right to amend this start and end date depending on any adjustments that may have to be made to the programme or tender process.

Section 5. Response to Tender requirements

Key questions

The lead organisation is required to put together a response to tender document and respond to the questions below:

1. Please describe how and why your **organisation / consortia's experience and expertise** ensures you are well placed to provide services to the APNO and develop and deliver a high-quality evaluation approach for the Sport Welfare Officer Network. Please append relevant biographies and CVs. This should include:
 - An understanding of the requirements of the brief
 - An understanding of the wider welfare and safeguarding context in the sport and physical activity space and considerations for this evaluation in terms of the scrutiny the programme could come under. Please include any direct experience you have working in this space and what you've learned.
 - Track record of organisation or consortia's relevant expertise and experience in complex evaluation.
 - Team members and their proposed roles in the project. This should include short biographies of the proposed team and appended CVs.

2. Describe the approach to developing the **monitoring, evaluation and learning framework** and how you would you ensure the involvement of key partners. The evaluation and learning framework (Annex 2) present initial ideas for data collection and analysis approaches, however, we are open to alternative methods and approaches. Please include thoughts on the balance between direct data capture and supporting others to collect data at the local level. Including how a balance will be sought between robust evidence of outcomes achieved and the contribution of the Network on those; with the need to work in collaboration with local APs and be aware of the limited capacity within clubs.

This should include:

- Testing and iterating the theory of change and the evaluation approach
- The balance between robust evaluation and a supportive, meaningful and manageable local approach
- Considerations about attribution versus contribution
- Clear, succinct and proportionate data collection methods and tools
- Analysis at different levels
- Reports and presentation to key audiences
- Research ethics and considerations around data protection, sharing and use.

3. Describe your approach to **capacity building, partnership working and facilitating learning** at all levels.

This should include:

- How you would work collaboratively and embody the values of Active Partnerships (and with national partners), to engage them throughout the evaluation period
- Your proposed approach to building/developing a learning culture at the national, regional and local level, including how you would approach designing and facilitating learning spaces
- Your proposed approach to providing appropriate, proportionate and flexible evaluation support, guidance and training across the network.

- How you would ensure this evaluation and learning approach is appropriately linked with other national evaluation and learning programmes.

4. Please describe your approach to **inclusion, research ethics, safeguarding and governance**.

This should include:

- Key considerations and processes regarding research ethics. Please include organisation's research ethics statement/policy.
 - Data protection and management and GDPR considerations and processes. Please include organisation's relevant policies.
 - Safeguarding statement/policy(ies) of organisation(s) and how this will be applied to this evaluation and learning programme.
 - Governance arrangements, including quality assurance and sign off processes.
 - Equality, diversity and inclusion considerations.
5. Please identify any possible **issues or challenges** that could be encountered during the evaluation period and describe how you would attempt to overcome or avoid these. You should present this in a table to identify any potential risks and their mitigations associated with the issues or challenges you consider may be encountered.
6. **Project costs:** What is the cost for your organisation/consortia to provide this work up to a maximum of **£295,000.00 inclusive of VAT** to be achieved by the end of May 2027. Please provide the headline cost breakdown and a more detailed cost breakdown for year 1 (up to March 2025). Please include a table with activities, costs for each activity and day rates.
7. Please provide a clear **project plan** to include indicative timelines for key activity and milestones for the evaluation and learning programme (this can be appended as an additional attachment). Please note: the project plan may need to be shaped further with the APNO team and key partners once the Monitoring, Evaluation and Learning supplier has been appointed.
8. Please state whether your organisation/consortia can begin delivery from August 2024.
9. Please include general information about the applying organisation(s). This should include:
- **Organisation type** (Charity, Community Interest Company, Local Authority, University, Company Ltd by Guarantee, etc.)
 - **Registration Number(s)** (if applicable)
 - **Email address**
 - **Full Postal address** (all correspondence relating to this application will be sent to this address)
 - **The lead contact for this project** (name, position in organisation, telephone, email)
 - **Named Partners/Collaborators on the proposal and 1 sentence about the role they will play (if applicable).**

The response to tender should **not exceed 10 pages** (this does not include appendices)

Please submit any questions to via email to jharrison@activepartnerships.org



The Application Form should be submitted **by Thursday, 18th July, 10.00** via email to jharrison@activepartnerships.org

Section 6. ITT Evaluation Process and Interview

Assessment and Evaluation Panel

The responses provided will be assessed against the criteria below. An assessment panel will review all submissions and score the responses, as part of the short-listing process. An assessment panel meeting will then be held with the panellists to collate scores and validate the process. The 3-4 submissions with the highest score will then be invited to interview, which will take place on **Friday, 26th July 2024**.

