

# Invitation to tender

*Learning and Collaboration Partner for Young people's future health inquiry cohort programme*

**10 March 2020**

**Prepared by**

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**Deadline date: Midday 7 April 2020**

**Attached documents include**

- Sample tender response form (to be completed online in AIMS)

## **1.0 About the Health Foundation**

- 1.1 The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK.
- 1.2 Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.
- 1.3 We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa.
- 1.4 We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

## **2.0 Background to project**

- 2.1 The Young people's future health inquiry was first launched in 2017 to explore young people's ability to access the core building blocks of health: a place to call home, secure and rewarding work, and supportive relationships with their friends, family and community. These building blocks help young people to build the foundation for a healthy life. Young people need the opportunities which help them build these foundations and the systems around them need to create these opportunities.
- 2.2 Between 2020 and 2023, the Health Foundation are funding five policy posts to build the policy agenda and amplify the voices of young people. The funding for these posts was awarded through a competitive process to a range of different organisations under the 'Young people's future health: building the policy agenda' programme.
- 2.3 Each of the policy posts will explore one of the important topics that emerged in the listening phase of the inquiry:
  - Understanding inequalities faced by young people from different groups
  - The types of work undertaken by young people
  - Securing high-quality work for young people
  - The long-term health effects of economic insecurity
  - Making the case for better transport for young people
- 2.4 The policy posts will work within their organisations to develop and test policy ideas, along with working with stakeholders in their sector. The Health Foundation will support the cohort of policy posts to work together, sharing their ideas and what they have learnt to strengthen the policy agenda further. This tender is for a partner who will be able to support us to develop the cohort work.

### 3.0 Details of the work

- 3.1 The Health Foundation are funding five organisations to recruit a policy post in their organisation to work on one of the issues highlighted in the inquiry. Whilst the policy posts will work on separate projects, they will be expected to work together, including on where there are common challenges, and to share knowledge and learning from their different projects.
- 3.2 We are looking to tender a learning support partner who can facilitate the cohort component of this programme and help foster collaboration and a common vision between the different postholders.
- 3.3 The aims for the cohort programme:
- 3.3.1 Creating long-term change: the cohort programme will raise the profile of the wider determinants of young people's health by building knowledge and passion in the individual postholders and in the organisations who host them
  - 3.3.2 Achieving a common vision for the programme and space to work towards this vision: whilst the postholders will work on separate wider determinant areas, we want to ensure that the thread of young people's future health runs throughout each of the projects. The cohort programme will allow the postholders to align their projects and emerging ideas closely. It will also provide practical space for postholders based in different cities to collaborate and discuss their work.
  - 3.3.3 Maintaining a connection with the Health Foundation: as the postholders will be based in organisations outside of the Health Foundation, we anticipate that regularly convening the cohort will improve their relationship with the Health Foundation and their understanding of our wider work.
  - 3.3.4 Strengthening skills: each of the participating organisations brings their own expertise in different skills. The programme will offer the post holders the chance to strengthen skills and learn from each other through shared learning and workshops.
  - 3.3.5 Enabling the postholders to learn and grow professionally within the programme: we anticipate that the postholders will be at a mid-point in their careers and that this programme will enable them to progress, as well as support them to become leaders in their field. We would like to support these future leaders to be champions of young people and of the wider determinants of health.
- 3.4 The intended outcomes of the 'Young people's future health: building the policy agenda' programme are to:
- 3.4.1 Develop new insights into policy and practice that will improve young people's future health outcomes

