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**Kickstart Gateway – Core Offer: Call for Proposals**

1. **Introduction**

The purpose of this call definition document is to provide potential applicants with the

information needed to apply to become the NTCA’s Kickstart Core Offer Delivery Partner. It is expected that a preferred delivery organisation will be appointed following this single stage application process.

This document sets out the parameters for the Call and explains the application process,

applicant eligibility conditions and the indicative timetable.

This Call has been launched by North of Tyne Combined Authority (NTCA) to support our role as a Kickstart Gateway.

1. **Background and Strategic Context**

In July 2020 the Chancellor announced a ‘Plan for Jobs’ the second part of a three-phase

national approach to secure the UK’s economic recovery from coronavirus. These measures are designed to help protect jobs in the longer term and specifically focus on supporting

young people including through the Kickstart Scheme, investment in Apprenticeships and Traineeships.

The national Kickstart Scheme provides funding to create new job placements for 16 to 24-

year olds on Universal Credit. Employers of all sizes can apply for funding which covers:

* 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months
* associated employer National Insurance contributions employer minimum automatic
* enrolment contributions

NTCA’s ambition for Kickstart is to work with employers to create good quality placements in

line with the expectations of the NTCA Good Work Pledge. Ensuring that both the young

person and the employer gain a positive experience from Kickstart is the core objective of our approach.

NTCA’s Kickstart programme is now live, with a cohort of placements agreed and young

people starting in the roles we have created. Our delivery is iterative, and we are continuing

to adjust our approach and processes in line with the evolving role of a Gateway, as set by

Department for Work and Pensions (DWP). We are using our experience of delivery and

feedback from stakeholders to inform our resourcing needs. In addition, we have undertaken

some modelling to understand potential future resource requirements to ensure NTCA’s

Gateway is effectively resourced and able to play an active and scalable role in our economic recovery.

1. **Delivery Requirement**

Fundamental to our role as Kickstart Gateway is ensuring that that the employers we

engage with create good quality placements and that the young people benefiting from them gain a positive outcome from their placement.

This Call seeks to bring forward innovative proposals for an organisation to **deliver** this **core offer**.

We are seeking proposals which are based on the experience of the applicant and have deliberately not set out a prescriptive model. However we would expect elements of the ‘core offer’ of support to have the following characteristics – though it is for the applicant to propose how they would deliver this and this will be a key part of the quality assessment of proposals.

* Building of effective relationships through regular interventions with young people and employers over the lifetime of the placement.
* Brokering and facilitating additional support that maybe required where issues and gaps arise.
* Gathering data and insights, which will inform the ongoing development of the Kickstart scheme.
* Methods of service delivery that will reduce interruption to the young person and employers and maximise availability of timely support.
* Maintain longer term post-placement engagement should the young person request it.
* Link to local provision with young people both during and post placement to ensure smooth handovers, customer service and successful employment post Kickstart.
* Reduce the risk of performance loss and disruption caused by a young person’s possible early abandonment of opportunities by providing a mediation solution.
* Integrate with the NTCA team responsible for this project – forming part of an extended virtual team with regular communication and coordination.

We expect that this programme will be required to support up to 750 young people and up to 15 employers per month - throughout the lifetime of the Kickstart programme.

Delivery is expected to commence in June 2021 – where there will be an anticipated caseload of 60 young people with which to immediately engage – with capacity required to be responsive to the further rollout and scaling of the programme.

DWP currently anticipate that the final placements on Kickstart will be approved in December 2021 and will continue for a six-month period.

1. **Summary of Call Parameters**

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| **Dates** | The Call will be open from the 26th April 2021 and a delivery  organisation expected to be appointed and ready to launch by 1st June 2021. |
| **Indicative Fund**  **Allocation** | £105,000 is available and we expect to appoint a single applicant to deliver the programme. NTCA reserves the right to decrease or increase the indicative allocation or support more proposals subject to the volume and quality of proposals received. |
| **Applications** | Applicants are expected to submit proposals which set out clearly a proposed delivery model, underpinning rationale and expected impact.  While additionality is a general principle for NTCA investment, proposals should not be reliant on other sources of funding or activity funded elsewhere to be viable. |
| **Geographical**  **Scope** | All interventions should be focused on activity and outputs within the North of Tyne area and be delivered to any young person or employer in the NTCA area regardless of their location. |
| **Deadlines** | For this specific call, applications will be assessed following closure of the call. Applications received after the published call close date will not be considered. The deadline for proposals is 16th May 2021. |
| **Application**  **selection** | All applications will be scored in line with the NTCA assessment criteria included below. |
| **Procurement** | Applications must demonstrate that the project will follow national procurement regulations (where applicable), and procurement proposed to be undertaken achieve best value for money for public funds. |
| **Eligible expenditure** | NTCA funding is paid quarterly in arrears against actual project expenditure. Costs must be able to be fully evidenced through a robust audit trail and be necessary for delivering project activity.  Costs can include a flat rate overhead of 15% against direct staff costs, and must be included in the overall funding available. |
| **Eligible**  **Applicants** | Applicants must be legally constituted at the point of signing a Funding Agreement and be able to enter into a legally binding Funding Agreement. The Applicant will be the organisation that, if the application is successful, enters into a contract with the NTCA and therefore carries the liability for ensuring that the terms of the  Funding Agreement are met by them and to all delivery partners.  Applicants will be asked to provide documentation to allow NTCA to undertake financial due diligence prior to entering into a contract. |