Assessment Criteria:

Criteria and the related questions	Weighting
<p>Q1. Experience and expertise This should include:</p> <ul style="list-style-type: none"> • An understanding of the requirements of the brief • An understanding of the wider welfare and safeguarding context in the sport and physical activity space and considerations for this evaluation in terms of the scrutiny the programme could come under • Track record of organisation’s relevant expertise and experience in complex evaluation. This should include short biographies of the proposed team and appended CVs 	20%
<p>Q2. Evaluation approach and methodology This should include:</p> <ul style="list-style-type: none"> • Effective ways to work collaboratively with key partners in the development and design of the approach and methods • Testing and iterating the theory of change and the evaluation approach • The balance between robust evaluation and a supportive, meaningful local approach • Considerations about attribution versus contribution • Clear, succinct data collection methods and tools • Analysis at different levels • Reports and presentation to key audiences • Research ethics and considerations around data protection, sharing and use. 	20%
<p>Q3. Capacity building, partnership working and learning This should include:</p> <ul style="list-style-type: none"> • Ability to foster positive relationships with local and national partners, ensuring they are part of the journey • Effective approach to foster a learning culture at the national, regional and local level, including designing and facilitating learning • Effective approach to evaluation support, guidance and training • Considerations on working collaboratively with national evaluation providers and partners 	20%
<p>Q4. Inclusion, research ethics, safeguarding and governance This should include:</p> <ul style="list-style-type: none"> • Key considerations and processes regarding research ethics. Please include organisation’s research ethics statement/policy. • Data protection and management and GDPR considerations and processes including relevant policy documents; 	20%

<ul style="list-style-type: none"> • Safeguarding statement/policy(ies) of organisation(s) and how this will be applied to this evaluation and learning programme. • Governance arrangements, including quality assurance and sign off processes. • Equality, diversity and inclusion considerations 	
<p>Q5. Value for money To what extent the organisation’s cost for this service provides optimal value for money to achieve the full requirements of this tender opportunity. This should include a breakdown of costs and day rates for each team member against key activity (detailed for Year 1; summary for subsequent years).</p>	20%
Q6. Identification of relevant issues and challenges that may be encountered with possible solutions (using a table to identify risks and their mitigation).	Y/N
Q7. A project plan has been included provided an overview of key project timelines (detailed for Year 1; summary for subsequent years).	Y/N
Q8. Organisation is able to start delivery August 2024.	Y/N

The Interview process

If your organisation / consortium is successful at assessment stage and invited to interview, you will be asked to expand on specific areas of your response(s) or to clarify or substantiate responses.

We anticipate the interview taking no longer than 1.5 hours.

The interviews will be scheduled for **Friday, 26th July 2024**. These interviews will be **in-person** and will take place at the NCVO - Regents Wharf, 8 All Saints St, London N1 9RL.

You will be notified if you have been invited to an interview by **Monday, 22nd July 2024**.

The Outcome

Following the interviews, the interview panel will discuss and confirm selection of the preferred supplier.

The preferred supplier will be notified by **Monday, 29th July 2024**.

Please note, if you are selected as the preferred supplier, you will be required to attend an inception meeting **w/c 29th July** and start delivery soon after. In your submission, please confirm you are able to do this, subject to the timely review and signing of contract for services.

If you have any questions about the ITT, please contact:

Jackie Harrison - jharrison@activepartnerships.org

Before completing a response to tender, please read the following information regarding Freedom of Information, Data Protection and Assessment. You should only proceed if you are happy to comply with the Freedom of Information and Data Protection requirements.

Freedom of Information

As a registered charitable organisation, we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders

- contractors
- people making a complaint.

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act, we will release it. If you think that information you are providing may be exempt from release, you should email us and tell us why when you apply.

Data Protection

As a registered charitable organisation, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will collect and process the following information:

Organisation name

Organisation type

Email

Postal address

Name of lead contact

Senior contact

Named collaborators

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

We have a Legitimate Interest

We will use the information you give us in your Application Form for:

- assessing responses to tender
- monitoring the tender project
- evaluating the way our funding works and its affect.

We may also give copies of this information to individuals and organisations such as:

- Accountants and auditors
- Other organisations or groups involved in delivering your submission.
- Other organisations for the prevention and detection of fraud.

We will keep the Invitation to Tender responses until the process is complete, and an organisation has been appointed. We will then dispose of your information by digital deletion and supported by our IT provider (this will be a period of between 6-12 months).