- 3.4.2 Create a network of organisations in specific policy fields who have organisational knowledge of how the social determinants of health impact young people
- 3.4.3 Create a network of stakeholders aware of the evidence on how their agenda impacts the long-term health of young people and who are committed to advocate for the necessary action.
- 3.5 The role of the learning support partner:
- 3.5.1 The learning partner will work with the Health Foundation and the post-holders to co-produce the programme and shape its direction, ensuring that post-holders are able to engage with and achieve the vision of the wider action phase of the inquiry. The learning support partner will work with the Health Foundation to understand our needs to successfully implement the programme and work with us to design a series of events and activities which meets the needs of the cohort. The Health Foundation will ultimately decide how the programme is delivered.
- 3.5.2 We would look to the learning support partner to facilitate the postholders to co-design some of the shared work of the programme. As the post-holders are all based in different organisations and will come from different backgrounds it is important to be open to a flexible and collaborative approach to the programme, working alongside both the Health Foundation and the cohort of postholders to design an ambitious and supportive programme.
- 3.5.3 The Young people's future health inquiry has put the voice of young people at the heart of everything that we do. We anticipate that the successful supplier to work at times with Leaders Unlocked, who we contract to facilitate young people's involvement in the inquiry.

#### **4.0 Deliverables**

- 4.1 The successful supplier will provide expertise and practical experience in:
- Event design, co-ordination, evaluation and facilitation
  - Individual and group learning and development;
  - Project management;
  - Effective communication and spread experience including methods of storytelling and stakeholder identification/influencing;
  - Knowledge capture and transfer;
  - Co-production of a common vision with numerous partners.
  - A background understanding of the aims of the young people's future health inquiry and a commitment to the values of the work, particularly where it comes to engagement and involvement of young people

- 4.2 The supplier will be expected to provide the following key deliverables:

#### **Residential workshop at the launch of the programme**

- 4.2.1 At the beginning of the cohort programme, between July and September 2020, the supplier will deliver a short residential workshop with the cohort of policy posts. This workshop will be the first time that the cohort will meet each other and will be important in setting out the aims of the programme.
- 4.2.2 The supplier will be expected to design, facilitate and programme manage the delivery of the residential workshop.
- 4.2.3 The residential workshop will be structured with three key objectives:
- 4.2.3.1 Introducing the Health Foundation and the Young people's future health inquiry and developing a common vision: from the start of the programme, we want to ensure that the policy posts clearly understand the ambitions of the Health Foundation and the aims for the Young people's future health inquiry. We would also like the post holders to have a strong understanding of their place within the wider inquiry and the aims which we would like them to achieve collectively across the three year post.
- 4.2.3.2 Agreeing ways of working between the cohort: including identifying overlaps and gaps in knowledge and experience and initiating a good working relationship between the post-holders. It should also identify any areas of common work which needs to be undertaken by the group (e.g. communications planning).
- 4.2.3.3 Co-designing the learning support programme: the supplier will work with the cohort of policy posts to co-design the programme of learning support that they receive. This includes the topics that they would like to focus on in future workshops, how they would like any support to be delivered and identifying how the learning support programme can strengthen their individual work and the wider work of the cohort.

**Action learning sets, or similar, throughout the 3 year programme**

- 4.2.4 The supplier will be expected to arrange and facilitate multiple action learning sets across the course of the programme.
- 4.2.5 At a minimum, we would expect the supplier to organise three action learning sets over each year of the duration of the programme.
- 4.2.6 The key aims of the action learning sets are to:
- 4.2.6.1 Enable peer-to-peer learning where participants share their challenges and share solutions/good practice
- 4.2.6.2 Enable participants to support and coach each other and to strengthen relationships between project teams
- 4.2.6.3 Work together to reflect on best practice in terms of policy design and delivery
- 4.2.6.4 Be a mechanism to share learning with the Health Foundation and capture learning to be shared more widely.
- 4.2.7 The appointed supplier will be expected to:

- 4.2.7.1 Co-design and develop the agenda with the Health Foundation and cohort of policy posts to ensure that the activities work towards achieving the aims of the action learning sets and are engaging for those attending;
- 4.2.7.2 Ensure expert input where necessary;
- 4.2.7.3 Facilitate the learning sets and manage all logistical arrangements;
- 4.2.7.4 Develop and produce materials needed for the action learning sets.

**Skills workshops or seminars throughout the three year programme**

- 4.2.8 We would expect the supplier to support the provision ad-hoc skills workshops or seminars. These may include an introduction to involvement, or in-depth seminar style sessions on some of the topics included in the final report of the Young people’s future health inquiry. The Health Foundation or one of the post-holders would be expected to lead on the content of these workshops.
- 4.2.9 The purpose of the skills workshops or seminars are to improve the policy and research skills of the posts, which in turn will improve the quality of work produced for the programme. We anticipate that the policy posts will also develop softer skills as a result of these workshops, such as presenting and peer-to-peer coaching.