1. **Assessment Criteria**

Applications will be scored against the following criteria.

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| **Criteria** | **Consideration** | **Available marks** |
| **Strategic Fit with NTCA vision** | * The proposal is developed in adherence with the overarching principles for the call and where appropriate evidence is provided in relation to stakeholder support, value added, etc. | Pass (10-15) or Fail |
| **Delivery of desired Outcomes** | * Demonstration of clear knowledge of and   experience of working with employers and young people to provide the support required.   * Clear alignment of proposals with the outcomes set out in the call document. | Pass (10-15) or Fail |
| **Delivery Model and Rationale** | * A clear articulation of the model proposed and the supporting evidence to support why it is appropriate for the requirement set out. | 15 |
| **Value for**  **Money** | * The value for money associated with proposals. | 5 |
| **Deliverability risk** | * Robust assessment of deliverability, capacity, and risks. * Clear explanation of delivery routes, timeframes, and key milestones. Strong arrangements for local transparency, and accountability, monitoring and evaluation. * Ability to deploy the funding within the timeframe set and to implement at pace; and evidence of partnership strength, commitment (as appropriate) and strategic backing. | 15 |
| **UK Subsidy Control** | * Subsidy Control risk will be established through an assessment of the applicant’s understanding of the relevant Subsidy Control considerations and solutions and the degree to which they have taken and provided evidence of appropriate legal/professional advice. | 5 |

Scoring of proposals will be undertaken by a panel made up of Officers of the NTCA and other relevant advisory members and will be processed in line with the NTCA’s Assurance Framework. Promising applications will require consideration by: NTCA’s Technical Officers Group and Investment Panel. NTCA may enter dialogue with applicants and seek clarification at any point in the application process.

NOTE: a detailed scoring matrix is provided at Appendix 1.

1. **Subsidy control**

Following the UK’s departure from the European Union on 31st December 2020, a new

subsidy control regime is now in place. As such, NTCA require all applicants for funding to

seek advice setting out how projects are compliant with the new UK Subsidy regime. The

application includes a specific section for applicants to respond.

(This is a requirement under the new regime, as set out in the BEIS Technical Guidance

(which can be accessed here: [*https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments-from-1-january-2021*](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments-from-1-january-2021))

Please note the advice should cover both receipt of the Funding from NTCA and the

subsequent transfer of that Funding to third parties.

To comply with new subsidy control regulations, all awards that are considered ‘subsidies’,

and with a value of over £300,000, will be published on the new BEIS transparency

database. All awards will be monitored for their ongoing compliance with subsidy control

rules.

1. **Application Process and submission of proposals**

To request an application for this opportunity, please contact Ruth Gaul telephone 07500997539 or e mail [ruth.gaul@northoftyne-ca.gov.uk](mailto:ruth.gaul@northoftyne-ca.gov.uk) Along with this form it may be useful to provide further complementary detail or supporting evidence as appropriate including:

* A description of your organisation, its structure, and the biography of key team members.
* The organisation’s knowledge of the labour market landscape North of Tyne or strategic value that can be added because of regional, national, or international experience, expertise, and track record.
* Relevant performance information and relevant examples of past performance and impact.

Applicants should be aware that queries will be queries will be anonymised and all organisations who have requested an application form will be informed of the query responses.

This call for project proposals will open on the 26th April 2021 and close at midnight 16th May 2021. Please consider the following strategic documents that may help you with your application.

