

# Scope for the Request for Proposals as a Delivery Partner for the Peer Action Collective

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## Section A: Background information

### About us

The Youth Endowment Fund (YEF) was established in 2019 with a £200m endowment from the Home Office to prevent children and young people becoming involved in violence. We have an ambitious ten-year plan to use evidence, expertise and young people's voices to make children's lives safer. Our core purposes are to:

- Support and evaluate the delivery of promising programmes aimed at preventing high risk children and young people from being involved in crime and violence; and
- Act as a centre of expertise, generating, disseminating and promoting new knowledge and practice aimed at transforming local and national responses to tackling serious violence.

The YEF are committed to developing a deep understanding of the lives of young people and the factors which can make them vulnerable to getting caught up in violent crime. To do this well, young people must be integral to how we approach research. This is why we established the [Peer Action Collective \(PAC\)](#), to conduct peer research into young people's experiences of violence and take these learnings to make change through social action.

We established this network in conjunction with the [#iwill](#) Fund (a joint investment between The National Lottery Community Fund and Department for Digital, Culture, Media and Sport) and the [Co-op](#). Both partners share a deep commitment to youth led social action and creating opportunities for young people.

## Section B: The Peer Action Collective (PAC)

### What is PAC?

PAC is the largest youth-led, research centred social action project tackling youth violence in the country. The programme consists of two key components that feed into each other, as outlined below:

#### Peer Research

Gaining in-depth, contextualised insights into the lives of young people at risk of being drawn into violence



#### Social Action

Achieving youth-led change by allowing young people to connect and raise their concerns and views with the wider community and policy makers and directly influence decisions that affect their lives

PAC will run over a 5-year period, which will be split into two phases. With the substantial timeframe of the project, we have high ambitions for the changes that young people will be able to achieve through their projects.

Building on learnings and achievements from the first iteration of delivery which took place from 2021-2023, PAC continues to have ambitious goals and to ultimately be the leading national platform for evidence-driven, youth-led change for young people affected by violence.

PAC has 3 main goals:

1. **Understanding:** To develop a rich understanding of young people's lived experience of violence; its causes, impact and potential solutions through peer research.
2. **Action:** To deliver local and national social action; driven by research, delivered by young people, and in partnership with decision makers.

3. **Opportunity:** To increase skills and employment opportunities for young people who are part of PAC.

### **PAC Peer Research**

Peer research is a participatory research method in which people with lived experience of the issues being studied take part in directing and conducting the research. Peer research aims to empower people to become involved in positive change in their own communities by contributing to the research process, connecting with and hearing from a variety of people.

With training and guidance from the National Partner and input from YEF on project topics, young people will design their research projects end to end. This will include the research tools themselves, to the way they decide to report on the findings. Each phase of PAC will see two peer research projects per regional team:

- **The Foundation Project:** an initial chance to explore a topic area.
- **The Development Project:** a chance to dig deeper into a topic or explore something related came out of the research.

Regional, qualitative research will be supplemented by national surveys. After the Foundation Project, teams will work with the National Partner to identify additional questions that will form the Development Project. While some of these questions will inform further regional peer research, other questions will guide the creation of national surveys that are designed by the National Partner, with feed in from PAC teams. This will allow for a national strand of research to accompany the local insights that are coming out of the peer research, which will allow the PAC findings to speak to the experiences of young people across geographies.

### **PAC Social Action**

PAC social action will respond to findings from Peer Research. By creating social action projects that are informed by to strong community research, we believe the potential for creating change is maximised. We are ambitious in our goals for change through PAC social action, which will be reflected in the training and guidance that is provided by the National Partner to support young people through their social action journey.

While each team will have different goals for change, within their social action we would like to see:

- Projects that draw on [co-operative values and principles](#) and are in line with #iwill fund social action approaches, including [#iwill's six principles](#) of youth social action.
- Projects complementing each other, working towards the same set of goals.
- Stakeholders being engaged and influenced with the goal of altering policy or practise related to project topics.
- Projects with legacy, so that they can have impact beyond the length of the project.

The partners in the network will work with young people to connect with decision-makers and connect them with opportunities for influencing. Delivery Partners will play an integral role in planning and carrying out social action alongside young people. Beyond local social action, national campaigning activity co-ordinated by the National Partner will connect the priorities of PAC teams across the network.