**End of contract report**

- 4.2.10 At the end of the policy post programme, we expect the supplier to provide an evaluation of their role within the programme. This will include a report on whether project milestones were met, budget, and feedback from the policy posts on their experience engaging with the learning partner.

**5.0 Programme timetable**

<b>Date</b>	<b>Milestone</b>
10 <sup>th</sup> March 2020	Invitation to tender for learning support partner opens
7 <sup>th</sup> April 2020	Invitation to tender closes
15 <sup>th</sup> April 2020	Shortlisted applications are invited for interview
4 <sup>th</sup> May 2020	Successful applicant is notified, and contract established to commence work
Late May 2020	Launch programme: all policy postholders to commence work and begin induction phase within their host organisation
July/August 2020	Residential workshop with policy posts
September 2020	First progress report due: policy posts to set out their project plans to the Project Advisory Group
October 2020	First action learning set with the policy post cohort
January 2021	Policy posts report to Project Advisory Group with progress of their projects
February 2021	Action learning set with the policy post cohort
June 2021	Action learning set with the policy post cohort
March 2023	Learning partner to provide an evaluation of their role in the programme

## **6.0 Reporting schedule**

- 6.1 The appointed supplier will work with the Health Foundation to ensure the deliverables are achieved.
- 6.2 The supplier will:
  - 6.2.1 Ensure the Health Foundation's input and approval at key stages is sought
  - 6.2.2 Provide regular reports (format of the reporting to be decided) to the Health Foundation on progress after key deliverables (residential workshop, action learning sets, and skills workshops and seminars). As well as reporting on project management and financial progress, the reports will summarise progress in working towards the deliverables, alerting us to any significant achievements or problems.
  - 6.2.3 Form good working relationships with the Health Foundation through regular email and telephone conversations, and face-to-face meetings at the Health Foundation on a quarterly basis as a minimum.

## **7.0 Costs**

- 7.1 The Health Foundation anticipates the values of the contract for services will be up to a maximum of £90,000 (inclusive of VAT and all associated expenses) over a period of three years, to meet the costs of providing the deliverables described here.
- 7.2 The supplier will be expected to:
  - 7.2.1 Deliver the inputs within budget and report regularly as required on expenditure
  - 7.2.2 Provide receipts and other documentation for financial audit as required
- 7.3 You will need to include:
  - 7.3.1 Salary costs or day rates for the total contract period, including a breakdown of time and cost for individual members of your team for each activity (you will need to provide as much detail as possible here, including, where appropriate, job title). The Health Foundation caps daily rates for contractors at £1,000, plus VAT. Guidance on contractor rates are available on request.
  - 7.3.2 Travel and subsistence
  - 7.3.3 Venue costs for the residential workshops, action learning sets, and skills workshops or seminars
  - 7.3.4 Technology costs
- 7.4 This list is intended to act as a guide, and you may add other items as necessary. You should tell us how these budget items relate to the activities planned.
- 7.5 Responses to this invitation should include accurate pricing, inclusive of expenses and VAT. It is emphasised that assessment of responses to this tender invitation will be on perceived quality of service and demonstrable ability to meet the brief, rather than lowest cost, but value for money is a selection criterion.

## 8.0 Tender response requirements

Providers are requested to comply with the following structure in presenting their response.

### 8.1 Detailed provider information to include:

- organisation name, address, registered address (if different) and website address
- description of the organisation's activities or services,
- history and ownership
- organisational governance and management structure
- most recent company accounts.

### 8.2 A tender response, which must include:

- summary of your proposed approach
- summary of the experience of the key personnel who will be involved in the project
- costs, including a summary of the day rates and required days of those employed on the project, inclusive of VAT and expenses
- risk management
- any other relevant information the Foundation should take into account
- primary contact name and contact details
- details of the team carrying out the work – names, roles and expertise relevant to the tender
- client references that includes a list of comparable organisations to which you have supplied a similar service and a brief project description for each.

