**Transport Tender Overview**

1. **Introduction**

**Transport support across rural Leicestershire to move people into employment, training or job search**

The Work Live Leicestershire partnership, hosted by Vista the local sight loss charity, began in January 2019 and received £2.4m jointly funded by the National Lottery Community Fund and European Social Fund through the Build Better Opportunities initiative. The programme will run for 18 months from January 2019 - June 2020.

The Work Live Leicestershire programme will work with people who are economically inactive and unemployed living in rural Leicestershire, providing access to holistic, tailored support that enables them to move into job search, training, or employment.

Work Live Leicestershire aims to support at least 271 economically inactive and 270 unemployed rural residents.

The programmeis being delivered through a partnership of 8 organisations; Vista (lead organisation), CASE, De Montfort University, Leicestershire County Council, Prince’s Trust, Rural Community Council, Voluntary Action Leicestershire, and Workers’ Educational Association.

**Transport opportunity**

Working across rural Leicestershire transport has been identified as a major barrier for people accessing employment. As a result, we will be looking to procure three contracts to support the delivery of the Work Live Leicestershire programme;

|  |  |  |
| --- | --- | --- |
|  | **Contract** | **Work package delivery expectations** |
| **1** | **Travel information service**  | To deliver:1. Research and report mapping and gapping current transport provision – this work has begun during project development planning, but the expectation is that this will be more detailed. This will initially focus on areas of North West Leicestershire, Hinckley and Bosworth. It will later roll out to Market Harborough and Melton Mowbray areas.
2. Travel awareness materials in physical and digital forms to help participants identify travel systems relevant to them.
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| **2** | **Transport Solutions** | To deliver:1. A resource to support specific travel enquiries from those delivering the programme and directly from participants, with a mechanism for identifying travel incentives along with the distribution of these.
2. Bespoke transport solutions for individual participants (or groups of participants) to meet needs. For example, this may be through providing bicycles.
 |
| **3** | **Employer engagements** | To deliver:1. Service to support employers in developing travel plans to assist participants accessing jobs and create programme legacy.
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These contracts will encourage and enable access to transport solutions for participants either directly or indirectly and facilitate them to move into employment, training, or job search.

**Funding available: Up to £24,999 (inc. VAT) per contract over 12 months.**

**Who can bid for these contracts?**

Applications are open to organisations meeting the criteria outlined in the application form.

**Procurement timetable**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| 21 March 2019  | Tender documents published |
| 5 April 2019 4.00pm | Tenders close |
| w/c 8 April 2019 | Shortlisting of tenders |
| w/c 15 April 2019 | Interviews held |
| w/c 15 April 2019 | Contract decisions |
|  |  |

**2. About Work Live Leicestershire**

## Our aims and activities

The Work Live Leicestershire programme will with work people who are economically inactive and unemployed living in rural Leicestershire, providing access to holistic, tailored support that enables them to move into job search, training, or employment.

To break down the barriers to people entering work or learning, Work Live Leicestershire helps people to improve their health and wellbeing, gain skills and work experience, and have improved confidence, motivation and social engagement.

Working in Leicestershire’s rural communities, we will reach people who, due to problems such as transport, lack of digital skills, or social isolation, would not be able to access employment support,

We will take a place-based approach, working with community leaders, community groups and local businesses to find people who are hard to reach, and offer them accessible and tailored learning and support that links them to volunteering, learning, or work opportunities in their communities.

We know that some participants will be further from work-readiness than others, and that each individual will be experiencing different barriers to work and learning. To address this Work Live Leicestershire will provide keyworkers to work with participants enabling them to set goals and access the activities and services that are best for them.

The keyworkers will link participants to a range of activities both inside and outside the programme, that builds on existing referral links with a wide range of specialist services such as financial advice (including benefits), housing, domestic abuse, health, and disability groups.

Our programme activities focus on filling the gaps in current services by:

### Facilitating access to work

* Information, advice and guidance.
* Group support to build confidence, social skills and workplace skills;
* A range of learning courses, including basic and digital skills, soft skills and understanding of diversity, workplace skills, job search and interview skills, and introductions to working in different sectors;
* Work clubs to provide support to people in carrying out their job search and help them gain confidence, computer, and job search skills;
* Support to identify and access local volunteering opportunities and supporting people to volunteer.

### Tackling the barriers

* Travel advice and information and brokerage schemes;
* Childcare to ensure everyone who wishes to participate in the programme, can, regardless of parental responsibilities;
* Direct support and/or referrals to manage barriers to work such as benefits and finances, housing, domestic violence, health, or substance misuse.