### **How will projects be chosen?**

YEF will provide a list of topics that Delivery Partners will choose from when they apply to become part of the Peer Action Collective. For the first phase of PAC these topics will be:

- **Positive activities:** we are looking to better understand how sport and other positive activities could protect children from violence through new, positive friendships groups, opportunities to take risks in a safe environment and links to services.
- **Presence in schools:** we aim to find the best ways for all children and young people to get the most out of school, improve attendance, prevent exclusions, help them realise their potential and be protected from involvement in violence.
- **Trusted adults:** we plan to find out more about how the role of a trusted adult in the lives of young people can protect or prevent them from involvement in violence.

These topics have been set by the YEF because they are areas with great potential for change, building off a body of evidence that we believe peer research can enrich. We will use the research into these topics to help shape our approach to funding.

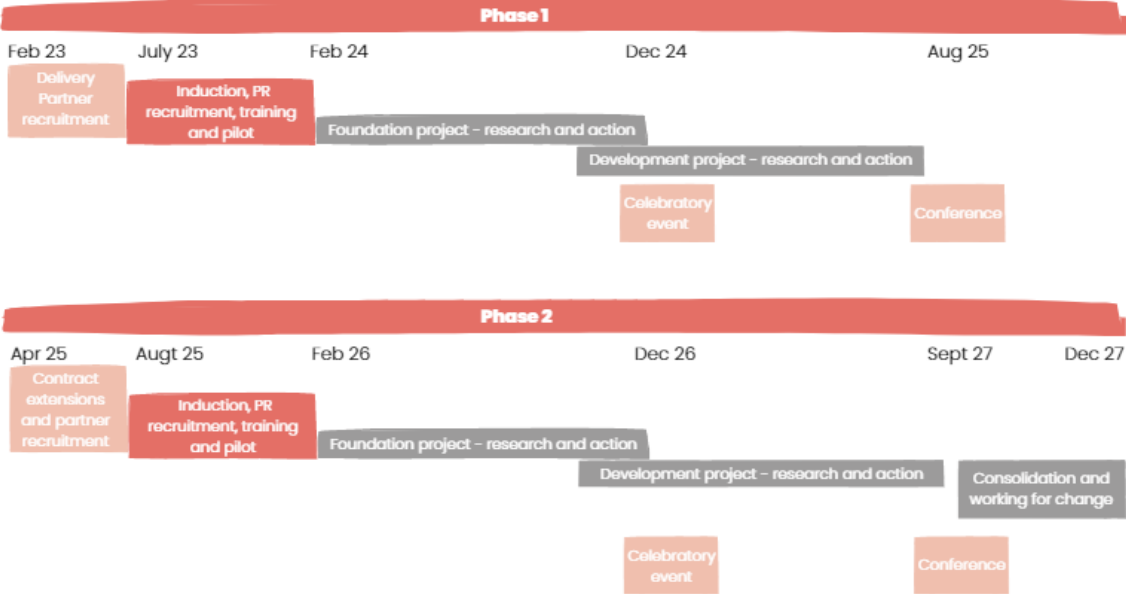
The National Partner will work with young people and Delivery Partners to take broad focusses and narrow them down to research questions. They will bring in experts including YEF to provide topic-specific guidance. An important part of formulating research questions will be the potential for change that could come from the findings. The National Partner will support young people to ensure that the strands of research and social action are connected from the start of the programme.

Beyond local social action, the programme also aims to create a national movement promoting the involvement of young people in decision-making processes, through national campaigning activity and PAC conferences held at the end of each phase of delivery.

### Section C: How the network will operate on the ground

#### Programme delivery timeline

The whole Peer Action Collective programme operates over 5 years in 2 phases. Delivery Partners will initially be recruited for one phase of delivery (2.5 years), with main activity ending in Aug 2025. There will be an option to apply for an extension into the second phase. The below timeline gives an overview:



Each phase will be broken into the following broad categories:

- **Partner recruitment:** we will recruit up to seven Delivery Partners, a National Partner and an Evaluation Partner.
- **Recruiting paid young people:** at least 10 young people per Delivery Partner will be recruited and employed to lead the project, responsible for a mix of research and social action activity.
- **Induction, training, and pilot projects:** young people and Delivery Partners will go through initial training and induction. Training will also take place throughout the project, including further peer research training as research progresses, and social action training as Changemakers are recruited. Training will be a mixture of in person and online, with some train-the-trainer elements incorporated.
- **The Foundation Project:** the first project will be an initial chance to explore a topic area and carry out social action in response.
- **The Development Project:** the following project will be a chance to dig deeper into a topic or explore something related came out of the research, and further inform social action activity. Local projects will be supplemented with national strands of activity such as surveys and campaigns.
- **Conference:** a conference will be held at the end of each phase to showcase young people's work.