8.3 A statement of your willingness to reach a contractual agreement that is fair and reasonable to both parties. Please find attached a copy of our standard contract and outline any disagreements you may have with these.

8.4 **We will be holding an information call on the Learning and Collaboration Partner tender on the 23 March 2020 at 3pm. Full details can be found on our website. If you have any questions, please contact [cara.leavey@health.org.uk](mailto:cara.leavey@health.org.uk).**

## 9.0 Instructions for tender responses

9.1 The Foundation reserves the right to adjust or change the selection criteria at its discretion. The Foundation also reserves the right to accept or reject any and all responses at its discretion, and to negotiate the terms of any subsequent agreement.

9.2 This work specification/invitation to tender (ITT) is not an offer to enter into an agreement with the Foundation, it is a request to receive proposals from third parties interested in providing the deliverables outlined. Such proposals will be considered and treated by the Foundation as offers to enter into an agreement. The Foundation may reject all proposals, in whole or in part, and/or enter into negotiations with any other party to provide such services whether it responds to this ITT or not.

9.3 The Foundation will not be responsible for any costs incurred by you in responding to this ITT and will not be under any obligation to you with regard to the subject matter of this ITT.

- 9.4 The Foundation is not obliged to disclose anything about the successful bidders, but will endeavour to provide feedback, if possible, to unsuccessful bidders.
- 9.5 Your bid is to remain open for a minimum of 180 days from the proposal response date.
- 9.6 You may, without prejudice to yourself, modify your proposal by written request, provided the request is received by the Foundation prior to the proposal response date. Following withdrawal of your proposal, you may submit a new proposal, provided delivery is effected prior to the established proposal response date.
- 9.7 Please note that any proposals received which fail to meet the specified criteria contained in it will not be considered for this project.

## 10.0 Selection criteria

- 10.1 Responses will be evaluated by the Foundation using the following criteria in no particular order:
- Ability to deliver on all required services or outputs
  - The quality and clarity of the proposal, products or services
  - Evidence of proven success of similar projects / evidence of adaptability of any existing products to be used
  - Responsiveness and flexibility
  - Transparency and accountability
  - Value for money
  - Financial stability and long-term viability of the organisation (Due diligence will be undertaken on all shortlisted organisations)
- 10.2 It is important to the Foundation that the chosen provider is able to demonstrate that the right calibre of staff will be assigned to the project; therefore, the project leader who will be responsible for the project should be present during the panel interviews if you are selected.

## 11.0 Timetable for review

- 11.1 The table below lists the key dates for this ITT:

Date	Deadline
10 <sup>th</sup> March 2020	Invitation to tender for learning support partner opens
12 <sup>th</sup> March 2020	Information conference call on the learning support partner
7 <sup>th</sup> April 2020	Invitation to tender closes
15 <sup>th</sup> April 2020	Shortlisted applications are invited for interview
29 <sup>th</sup> - 30 <sup>th</sup> April 2020	Interviews with shortlisted applications
4 <sup>th</sup> May 2020	Successful applicant is notified, and contract established to commence work

Mid May 2020	Inception meeting
Late May 2020	Contract commences

11.2 The dates for the reports will be set by the team during discussions with the successful provider as they are subject to change.

## 12.0 Selection process

Please complete the online tender response form on the AIMS system by 12pm on the 7<sup>th</sup> April. **Please read the AIMS user guide before starting to complete the form. This is available on our website and via the online form on the AIMS system.**

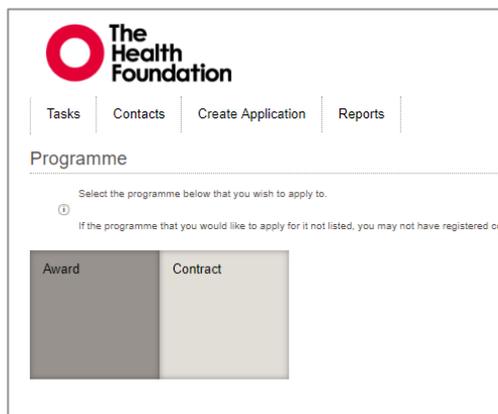
### **AIMS quick start**

Once you have registered with AIMS and activated your profile via the verification email, you can start a tender response. If you are applying on behalf of a team or organisation, register with the organisation via the 'Contacts' tab before doing so.

