

## Young People Summer 2023 Commission

### Background

Aberfeldy Big Local (ABL) has been in existence since 2013. Part of the national Big Local programme, ABL is led by a group of residents working to invest £1million of Lottery money into Aberfeldy up until 2026.

ABL recently created a local plan that sets out priorities and actions through the final period of our funding up until September 2025. One of the plan's key actions is to commission locally run children's activities for 5-12 year-olds as well as develop youth-led activity.

### Scope

ABL are now offering a commission for provision in Aberfeldy during the summer holidays to serve young people ages 5-18. Providers will need to use public amenities available to them, as negotiated by them. Providers are encouraged to use the local parks, and Aberfeldy Big Local's space on 39 Aberfeldy St will also be available for use Mon-Sun as negotiated with ABL staff, which includes a kitchenette, accessible bathroom, and can hold up to 45 people.

Service providers tendering for this commission will be required to address the following priorities within their proposed provision:

- i) 6-week summer provision**
  - Provide a 6-week holiday provision of 3 days per week for 3-4 hours per day in Aberfeldy for Aberfeldy residents.
  - Provision to include outdoor (indoor when necessary) sports and multi-skills activities as well as complementary arts, crafts, music, dance, etc., when possible
  - Average of 35 attendances per day by young people aged 5-18 but demonstrating increased attendance from beginning to end as the programme grows, with an emphasis on engaging with more female participants to address the gender gap. Attendance also needs to be at least 80% Aberfeldy residents.
  - Marketing and recruitment will be the responsibility of the service provider
  
- ii) Free healthy food**
  - Provide free healthy snacks but not meals.
  
- iii) Children's development**
  - Opportunities for children's overall development, i.e. building confidence, social skills, physical skills, etc.
  - Offer varied activities for all abilities
  - Inclusive – offer activities for children with additional needs and from all cultural backgrounds
  - Provide quality resources, ensuring they are age appropriate and inclusive
  - Celebrate diversity of all types, including physical and neurodiversity
  
- iv) Sports leaders and youth development**
  - Provide opportunities for resident young people to develop as sports leaders, addressing the gender gap. Within the programme, this could include both paid

opportunities/progression for already qualified resident young people (qualified sports coaches for example) as well as training that will lead to paid opportunities for resident young people (this could be paid opportunities outside of / beyond the programme).

- Support resident young people to lead activities and allocate roles of responsibility
- Promote the sharing of resident young people's ideas and embed youth voice into the running of the programme, with an emphasis on residents and girls

**v) Volunteer development and recruitment**

- Recruit local volunteers to support sessions, including young people, aiming for at least 2 volunteers on average per day
- Provide training for volunteers

**vi) Partnership development**

- Support the development of resident leaders and sports coaches to plan and deliver sessions, with an emphasis on female residents
- Work with other service providers (Aberfeldy residents and/or existing providers in Aberfeldy) to build local capacity. Providers may choose to deliver activity outside of the above 6-week programme in order to build partnerships/networks and ensure the legacy and sustainability of the work, including activity before and after the 6-week period (see timescales below). Partners may also wish to integrate partners into their 6-week activity, e.g., resident leaders and coaches.

## Organisation Requirements

Service providers tendering for this commission will need to demonstrate the following:

### Staffing

- Good ratio practice, aiming for 6:1 for 5-8 year-olds and 8:1 for over-9s
- Good understanding of working with CYP
- Relevant qualifications - Level 2/3 in childcare or equivalent, sports coaching qualifications
- Be willing to undertake relevant training
- Enhanced DBS for all staff and volunteers

### Venue

- Accessibility good practice

### Policies and Procedures

- DBS
- Public liability insurance up to £5,000,000
- Employer's liability insurance up to £5,000,000 where required
- Health & safety certificates
- First Aid
- Safeguarding
- Equal opportunities
- Confidentiality/GDPR
- Health & safety
- Complaints

## Reporting

The service provider will be required to:

- Provide verbal and supporting written progress updates as and when required
- Provide a one-page report at the end of the first two weeks, including but not limited to participant data (e.g., contact info and demographics) and photos
- Provide final report following completion of the 6-week programme, which will include but not be limited to participant data (e.g., contact info and demographics), observations, stories, feedback, and photos

## Fee

A fee of £7500 is payable to include all costs, expenses, and VAT if applicable. Payments will be made as follows:

- £3,000 (40% fee) will be paid in advance
- £3,000 (40% fee) will be paid following the above on-page report on delivery and a site visit at the end of the first two weeks
- £1500 (20% fee) paid on completion of satisfactory reporting at the end of the contract.

ABL reserve the right to recover payment if reports have not been submitted by deadlines.

## Timescale

Delivery commence by week commencing 24 July to align with Tower Hamlets school summer holiday, but delivery leading up to summer holiday is strongly encouraged. Work must be completed by Sept, followed by a final report.

## Submission

- Tenders are due by 9am on 18 May 2023 and should include the following (no more than 5 pages):
- Organisational information, including:
  - All relevant registration numbers
  - Organisational history
  - Current organisation structure (staffing, etc.)
  - Relevant qualifications and experience, particularly as it relates to the local area, and include an example of recent delivery
- Whether you intend to subcontract, to whom, and for what elements
- Your proposal, responding to the scope and key requirements above, including:
  - A section on your proposed approach. This should outline how you will market your programme so that you obtain target participation and work/volunteer placements, especially to ensure they are Aberfeldy residents and female where applicable, as well as how you will collect information. It should also include your model to training/upskilling local people and ensuring their pathways to progression are sustainable (for example, they may complete a qualification within your programme)

and then provided a further professional opportunity beyond your programme, or they may be trained as a volunteer and then provided further volunteering outside of your programme).

- A schedule of activities, including for each activity: a description and location, target participant numbers and demographics, target volunteer and staff numbers, any special provision to meet additional needs, etc.
- A breakdown of costs, which should be tied to the above itemised activity when relevant as well as overall administrative/core and material costs. Costs should be broken down, e.g., (4 staff members) x (£15 per hour) x (4 hours) = £240 per day.
- How you will manage the overall project and assess/mitigate risk
- Appendices are permissible and welcome but only as helpful exemplars or explanatory diagrams specific to the tender
- Proof of your insurance, safeguarding, and first aid certificates as well as a health & safety policy
- A declaration that you have understood the terms of the commission and can meet its requirements
- Signed and dated by a representative duly authorised to sign tenders for and on behalf of the organisation tendering for this commission

**Please return your application in .docx or PDF format to: [hello@aberfeldybiglocal.com](mailto:hello@aberfeldybiglocal.com)  
The deadline for submission is 9am on 18 May 2023**