Central Partners will remain fixed for the duration of the 5 years. Delivery Partners will be onboarded per phase, with the possibility to tender for the second phase. This is to ensure what we have a balance of locations and a diverse cohort of young people involved in the project. This will include a mix of urban, rural and semi-rural locations which we know from our research are impacted by youth violence and its root causes in different ways.

More detail on delivery timeline and expectation will be provided during the induction process for successful Delivery Partners.

### **Who will this programme engage?**

In early 2023, the YEF will appoint up to 7 Delivery Partners for this project across England and Wales who will engage over 11,000 young people throughout the course of the 5-year the programme. In each phase, Delivery Partners will recruit and work with:

<b>Paid roles*</b>	<b>Age</b>	<b>Description</b>	<b>Per region (each phase)</b>
Peer Researchers	16-20	Peer Researchers will work on research projects with other young people with lived experience of the issue they are researching. They will be line managed by Delivery Partners.	8+
Social Action Leads	16-20	Up to two young people can be employed as Social Action Leads, to work with Delivery Partners in designing and carrying out social action projects with Changemakers. This could happen through direct recruitment, or a young person could decide to transition from a Peer Researcher role. Social Action Leads will also be line managed by Delivery Partners.	1-2
		<b>Total YP engaged</b>	10+

<b>Voluntary roles</b>	<b>Age</b>	<b>Description</b>	<b>Per region (each phase)</b>
Research Participants	10-20	Young people engaged in Peer Research through group research, 1-1 interviews and creative research depending on young people's designs.	150
		Survey participants; regional or national surveys.	350
Change-makers	10-20	Young people involved in designing and carrying out social action on a voluntary basis, engaging in a minimum of 12 hours of project activity. They will receive a structured training to plan their projects drawing from research findings, as well as other soft skills to boost their employability such as public speaking and time	80

		management. An accreditation will be offered to incentivise long-term engagement.	
Social Action participants	10-20	Young people that get involved on a short-term basis of under 10 hours in projects designed by Social Action Leads and Changemakers.	200
		<b>Total YP engaged</b>	780

For all roles, we will consider up to 10% of the young people engaged to be aged 20-25 where there is good rationale for this.

Delivery Partners will be responsible and expected to meet recruitment and engagement targets at stages throughout delivery. While young people, including Peer Researchers and Changemakers, can be involved in recruitment activities it will not be their responsibility to meet recruitment targets. More detail on targets will be provided in grant agreements.

**Employing young leads**

Peer Researcher and Social Action Lead roles are leadership roles within the PAC network. They are to be employed and paid at the national living wage level by their Delivery Partners. It is important to recognise however, that a peer-led project does not require that all tasks are carried out by young people.

The role does not need to look the same for all young people; it can be adapted depending on the hours they work and their interests. An example of the different activities that the two paid roles may involve is outlined below.

Leading roles for young people	
Peer Researcher (~700 hours per phase)	Social Action Lead (~700 hours per phase)
<ul style="list-style-type: none"> <li>• Paid at living wage</li> <li>• Engage in all training delivered by the National Partner</li> <li>• Set goals for creating change from their research topic</li> <li>• Assisting in research participant recruitment</li> <li>• Designing, conducting, and analysing peer research</li> <li>• Presenting peer research findings to different audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Paid at living wage</li> <li>• Engage in all training delivered by the National Partner</li> <li>• Set goals for creating change from their research topic</li> <li>• Designing social action projects</li> <li>• Contacting decision makers and community stakeholders</li> <li>• Work directly with Changemakers to design and carry out social action projects</li> </ul>



## **YEF diversity commitments**

It is very important that through PAC we work with a diverse range of young people, and a particular focus will be on reaching Black, Asian and Minority Ethnic young people, who are significantly overrepresented in all stages of the criminal justice system. A core aim of this programme is to tackle the persistent gap in youth social action by ensuring young people irrespective of their backgrounds, including racial and ethnic backgrounds, are equitably involved in this programme.

In order to meet our goals for the network, we must ensure that a diversity of contexts and lived experience shapes their work. To this end, the following targets will be set across the PAC network for engaging young people:

- Young people from outside of urban areas: *at least 15%*
- Young people from Black, Asian and Minority Ethnic groups: *at least 30%*
- Disabled young people (including learning disabilities): *at least 8%*

Another group that we expect Delivery Partners to engage with are young people with experience of care. Because of the disproportionate effect that youth violence has on care-experienced young people, it is vital that their voices are included in PAC. Due to the sensitivity or difficulty in gaining this information at scale, we are not introducing a formal target; rather we expect Delivery Partners to plan for how they will engage with as many care-experienced young people as possible in their local areas.