Then click on 'Create Application' and select to apply on behalf of the organisation you have just registered with.

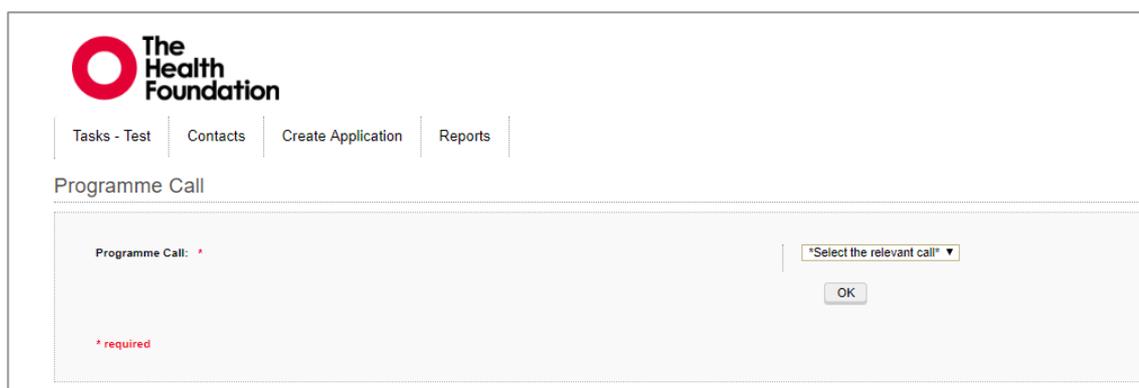
### Option one: Open tender instructions

Select the 'Contract' programme, as shown below.



The screenshot shows the AIMS system interface for 'The Health Foundation'. At the top, there is a navigation menu with 'Tasks', 'Contacts', 'Create Application', and 'Reports'. Below this, the 'Programme' section is active. It contains a heading 'Programme' and a sub-heading 'Select the programme below that you wish to apply to.' There is a small icon and a note: 'If the programme that you would like to apply for it not listed, you may not have registered con'. Below this, there are two buttons: 'Award' and 'Contract'. The 'Contract' button is highlighted.

On the next screen, click into the drop down menu and select the "Learning and Collaboration Partner for Young people's future health inquiry cohort programme" in the drop down for 'Programme call', as shown below.



The screenshot shows the AIMS system interface for 'The Health Foundation'. At the top, there is a navigation menu with 'Tasks - Test', 'Contacts', 'Create Application', and 'Reports'. Below this, the 'Programme Call' section is active. It contains a heading 'Programme Call' and a sub-heading 'Programme Call: \*'. There is a dropdown menu with the text '\*Select the relevant call\*' and a small downward arrow. Below the dropdown menu, there is an 'OK' button. At the bottom left, there is a red asterisk and the text '\* required'.

12.1 A response to your application will be made by 15th April 2020

- 12.2 Interviews will be held on the 29th - 30th April 2020.
- 12.3 Final decision will be communicated by 4<sup>th</sup> May 2020. Start date to be agreed following the final decision [and would be as soon as practicable].

### **13.0 Confidentiality**

- 13.1 By reading/responding to this document you accept that your organisation and staff will treat information as confidential and will not disclose to any third party without prior written permission being obtained from the Foundation.
- 13.2 Providers may be requested to complete a non-disclosure agreement

### **14.0 Conflicts of interest**

- 14.1 The Foundation's conflicts of interest policy describes how it will deal with any conflicts which arise as a result of the work which the charity undertakes. All external applicants intending to submit tenders to the Foundation should familiarise themselves with the contents of the conflicts of interest policy as part of the tendering process and declare any interests that are relevant to the nature of the work they are bidding for. The policy can be found and downloaded from the Foundation's website at the following location: <https://www.health.org.uk/COI>