### Continued support

* In-work support.

### Work with employers

Getting people into work depends not only on the capabilities of the individual, but on recruitment practices. We’ll identify jobs that value diversity and are flexible enough to offer people sustainable employment that supports wellbeing.

To achieve this we will work closely with rural employers to broker suitable work experience and job opportunities, including developing supported employment opportunities and encouraging employers to embrace inclusive recruitment.

### Creating businesses

People are resourceful and for some the best-fit job is the one they create themselves: we will therefore be offering intensive support to enable participants to start their own business. This will include business advice and mentoring, training, and access to expenses support.

## Who we’ll help

During the lifetime of the programme we will support 271 economically inactive and 270 unemployed rural residents. This will include 270 women and 271 men, 110 people with disabilities, including mental health needs, 30 carers, and 69 people aged 51 and over.

We anticipate that within these groups, people will have diverse needs and circumstances, experiencing different degrees of exclusion from the labour market, and a range of barriers to work, both those stemming from their rural location, such as transport and lack of access to services, and those connected to particular life experiences or situations, such as lack of basic skills or work experience, social isolation or exclusion, or financial or health problems.

We aim to work across the rural communities of Leicestershire, initially concentrating our outreach efforts on the rural districts of Hinckley and Bosworth and North West Leicestershire, spreading to Melton Mowbray and Market Harborough as delivery progresses. We will reach out to other rural areas should we achieve saturation of these communities.

## The impact on our local communities

Whilst rural Leicestershire has relatively low rates of unemployment, it has the disparity of people experiencing worklessness and deprivation, often alongside those who are quite well off. Moreover, those who are out of work can be isolated and unable to access opportunities due to poorer transport links and the dispersal of services.

At the same time, economic growth in our rural communities requires a work force with the skills to help local business grow, and there is appetite for business start-ups to help diversify the rural economy and fuel innovation.

Work. Live. Leicestershire contributes to this rural economic growth by supporting a more inclusive labour market, one which facilitates and enables the talents and energy of currently excluded rural residents. After engagement with the programme people will have more of the skills and experience that businesses want and will be better able to connect to vacancies. At the same time, businesses will be more inclusive employers, able to be innovative in the jobs they create and how they recruit to these.

We will also support business start-ups, helping rural people to start their own businesses, so that rural economies over the long term are more diverse with a wider range of employment opportunities. We will also support a more sustainable rural economy, by prioritising activities and opportunities that protect and sustain the environment.

Beyond economic impacts, we will contribute to quality of life and wellbeing in rural communities, encouraging volunteering, building more connections between individuals, community groups, and local businesses, and supporting individuals to have better health and wellbeing. The assets of these rural communities will grow and strengthen and become empowering for local residents.

**3.Work Live Leicestershire Transport Commissioning**

1. **Introduction and Aims**

The Work.Live.Leicestershire partnership, hosted by Vista the local sight loss charity, has just begun. WiLL has received £2.4m jointly funded by the National Lottery Community Fund and European Social Fund through the Build Better Opportunities initiative. The programme will run for 18 months from January 2019 - June 2020.

The WiLL programme will work people who are economically inactive and unemployed living in rural Leicestershire, providing access to holistic, tailored support that enables them to move into job search, training, or employment.

The programme will support a total of 271 economically inactive and 270 unemployed rural residents.

WiLLis a partnership of 8 organisations; Vista (lead organisation), CASE, De Montfort University, Leicestershire County Council, Prince’s Trust, Rural Community Council, Voluntary Action Leicestershire, and Workers’ Educational Association.

Transport has been identified as a major barrier to employment, education and social inclusion for people living in rural Leicestershire. Several transport themes have been identified within this programme: information; brokerage and employer engagement. It has been acknowledged that different skills are needed to address these. Therefore, three contract work packages have been produced.

The overarching aims for the transport provision in the project are to:

* Reduce the perceived and actual barriers to transport for people living in rural Leicestershire on the WiLL programme.
* Create better transport infrastructure associated to employment, training and job search
* Facilitate participants on the WiLL programme to achieve outcomes of employment, job search and training.
1. **Indicative tasks**

It is expected that each provider will lead one of the work packages detailed below. One provider might be successful in securing all three projects.

This will involve liaising directly with partners and the WiLL core team to ensure that the work responds directly to the needs of the programme and participants on the programme. The outlines below detail the area of work and details on design and delivery will be provided by the provider(s) selected.

Initially this will focus on North West Leicestershire and Hinckley and Bosworth area.

