



## **Eco Talent Contract Outline**

Eco Talent is one of 31 projects which form the Our Bright Future portfolio of projects, which was originally managed by vInspired. Following the announcement in November 2018 that vInspired was to close, we have made the decision to look for an organisation to manage this project on a contract basis.

This document outlines the Eco Talent background, aims and outcomes. Further information about the Our Bright Future programme can be found in the supporting Contract Background Information document.

### **Eco Talent background**

Eco Talent is a programme of intensive volunteering placements for young people aged 16-24. Cohorts of 15 young people are recruited and hosted by expert Local Delivery Partners (LDPs), delivering essential environmental services in London.

Each cohort will contain a social mix of young people, some with an established passion for environmental causes and some who are currently not in education, employment or training (NEET) or who face barriers in accessing opportunities to make a positive contribution.

Cohorts will be placed within a service which reflects their interests and will volunteer for four days a week over six months. LDPs will deliver three structured modules which support and enable participants to:

- Develop real world skills and experience for progression into education, employment or training within the Green Economy
- Gain an environment-related accredited Level 2 or 3 qualification
- Shape, lead and deliver a community based environmental social action project

As they progress through these modules, participants develop valuable work-based skills, practical experience and an appropriate qualification to support their career development within the Green Economy – all the while building their personal resilience, confidence and social capital. Alongside this, they will lead and deliver social action projects (SAPs) which will have a direct benefit to their local environment and raise awareness of environmental issues within their local community, inspiring and engaging others to take action. The programme will also make a positive contribution to the working culture and delivery of services within the host organisation by incorporating the voice and unique experience of young people at the heart of delivery.

Eco-Talent was designed to be open and accessible to support a true social mix of young people to take part in the programme and achieves this by removing key barriers to participation. Each participant has access to:

- Funding to cover additional materials/support required to ensure accessibility of programme (this is at the discretion of LDPs and will be based on a thorough analysis of individual needs as per the above)
- Training sessions/opportunities relevant to their general development
- Travel and out of pocket expenses covered by the project

Recruited participants will spend four days a week on their placement over the course of six months, with flexibility to accommodate individual circumstances. Supported by LDPs, each cohort of young people will complete three structured modules designed to facilitate their personal and professional development as well as provide an opportunity for them to have a positive impact on their local community.

You will be responsible for managing the LDPs under separate contracts, organise graduation events for each cohort as its completes the programme, undertake or contract out an evaluation of the project and ensure that the project is delivered to a high standard and all reporting requirements met.

The project budget was split as follows:

|  |     |
|--|-----|
| Staff costs: salaries, NI and pensions | 11% |
| Marketing, publicity & communication   | 1%  |
| Monitoring, evaluation and learning    | 3%  |
| Graduation events                      | 2%  |
| Social action projects                 | 4%  |
| Overheads/FCR                          | 2%  |
| Partnership contracts (LDPs)           | 76% |

### **Eco Talent aims and outcomes**

**Aim:** Eco Talent is a programme of intensive volunteering placements for 240 young people aged 16-24. Cohorts of 15 young people will be recruited and hosted by four expert Local Delivery Partners (LDPs), delivering essential environmental services in London.

#### **Outcomes:**

1. 192 young people to achieve a Level 2 qualification and complete their placement
2. 16 eco-themed social action projects completed which will each improve at least one natural habitat or built environment
3. A minimum of 80 additional local volunteers and 320 additional community members engaged across the projects
4. 240 young people recruited into structured volunteering placements - with weekly meetings held to gather feedback

#### **Progress to date**

To date 178 young people have been engaged through the project:

| <b>Cohort</b> | <b>Total young people engaged</b> | <b>LDPs</b>   |
|---------------|-----------------------------------|---|
| Cohort 1      | 42                                | Ealing Council, Tower Hamlets Council, Harrow Council, Canal & Rivers Trust, Barking & Dagenham College |
| Cohort 2      | 48                                |   |
| Cohort 3      | 53                                |   |
| Cohort 4      | 35                                |   |

## **Eco Talent Evaluation**

You must feed into the overall evaluation of the Our Bright Future programme for the programme duration. This is likely to include participating in surveys and providing information to the Our Bright Future team or the service provider delivering the evaluation contract Economic Research Services (ERS) and Collingwood Environmental Planning (CEP).