## **Geographic spread**

A Delivery partner will be recruited in each of the six National Lottery Community Fund (TNLCF) areas of England and one in Wales. These are:

1. Wales
2. North East & Cumbria
3. North West
4. Yorkshire and the Humber
5. South West
6. London, South East and East of England
7. East and West Midlands

We know that a lot of violent crimes happen in very localised areas, and whilst we are not prescribing where in each region the programme should be run, we do ask

that Delivery Partners outline the rationale behind their selection of a specific location or area and how this relates to local characteristics and needs (for example, by referencing [youth justice statistics](#), [The Co-op Community Wellbeing Index](#) or any other appropriate measures for your region). This rationale should provide strong evidence for why young people’s involvement in violence is an important local issue that needs to be addressed, with consideration to research focus topic.

YEF will be taking many factors into consideration when assessing proposals, this will include using analysis of data from the Youth Justice Board of proposed areas based on number of proven violent offences committed by children which is in line with YEFs mission to prevent children and young people from becoming involved in serious youth violence.

In principle, we expect to appoint one Delivery Partner per region listed above. Where organisations can demonstrate close ties to young people across regions, they are invited to indicate in their proposal how they are intending to deliver across multiple regions and will be receiving respective amount of funding.

We expect consortium applications to be no more than 4 organisations (excluding additional experts on research and social action support), that are led by an organisation with sufficient capacity to process a grant of this size. The lead partner should also be able to demonstrate an existing working relationship with partner organisations.

If applying as a consortium consideration should be given to the employment of young people and how they will be supported as a whole team to avoid isolation. It is important that young people can physically meet all together at regular intervals.

The table below exemplifies how partners can apply for one or more regions, alone or as a consortium and select wider or more localised areas to deliver the programme as long as they can justify the importance of understanding the causes of young people’s involvement in violence for that area.

<b>Region of England / Wales</b>	<b>Delivery Partner</b>	<b>Example delivery location(s)</b>
North West	Delivery Partner A	Operates across one major city
North East & Cumbria	Delivery Partner B – receives funding for two regions	Delivery Partners with strong ties across both regions, delivers the work in one urban and one rural area across the two regions
Yorkshire and the Humber		

East Midlands	Delivery partner C - Consortium of two organisations with one lead organisation	Two organisations deliver the contract together across 2 local areas (i.e. city, ward, neighbourhood)
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**The partnership**

PAC will be run by the YEF in collaboration with several partners, including:

- a national partner leading research and social action delivery, analysing overall research findings from the network, and supporting social action to make impact
- An evaluation partner creating a monitoring framework and conducting an evaluation for the project, and
- up to seven delivery partners who are responsible for the recruitment, training, and ongoing support of peer researchers, as well as supporting the delivery of social action projects

Below you can see a breakdown of the partnership structure and roles, as well as the roles for young people for each phase of PAC:

<b>YEF: Overall programme lead</b>
<ul style="list-style-type: none"> <li>• Recruit all partners to the network.</li> <li>• Monitor &amp; manage Central and Delivery partner’s contractual performance</li> <li>• Setting up the network and partner structure, providing robust delivery framework, timelines and guidance.</li> <li>• Support network collaboration.</li> <li>• First point of contact for co-funders.</li> </ul>
<b>National Partner: programme delivery lead</b>
<ul style="list-style-type: none"> <li>• Supporting the YEF with Delivery Partner assessment and setup of network</li> <li>• Monitor and manage Delivery Partners and whole network progress, ensuring Delivery Partners meet their targets.</li> <li>• Ensuring young people and Delivery Partners have enough guidance throughout PAC projects, including PAC wide networking, and direct Delivery Partner and young person training (in person and virtual).</li> <li>• First point of contact for Delivery Partners; supporting to recruit, train and manage young people carrying out peer research and social action</li> <li>• Leading a national quantitative component of research to supplement qualitative peer research data.</li> </ul>

