**‘Invitation to Quote: Co-ordination of a Young Person Committee to report to the Interim Youth Work Board**

**Submission deadline – Midday, 10 December 2020**

To co-ordinate a young person’s committee to work to and feed back to the Interim Youth Work Board to specifically consider what a young person’s rights led approach to a new youth work model would look like going forward.

This work is available to a single organisation or to a partnership of organisations (with a lead partner identified for receipt of funds).

1. **Background**

The Interim Youth Work Board was established in October 2018 to provide advice to Welsh Ministers on the development of a new youth work strategy to ensure young people in Wales are able to access the services they are entitled to. To operate effectively, the Board needs to ensure that it engages with young people themselves so that their views are at the heart of any future policy recommendations.

Prior to the start of the pandemic the Board advertised for young people to join the Board to help shape their directions in putting forward recommendations to Welsh Government Ministers on the longer term direction for youth work. That recruitment was paused as a result of the pandemic, and following conversations with those who applied and others, the Board now wish to broaden out the young person discussions to include a wider group of young people.

The Board are developing an initial report to the Minister for Education, which will be published in January 2021. They will then work on gathering additional evidence about the youth work sector for their final report due later in the year. The Board are also expected to continue to meet whilst the report recommendations are considered and the next steps are developed.

The young person committee will be established in December 2020 and will meet throughout 2021 in line with the Board meetings throughout 2021, the first Board meeting will be 29January 2021, further dates to be arranged. Two – three representatives of the young person’s committee will sit on the full Board meetings to take forward the views of that committee.

1. **Requirement**

We require an organisation that is experienced in working with young people using youth work methodologies and approaches to develop and coordinate a young person’s committee.

The committee must be accessible and inclusive reflecting the diverse range of backgrounds, identities and experiences of young people in Wales. It must also ensure that it covers the age ranges 11-25 and ensures that young people are able to take part in Welsh and English.

In working with the committee the organisation will be required to:

* build on existing young person nominations (to be provided by Welsh Government) to put together a group of around 20 young people
* have appropriate processes in place to support the individual young people with their understanding of the issues for discussion along with any support they may need to participate including accessible papers and documents as needed bilingually
* ensure appropriate use of digital platforms to facilitate all aspect of the committee’s work, including to holding committee meetings and engaging with the work of the Board
* support the nominated young people in their involvement with the Board meetings
* consider how the work of the committee could be shared with other groups to raise awareness of their work
* comply with all GDPR requirements in holding the information of the young people

The organisation will be responsible for all practical arrangements. This will include ensuring papers are circulated, online meetings are booked, translation is provided during meetings and any outputs from the committee discussions are developed and put to the Board for consideration.

Welsh Government will pay for translation requirements outside of this contract and appropriate timings will need to be followed to enable translation of documentation.

**Key outputs**

* consideration of the requirements of a young person lead model for youth work
* consideration of what is needed for a digital youth information framework
* must ensure that the Board’s work and their final recommendations are led by the voice of young people following a rights based approach
* to put systems in place to facilitate the young people involved sharing key messages with other groups to develop a shared understanding of the youth work developments as well as the opportunity for further engagement and debate. This should include linking with youth workers across the sector so they are both informed of this work and also are able to support young people in their settings to respond to consultations.

**Your Response**

Explain your methodology for putting together and facilitating the young person committee to ensure that a diverse range of young people will be engaged and supported to participate in the discussions. This should include how you will link with organisations to ensure the diversity across the committee, as well as how you will ensure key messages can be appropriately disseminated. You should also give consideration to how you could potentially involve youth and community students to support this work through providing placement opportunities to enhance workforce development. Your response should be limited to 1500 words.

**Contract Award Criteria**

The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

|  |  |  |
| --- | --- | --- |
| 1. | Demonstrable experience of working with young people aged 11-25 | 25% |
| 2. | Knowledge of youth work | 25% |
| 3. | Experience of/ability to supporting a diverse youth group in both Welsh and English | 25% |
| 4. | Cost | 25% |

**Timetable**

Invitation to quote issued: 26 November 2020

Return date for tenders: midday 10 December 2020

Tenders evaluated: 11 December 2020

Contract Start Date: 14 December 2020

Contract End Date: 31 December 2021 – or at the end of the lifetime of the Interim Youth Work Board, whichever is soonest.

**Budget**

The maximum budget for this contract is £10,000

**Contact Details**

The contract manager will be Donna Lemin. Tender responses are to be sent to YouthWorkBoard@Gov.Wales. Any queries regarding the brief should also be sent to the above inbox.