1. **Specific requirements and outcomes:**

The specific needs of transport provision in the WiLL programme are detailed in the table below. We have provided indicative outcomes, but we expect providers to tell us how they will measure and/or demonstrate outcomes in their response to us:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract** | **Work package delivery expectations** | **Core service elements** |
| **1** | Travel information service  | To deliver:1. Research and report detailing the mapping and gapping current transport provision – this work has begun during project development planning, but the expectation is that this will be more details. This will focus on areas of North West Leicestershire, Hinckley and Bosworth.
2. Creations of travel awareness materials in physical and digital forms (to be used on the Work.Live.Leicestershire website) to help participants identify travel systems relevant to them.
 | * Detailed report and information repository of transport provision across Leicestershire specifically concentrating on North West and Hinckley and Bosworth.
* Details of transport provision requirements to meet needs of those who are eligible for the WiLL programme.
* Solutions to transport barriers within existing transport provision and material created to communicate this.
 |
| **2** | Transport Solutions | To deliver:1. A resource to support specific travel enquiries from programme partners and directly from participants, with a mechanism for identifying travel incentives along with the distribution of these.
2. Creation of transport solutions for individual participants (or groups of participants) to meet needs. For example, this may be through providing bicycles. Please note, the handling/processing of incentives will have to be through the WiLL core programme team.
 | * Resources and mechanism for supporting travel requirements of participants e.g. cycle scheme, car sharing.
 |
| **3** | Employer engagements | To deliver:1. Service to support employers in developing travel plans to assist participants accessing jobs and create programme legacy
 | * Employer lead travel support plans with case studies of success.
 |

We expect the providers leading each work package to bring and apply their experience and expertise to design and implement these services. Services will be designed in collaboration alongside each other and the wider programme to fit with WiLL’s Sustainable Development Policy and to ensure delivery of the core objectives and project action plans.

1. **Partners**

Transport providers will be working with all WiLL partner organisations to design, implement, deliver, monitor and evaluate services within the programme and their impact on individuals:

The WiLL programme partner organisations are:

* **Leicestershire County Council** – Delivering skills development through up to seven per week fixed and pop up job club including in community libraries, with group and tailored one-to-one support.
* **Rural Community Council** – Targeted engagement in rural areas using existing knowledge and connections, to find the hardest to reach; key working clients; undertaking asset-based community development to map existing resources, availability of peer to peer support and networks and brokerage for clients and other partners
* **Co-Operative and Social Enterprise (CASE)** – self-employment / business support to clients one-to-one and through workshops; providing training and support to employers around supporting employees with disabilities including learning disabilities
* **Workers Educational Association (WEA)** – Delivery of four-stage “Pathways” programme, through workshop format delivered in venues near to where participants are.
* **Voluntary Action Leicestershire (VAL)** – Key working for participants; using existing connections to identify and develop suitable volunteering opportunities for participants in line with their work aspirations, supporting participants to access and stay in volunteer roles
* **Prince’s Trust (talent match partnership)** – Using the Talent Match supported employment approach to get people into work, including creating jobs, employer-led assessment activities, ongoing IAG guidance, support around mental health and learning disabilities, work with employers to ensure that jobs are suitable, in-work support to help people to make the transition.
* **De Montfort University** – Undertaking full evaluation and learning of the project a including appropriate dissemination activities

1. **Contract value and duration:**

The services covered by this tender are expected to run for a 12 month period with a maximum total value of £24,999.00 (inc. VAT).

The lead provider for each work package will be awarded a single contract.

Providers submitting bids to lead more than one work package should identify the costs attributed to each package separately.

1. **Management and Evaluation**

The successful partner will expect to work closely with the Work.Live.Leicestershire (WiLL) Core Team in delivering the transport provision for one of the transport work packages above. The programme lead and Vista will monitor output to ensure value for money and outcomes are achieved:

* Adherence to WiLL’s monitoring and recording processes
* Active involvement in and working with partner organisations
* Regular joint support and supervision sessions with the WiLL Core Team representative
* Effective Involvement in the wider WiLL partnership including meetings and events

Providers will be expected to sign a Service Level Agreement before any delivery and payment takes place. This will set out the terms and conditions of the contract.

1. **Specific requirements**

Applicants must be able to meet all the requirements set out in the T&Cs due to European Social Fund regulations.

1. **Application and selection process and timetable**

Applications are sought from organisations meeting the criteria outlined in the application form. The WiLL Board believes that managing this exciting opportunity will be a valuable experience for the successful organisation(s), adding an important dimension to Work.Live.Leicestershire programme.