<ul style="list-style-type: none"> <li>• Lead on network collaboration.</li> <li>• Analyse and report on peer research data collected across the network.</li> <li>• Planning and delivery of PAC Conferences together with a group of young people, with feed in and support from co-funders.</li> </ul>		
<b>Evaluation Partner</b>		
Responsible for creating a monitoring and evaluation framework aligned with the PAC theory of change to analyse data on progress towards numerical targets, qualitative accounts of research and social action conducted and stakeholder engagement as well as evaluating core themes such as outcomes for young people. They will work in collaboration with the National Partner to ensure that their plans for data collection supports programme activity.		
<b>Up to 7 Delivery Partners</b>		
Responsible for all programme delivery at a regional level, including recruitment of young people, retention, training and management of peer research and social action activity (including how the two connect and inter-relate at local level); safeguarding; ensuring regional engagement with the PAC Conferences and engagement with quarterly network meetings.		
<b>140 Peer Researchers and Social Action Leads</b>		<b>1120 Changemakers</b>
Paid employees designing peer research projects to engage local young people. A small number in each team will work as Social Action Leads.		Young people engaging in long-term social action opportunities, working together with Social Action Leads.
<b>7,000 Research Participants</b>		<b>2,800 Social Action Participants</b>
Participants in peer research projects through taking part in interviews, focus groups and surveys etc.		Young people engaging in short-term social action activities organised by Changemakers and Peer Researchers.

## Training

The formal PAC training package will be delivered by the National Partner. Delivery Partners, however, are encouraged to supplement the research and social action training with wider training that could benefit teams. Below is an example of how this could look:

<b>National Partner</b>	<b>Delivery Partners</b>
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<ol style="list-style-type: none"> <li>1. How to create high quality, safe, ethical peer research projects.</li> <li>2. Social action – PAC’s approach to Social Action, project planning and setting goals for change.</li> <li>3. How to create research-informed social action projects.</li> <li>4. Creating campaigns and using social media to promote projects.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wider project safeguarding training, outside of research-specific practise.</li> <li>2. Tips and tools for managing projects.</li> <li>3. Soft skill training such as communication, presenting to audiences and engaging stakeholders.</li> </ol>
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As well as drawing on National Partner support for training and expertise, Delivery Partners are welcome to bring in their own research/social action experts as needed, for instance to aid with report writing, analysis or campaigning. This approach was adopted during the first iteration of PAC delivery successfully and is recommended. If not brought in externally, Delivery Partner teams should make sure they have enough capacity and expertise in their teams to engage in peer research and social action.

**Staffing/resource**

Each Delivery Partner should identify the most appropriate structure to resource PAC. However, for PAC to be a success it is important that there is a committed and flexible team working within your organisation or across your consortium to support delivery and young people (including having the ability to work during evenings and weekends) in the following areas:

- Employment support i.e., line management of Peer Researchers & Social Action Leads
- Engagement in National Partner training and carrying out supplementary training
- Reporting, including data collection
- Recruitment of young people to the PAC project
- Peer research and social action project support

Throughout PAC delivery we expect elements of peer research and social action activity to be running at the same time. Staff resources need to be considered to enable this to happen.

It is also important to have as consistent a staff team as possible on a project of this length and nature, so we have put considerable upfront time into recruitment and onboarding for this programme. As a result, we expect core Delivery Partner team to be in place by the end of June 2023, and Peer Researchers to be recruited prior to training commencing in November 2023.

## **Section D: Role and responsibilities of Delivery Partners**

The Delivery Partner role is core to the successful delivery of PAC with a number of clear areas of responsibility:

1. Creating suitable project delivery and budget plan, and managing the project to a high standard
2. Recruitment of young people and meeting targets
3. Line management of Peer Researchers & Social Action Leads
4. Local delivery of peer research and social action projects
5. Monitoring and Reporting
6. Safeguarding

**Delivery Partners will address the following aims:**

- |  |
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| <ol style="list-style-type: none"><li>1. <b>Co-design and lead the regional delivery of the programme with support of the National Partner and YEF including participating in network training, providing additional training to meet local needs, and supporting young people to plan and carry out impactful peer research and social action projects.</b></li></ol> |
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As part of this, Delivery Partners will be expected to...
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<p><i>Co-design regional delivery proposals with support from the National Partner, including participating in network training.</i></p>	<ul style="list-style-type: none"> <li>• Develop proposals into an agreed regional delivery plan and budget, in consultation with the National Partner.</li> <li>• Attend and support Peer Researchers to attend sessions with experts from the National Partner and YEF to establish focus area of research based on young people’s interests, and devise research questions that are most likely to have impact.</li> <li>• Support Peer Researchers to design their research project including specific scope, methods and questions relevant to them in line with research topic and ensuring research conducted can drive and be informed by the changes they would like to see in their local area.</li> <li>• Support PAC young people to attend national training, supplementing this with ad hoc training throughout the programme as needed.</li> </ul>
<p><i>Lead and oversee all regional programme delivery, supporting young people to plan and carry out impactful peer research and social action projects</i></p>	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Support Peer Researchers to deliver their project, including monitoring fieldwork progress, safeguarding, data quality and GDPR compliance.</li> <li>• Support Peer Researchers to recruit 150 Research Participants through group research, 1-1 interviews and creative research depending on young people’s designs.</li> <li>• Distribute regional or national surveys to reach an additional 350 research participants.</li> <li>• Support young people in using the provided tech for research projects – more information will be provided during induction.</li> </ul> <p><b>Analysis</b></p> <ul style="list-style-type: none"> <li>• Using training provided by the National Partner, work with young people to analyse and present their findings in accessible formats.</li> <li>• Support young people to present recommendations to local agencies and commissioners including the local authority, Violence Reduction Units, Police and Crime Commissioners, police, and other partner agencies.</li> </ul>