* [North of Tyne Economic Vision](https://www.northoftyne-ca.gov.uk/wp-content/uploads/2020/09/NorthofTyne_EconomicVision_webfinal.pdf);
* [North of Tyne Inclusive Economy Statement](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/North%20of%20Tyne%20Authority/Inclusive-Economy-Policy-Statement.pdf);
* [North East Strategic Economic Plan](https://www.northeastlep.co.uk/the-plan)
* [North East COVID-19 Economic Response: Our work so far and next steps Report](https://www.northeastlep.co.uk/wp-content/uploads/2020/06/economic-response-summary-report-final-1.pdf)

Completed applications should be sent to ruth.gaul@northoftyne-ca.gov.uk by the deadline. Before doing so, please ensure that you have followed the guidance, completed all questions, and entered an electronic signature.

1. **Indicative Timetable**

Proposals considered as part of this call should relate to projects which can be completed by the June 2022; however, NTCA reserves the right to extend this date as required.

The *indicative timetable* is set out below

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| --- | --- |
| **Date** | **Activity** |
| 26th April 2021 | Call opens |
| 16th May 2021 | Deadline for applications to NTCA. |
| w/c 17th May 2021 | Assessment of proposals by NTCA, questions and clarification (where required) and appointment of delivery organisation |
| June 2021 | Offer launched |

1. **Other Information**

**Fraud, Liability and Payment Terms**

The North of Tyne Combined Authority will take swift action against any recipients who have deliberately manipulated records or have committed fraud. Any beneficiaries caught falsifying their records to gain grant funding will face prosecution and any funding or grants paid in error will be subject to claw back.

The North of Tyne Combined Authority does not accept any liability for any issues that may arise for applicants under this scheme, whether they are successful or not.

Following a grant award, the applicant will be required to submit claims to draw down the grant. Only claims which can demonstrate evidence of expenditure will be eligible for payment. Payments will be made directly to the applicant’s bank account by electronic transfer, normally within 5 working days of a claim being accepted. Grant awards will be subject to the availability of funds. There will be no appeals process following determination. Beneficiaries will receive written confirmation stating that by accepting the grant payment, they confirm that they are eligible for the grant scheme, and that any payments accepted will be subject to state aid requirements.

**Appendix 1 – Detailed Scoring Criteria - Kickstart Gateway – Core Offer**

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| **Assessment of Project** | | | | | | | |
| **Strategic fit with NTCA Vision** | **[PASS]:**  **15-13** | **[PASS]: 12-10** | **[FAIL]:**  **9-7** | **[FAIL]:**  **6-4** | **[FAIL]:**  **3-1** | **[FAIL]:**  **0** | Pass (10-15) or Fail (0-9) |
| Very strong fit and strong evidence of need and rationale for intervention |  | Moderate fit with limited evidence of need or rationale for intervention |  | Low fit with poor evidence of need and rationale for the intervention. | No fit with no evidence of need or rationale. |
| **Delivery of desired outcomes** | **[PASS]:**  **15-13** | **[PASS]:**  **12-10** | **[PASS]:**  **9-7** | **[FAIL]:**  **6-4** | **[FAIL]:**  **3-1** | **[FAIL]:**  **0** | Pass (15-7) or Fail (0-6) |
| Very Likely to deliver exceptional and relevant outcomes |  | Likely to deliver a reasonable level of relevant outcomes |  | Likely to provide limited outcomes | Unlikely to meet any of defined outcomes |
| **Delivery Model and Rationale** | 15 - 13 | 12-10 | 9-7 | 6-4 | 3-1 | 0 | 15 |
| 1-20% | 21-40% | 41- 60% | 61-70% | 71-80% | 80-100% |
| **Value for Money** | 5 | 4 | 3 | 2 | 1 | 0 | 5 |
| Exceptional value for money | potentially very good value for money | represents reasonable value for money | 4-3 | Offers less favourable value for money. | Unlikely to offer any value for money. |
| **Deliverability Risk** | 15 - 13 | 12-10 | 9-7 | 6-4 | 3-1 | 0 | 15 |
| Considered to be have a high chance of success & completion by the timescales indicated - risks well managed.  Likely to have a significant and immediate impact. |  | Moderately likely to succeed and be delivered by the timescales indicated, some risks with strategies to mitigate in place. |  | Management and delivery arrangements considered to be weak. High risk of failure with limited mitigation considered.  Impact unlikely to be significant or speed of delivery slow. | Considered to have a very low likelihood of successful completion by the timescales indicated / multiple high-level risks with no clear management |
| **Subsidy Control Risk** | 5 | 4 | 3 | 2 | 1 | 0 | 5 |
| Independent legal opinion supports compliant route or confirm no Subsidy. | Applicant identifies a compliant Subsidy Control route. | Relevant Subsidy Control issues understood and clarified | Relevant Subsidy Control issues understood but currently unable to be clarified | No appropriate consideration of Subsidy Control provided | Request not compliant with Subsidy Control. |
|  | | | | | | Score | 70 |