



INVITATION TO TENDER FOR YOUTH PROVISION 2025-2028

1. Organisations are invited to tender to:

- a) Develop, manage and deliver universal youth provision in Filton for those aged 7-12. Delivery to include weekly evenings of youth work provision per week.
- b) Facilitate and develop youth participation and representation in Filton for the development of Council policy and services.

2. Source of financing

Filton Town Council will allocate funding for the provision of youth work for the period 1 April 2025 to 31 March 2028, which may be supplemented by further grant or specific project funding over the course of the SLA.

3. Tender allocation

An annual sum of £28,000 (to be increased by RPI each April during the contract) will be available for the provision of the core work outlined in this document. This is to include all costs including (but not exclusive to) staffing, transportation, insurance, preparation time and marketing. The commissioned organisation will also provide all equipment needed for activities and all consumable materials required to meet the objectives and provide activities and services for the young people.

4. Method of payment

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/ output targets. This will link with quarterly monitoring reports/meetings.

5. Eligibility

Filton Town Council welcomes applications from organisations with:

- a) Relevant and demonstrable experience in working with young people aged 7-12.
- b) Ability to provide appropriate youth and community work programmes which are positive and progressive.
- c) An outcomes model framework, including access to accreditation (e.g. South Glos Youth Awards, Youth Volunteering, and Duke of Edinburgh's Awards)
- d) Ability to provide appropriately qualified personnel.

Providers will need to employ an appropriately qualified workforce that may include qualified youth engagement workers, as well as practitioners from other fields of work with skills and experience relevant to this work with young people. Workers will need to meaningfully engage with young people and be able to support them in their personal development and signposting to other sources of help where appropriate, in line with best practice.

- e) Ability to develop flexible and adaptable provision.
- f) Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partner
- g) Ability to manage the service and deliver to timescale and budget.



6. Location for the delivery of the service

Direct, open access universal youth provision to be based in the Filton, but also to include a mix of outreach/outdoor activity during the year. Activities may be delivered in other local locations.

7. Delivery period

It is anticipated that the Service Level Agreement (SLA) period will be from 1 April 2025 – 31 March 2028.

8. The Commissioner of the service

Filton Town Council is the commissioner of the SLA. The SLA will be monitored by the Town Council together with the Town Clerk or Deputy Clerk. Regular progress and monitoring reports (quarterly) should be supplied to the Council. Filton Town Council will work with a range of organisations and youth organisations to develop and complement current provision and identify future needs.

The operating office for the Service Level Agreement is: Filton Town Council, Elm Park, Filton, BS34 7PS.

9. Objectives of the Service

- a) A core of high quality, direct open access universal youth provision to young people (7-12 years) in Filton.
- b) Regular review of provision with young people, leading to ongoing development through determination and filling of gaps in delivery
- c) To provide young people with high quality activities they value and enjoy, by demonstrating the participation of young people in developing, planning and running those activities.
- d) To support young people to develop life skills such as improving emotional wellbeing, communication skills and self-confidence, helping to learn new skills and knowledge, form positive social relationships, understand rights and choices, engage in positive behaviour in the community and lead healthy lifestyles. Also, to help young people to make a successful transition to adulthood and independence.
- e) Working closely with all providers of youth provision in the South Gloucestershire and Bristol area where appropriate.
- f) Development of citizenship through youth participation and involvement

10. Outcomes of the service

Project delivery outcomes will be developed between Filton Town Council and the successful provider prior to signing of contract. Programmes and activities, however, must deliver outcomes for young people and Providers should demonstrate how their programmes and activities do so. The expected outcomes for young people include supporting young people to develop life skills such as improving emotional wellbeing, communication skills and self-confidence, helping to learn new skills and knowledge, form positive social relationships, understand rights and choices, engage in positive behaviour in the community and lead healthy lifestyles.

Providers will be expected to demonstrate and evidence the impact of their work on outcomes for young people in their tender submission.



11. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/ outputs, and provide a strategic overview of youth-led demand to Filton Town Council in regular monitoring and review meetings to help plan for future development and delivery.

A formal written progress report and presentation about the service will be required on a quarterly basis to the Town Council. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

12. Submission of tenders

Applications should be submitted by email. All tenders must be submitted to:
office@filtontowncouncil.gov.uk

Please clearly mark the email with “Youth Tender Submission” in the subject line.

13. Process to evaluate tenders

Councillors will review submissions and may invite those organisations most closely meeting the criteria below to attend for interview.

Filton Town Council is committed to equal opportunities and all applications will be considered on their merits.

Please note that this process is subject to the procedures outlined in Filton Town Council’s Financial Regulations and Standing Orders, including Standing Orders part 18 ‘Financial Controls and Procurement’, referring to the terms of the Bribery Act 2010.

14. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- a) Experience of similar work and good track record
- b) The quality of the proposal in relation to the identified needs in the town
- c) Value for money which includes reference to added value such as volunteer in-kind support and potential fee-income from users
- d) The ability to offer a range of youth work provision including centre-based, detached, other activities and support.
- e) Evidence of partnership working
- f) Evidence of a clear understanding of the existing local structures for youth provision and youth representation



- g) Evidence of local need and changing nature of youth provision
- h) Adaptability and ability to respond to need
- i) Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- j) Information on how provision will impact on outcomes for young people and how this would be evidenced.
- k) Evidence of ability to work within the timeframe and budget
- l) References (please submit two which show evidence of similar work)

15. Timetable

Tender Documents approved: Tuesday 28th January 2025

Tender document advertised for four weeks from: Monday 3rd February 2025

Closing date for submissions: 11:59pm Tuesday 4th March

Presentations and interview (if required): Week commencing 10th March 2025

Successful agency appointed: by Monday 31st March 2025

SLA issued: March 2025

SLA commences: 1 April 2025

Please note that Filton Town Council reserves the right to amend the timetable following the closing date for submission of tenders.

16. Availability of additional information

If you have any queries, please email: town.clerk@filtontowncouncil.gov.uk

Prospective contractors are prohibited from contacting Councillors or staff to encourage or support their tender outside of the prescribed process.