	<p><b>Social Action</b></p> <ul style="list-style-type: none"><li>• Identify social action opportunities in line with training received and social action principles outlined by YEF for young people and discuss those plans with the National Partner.</li><li>• Providing suitable training to Changemakers, in line with their level of engagement and support them to successfully plan and deliver their social action projects with support from Social Action Leads.</li><li>• Support young people to design and manage multiple social action opportunities, from short-term/one-off activities such as workshops to longer-term structured projects and campaigns</li><li>• Ensure Changemakers engage in a minimum of 12 hours of project activity.</li><li>• Support young people as Social Action Participants to engage in short-term project activity of less than 12 hours designed by Social Action Leads and Changemakers.</li><li>• Work with the National Partner and YEF to signpost young people to national social action opportunities, for example with the #iwill Fund or The Co-op.</li></ul> <p><b>Stakeholder engagement</b></p> <ul style="list-style-type: none"><li>• Engage with existing violence reduction work regionally and locally being led by Violence Reduction Units (VRUs), Police and Crime Commissioners, local MPs, and other networks to make sure connections are in place for young people.</li><li>• Ensure young people’s voices inform local decision making and planning on violence reduction.</li></ul>
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**2. Recruit, motivate and retain Peer Researchers, Social Action Leads and Changemakers with lived experience of violence or who are at risk of becoming involved in violence.**

As part of this, Delivery Partners will be expected to...

*Recruit and retain young people*

- Have the ability and experience of recruiting young people with lived experience of particular focus area and voices that aren't often heard.
- Recruit, employ, motivate and retain a minimum of 10 young people aged 16 to 20 as Peer Researchers and Social Action Leads using pre-established recruitment pathways and trusted relationships with local young people and youth organisations (salary should be at living wage level).
- Onboard a minimum of 80 young people as Changemakers aged 10 to 20. As part of the assessment criteria, applicants are asked to outline a detailed recruitment plan tailored to Peer Researchers, Social Action Leads and Changemakers, recognising the different recruitment pipelines, barriers and motivations for each cohort. This will need to include details on how they will achieve this within the timeline and the set recruitment quotas to ensure a diverse group of Peer Researchers is recruited in gender, age and ethnicity per region and how they have accounted for attrition at each stage of the programme.
- Support Social Action Leads and Changemakers to engage a minimum of 200 Social Action Participants across projects. The responsibility for meeting recruitment targets of young people involved with Social Action sits with the Delivery Partner.

*For all roles we will consider up to 10% of the young people engaged to be aged 20-25 where there is good rationale for this.*

<p><i>Build an inclusive environment for all young people taking part in the programme</i></p>	<ul style="list-style-type: none"> <li>• Build an inclusive environment focusing on equity, diversity and inclusion to ensure young people feel welcome and safe, independent of their background or circumstance.</li> </ul>
<p><i>Provide support and development for young people</i></p>	<ul style="list-style-type: none"> <li>• Demonstrate best practice in safeguarding young people through existing safeguarding policies and processes to manage risks such as re-traumatisation</li> <li>• Demonstrate how data storage systems and processes comply with GDPR .</li> <li>• Set-up HR &amp; administrative processes for Peer Researchers and Social Action Leads, including DBS checks, induction, handling payment and support with any HR related concerns.</li> <li>• Support Peer Researchers, Social Action Leads and Changemakers towards an accreditation.</li> <li>• Set up administrative processes to enable reimbursement of expenses to Changemakers, where appropriate.</li> <li>• Support Peer Researchers and Social Acton Leads in their professional development, for example through line management, identifying training needs and providing access to other opportunities.</li> <li>• Provide pastoral support to Peer Researchers, Social Action Leads and Changemakers.</li> <li>• Support Peer Researchers to prepare project outputs and speak about their projects in different forums, for example preparing updates on the progress of their local project and share emerging insights with PAC groups, stakeholders, and at end of project conferences</li> </ul>
<p><i>Ensure the use of reflective practice</i></p>	<ul style="list-style-type: none"> <li>• Introduce reflective practice, including reflection on Peer Researchers’ own research skills and ways to cope with the stories they hear as part of their work. Partners will be responsible to ensure Peer Researchers reflect on how the research went on a</li> </ul>

	<p>regular basis, both individually and through local group meet ups.</p> <ul style="list-style-type: none"> <li>• Lead on internal learning sessions with Peer Researchers and Social Action Leads, encouraging them to actively contribute to reflection and feedback sessions to discuss successes, challenges and potential solutions.</li> </ul>
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**3. Reporting, collaboration and sharing learning with different partners and stakeholders involved in the programme**

This will include making the case for specific local needs whilst working collaboratively towards the national aims of the programme. As part of this Delivery Partners will be expected to:

<p>Report to the YEF</p>	<ul style="list-style-type: none"> <li>• Report to the YEF on a quarterly basis using the YEF Community Portal on progress against milestones and budget spent, including requests for payment.</li> <li>• Attend post quarterly reporting meetings with YEF and the National partner to discuss progress, troubleshooting and any safeguarding concerns.</li> <li>• Collaborate with the YEF to coordinate project visits with possible attendance from all funders where appropriate.</li> <li>• Provide the YEF with a final project report and evidence of grant spend using template provided.</li> <li>• Provide the YEF with any other appropriate and required information on the project to support effective performance or financial management.</li> <li>• Keep complete, proper and up-to-date financial records on how the grant has been spent.</li> <li>• Report any safeguarding issues directly to YEF in line with the reporting guidance provided and draw on the</li> </ul>
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	<p>National Partner for support where needed, particularly in relation to any GDPR and peer research or social action concerns.</p>
<p><i>Work directly with the National Partner</i></p>	<ul style="list-style-type: none"> <li>• Proactively work alongside the National Partner throughout programme delivery, using their peer research and social action expertise.</li> <li>• Report to the National Partner throughout the programme delivery, including informal updates on progress, decisions made and troubleshooting.</li> </ul>
<p><i>Collaborate closely with the Evaluation Partner</i></p>	<ul style="list-style-type: none"> <li>• Engage in evaluation activity such as distributing surveys to young people and providing administrative data, as well as providing feedback and supporting co-design of ongoing evaluation plans.</li> <li>• Collect and input required data into the monitoring framework designed by the Evaluation Partner in a timely manner.</li> <li>• Participate and engage with any additional training provided by the Evaluation Partner on ensuring data quality.</li> </ul>

<p><i>Share learning, including attending and contributing to the Network Working Group as required</i></p>	<ul style="list-style-type: none"> <li>Attend and contribute to quarterly collaboration meetings attended by the regional Project Manager and a minimum of two Peer Researchers where teams across the PAC network will have a chance to share learnings on their approach, including successes and challenges.</li> </ul>
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## **Budget**

An indicative budget for phase 1 Delivery Partner work is up to £370,000. We are open to applicants' proposals, and we will be considering value for money as part of our assessment.

Within this, we expect the Delivery Partner to cover the costs of:

- Employing 10 young people as peer researchers/social action leads (living wage at an average of 700 hours over the phase)
- Attending in person training/celebration events (~3 per phase), and conferences (1 per phase)
- Funding social action projects
- Adequate resource for consortium partner organisations to engage in training and PAC related activities as referenced above in staffing/resource section

## **Application**

### **How to apply**

Applicants are now requested to send a detailed proposal. Please complete the separate response template, outlining our key assessment criteria. In principle, we expect consortium applications to be no more than 4 organisations (excluding any additional expert support for research and social action). The lead Delivery Partner should have sufficient capacity to process a grant of this size and one or several of the consortium organisations should be able to demonstrate strong ties to young people in their region or locality affected by youth violence. In your proposal, evidence should be provided of an existing working relationship between the partner organisations and considerations given to communications and how the teams will work together. The YEF would expect to contract with the lead partner of the

consortium. Organisations applying individually need to be able to demonstrate both sufficient capacity and strong ties to young people affected by violence. Please prepare a proposal using the response template word count guidelines, including tables and appendices but excluding budget, references, and CVs.

We can only consider proposals from registered not-for-profit organisations for this grant (for example, registered charities, voluntary and community organisations, CIOs, CIC, not for profit company limited by guarantee). Statutory services, such as local authorities, can apply given any proposed activities are not statutory responsibilities, are open to young people beyond those already supported by the statutory service and all other funding requirements are met. Additionality of the proposed activities will be considered in the eligibility of organisations applying for grants.

**Assessment criteria:**

1. *Your organisation's relevant experience and credentials for undertaking the work, including (40%):*
  - Evidence of strong ties to young people affected by violence within your region, including strong recruitment pipelines to reach their target beneficiaries. *(Due to the tight timeline, we will prioritise Delivery Partners which already work closely with their target beneficiaries and/or who have a solid Delivery Partner network in the region (named in their application) which does.)*
  - Experience and commitment in supporting young people to conduct high-quality peer-research – evidencing this through previous projects or pieces of work, or a willingness to bring in external expert in peer research to support delivery
  - Experience of delivering and co-ordinating high quality social action directly informed by the research conducted by young people
  - Evidence of existing links with any violence reduction work regionally and locally, for example work led by Violence Reduction Units, housing groups or other relevant networks and relationships with local stakeholders and decision makers that support in creating change

- Evidence of a strong understanding of the issues impacting on rates of youth violence within your proposed region, demonstrated by the provision of a clear rationale of where and which young people you will plan to recruit
- Evidence of knowledge and expertise of youth violence in both a local and national context and preferred research topic (positive activities, presence in schools or trusted adults) provided by YEF within your own organisation or through expert consultation
- High quality project management skills within core deliver team evidenced through previous engagement on a project of this scale, including experience of collating demographic data and reporting in a timely manner
- If applying as a consortium, evidence should be provided of an existing working relationship between the partner organisations and considerations given to communications and how the teams will work together.
- Three references from relevant previous contracts

*2. Your proposed approach to conducting the work, including (50%):*

- A project or operational plan, describing how you will meet the responsibilities outlined in Section D (Role and responsibilities of Delivery Partners), demonstrating an understanding of our aims and objectives for the network and the Delivery Partner's role
- A rationale for your preference of research topic, including why it is important in the area you propose to work in
- As part of your operational planning, we would like the proposal to outline how you will ensure that there is appropriate consideration of and activity to encourage diversity and inclusion throughout the project
- An overview of how you will ensure social action plans are in line with PAC's approach of high-quality youth social action outlined above, including how you will ensure that peer research and social action is co-produced with young people

- An outline of main risks and how they will be mitigated

### 3. A clear budget setting out. (10%)

- Salary costs including a detailed list of activities each team member is allocated to
- Salary costs for the Peer Researchers
- Non-staffing costs (e.g., DBS checks, travel to training/celebratory events)
- Social action delivery budget

Responses will be scored against the following scoring criteria:

Scoring criteria	
0	<i>Totally fails to meet the requirement – information not available</i>
1	<i>Meets some of the requirements with limited supporting information</i>
2	<i>Meets some of the requirements with reasonable explanation</i>
3	<i>Fully meets the requirements with detailed explanation and evidence</i>
4	<i>Exceeds the requirements with extensive explanation and evidence</i>

Please note we will carry out due diligence checks before we offer funding, these will include reviewing safeguarding and risk management policies and organisation, financial and trustee due diligence.

### **Application timeline**

The deadline for application is Thursday 20<sup>th</sup> April at 9am. Please send your proposal using the template attached to [youthvoice@youthendowmentfund.org.uk](mailto:youthvoice@youthendowmentfund.org.uk). All proposals will be reviewed by the YEF and the National Partner and a shortlist of organisations with promising applications will be invited to interview at a suitable date during 24<sup>th</sup> – 26<sup>th</sup> April. We will be aiming to appoint organisations and have inception meetings in early July.

You can email us at [youthvoice@youthendowmentfund.org.uk](mailto:youthvoice@youthendowmentfund.org.uk) at any point while the request for proposal is live if you have any questions.

Date	Tasks
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20 <sup>th</sup> February	Request for Proposal goes live
8 <sup>th</sup> March	A live Q&A session will be held at 1:30pm
11 <sup>th</sup> March	All questions from the Q&A session will be published on the YEF website
20 <sup>th</sup> April 9am	*Extended deadline for applications 9am
24 <sup>th</sup> – 26 <sup>th</sup> April	Interviews of shortlisted applicants
9 <sup>th</sup> May	Notification of decision
5 <sup>th</sup> June	Grant Agreements signed by Delivery Partners