Each individual project is also required to conduct a project-level evaluation. This can be undertaken by an external contractor or internally within your organisation.

A final evaluation report must be produced and should include the following sections:

- Executive summary (one to two pages):
  - background
  - methodology
  - findings
  - conclusion
- Introduction:
  - a short description of the purpose of the evaluation and its key aims and research questions
  - rationale for the project ie what is the need for the project at this time and in this place?
  - project activities and outputs ie what is being delivered and how?
  - intended outcomes
  - timescales
  - theory of change
- Methodology
  - Research questions ie what are the aims and objectives of the evaluation? What is the purpose of asking these questions?
  - Evaluation design/methods/tools ie how is data being collected and analysed? Eg if a survey was conducted, how, when and to whom was it distributed and completed by?
  - Sampling method ie if data was only collected for certain participants or stakeholders, what was the sampling method? What are the characteristics of the sample?
- Results/Findings
  - the structure of this section will depend on your project, evaluation design and personal preference. You may wish to structure it under the headings of the logic model i.e. inputs, processes, outputs, outcomes, impacts. In this case, present data to answer each of your research questions. You may wish to use graphs, percentages, quotes or images to present the evidence you have collected. Where these are included, ensure they are clearly labelled and referenced in the text, indicating what each means for the project and our understanding. Draw links between qualitative and quantitative data - do they support the same findings?
- Discussion
  - this section can be combined with the previous - discussing findings and their implications immediately after presenting the results.

Alternatively, you may wish to create an additional section to highlight key themes emerging from your findings, discuss how they are linked and what they mean for future delivery of your project or wider policy and practice

- Conclusions and recommendations
  - summary – refer back to the original research questions and provide answers to these questions
  - alignment with expectations – do the findings align with predicted outcomes or wider literature? If not, why might this be?
  - key themes – highlight key ideas, lessons learned and how the findings should inform future delivery for your project or further afield
  - recommendations
- Appendices
  - raw data
  - example surveys or interview topic guides

Various good practice guides and guidance around evaluation have been produced by ERS and CEP. The successful contractor will be provided with copies of these guides.

## **Our Bright Future additional requirements**

### **Project partners**

We expect projects to be delivered in partnership. This is because it is more likely that a partnership of organisations will be in a position to contribute to the themes of the portfolio and have a wide enough reach across the environment and young people strands of the programme. Your proposal should outline which partners you will be working with and their roles. Ealing Council and Barking and Dagenham College have delivered previous cohorts of the Eco Talent and are keen to stay involved with the project. Contact details are available on request from [chare@wildlifetrusts.org](mailto:chare@wildlifetrusts.org).

### **Reporting and payments**

You will be required to submit quarterly progress reports through our online grants portal. These reports will provide an update on your progress towards the project aim and objectives as well as any additional activity undertaken. In addition, an end of year report will be submitted each January, which will provide more detailed data on beneficiary types and activity undertaken. A minimum of two case studies must be submitted each year.

Payments are made quarterly in advance for revenue and in arrears for capital costs. You will be required to provide a project budget and payment forecast for the duration of the project.

### **Share Learn Improve**

Share Learn Improve (SLI) facilitates knowledge sharing and learning to develop best practice and add value to the delivery of Our Bright Future. SLI is an integral element of the programme and ensures that all 31 projects can share best practice and learning through a continuously evolving process drawing on input from individual projects, evaluation findings, horizon scanning and trend spotting across the whole



programme. All projects are expected to attend SLI events and input into SLI activities: for further information on the expectation and type of activities please refer to the supporting Contract Background Information.

### **Youth Forum**

The Youth Forum is made up of young people from each of the 31 Our Bright Future projects. It gives young people the opportunity to gain life skills and improve their CV along with the chance to join the Our Bright Future Steering Group or Evaluation Panel. Each year, every project is asked to nominate one or two young people to join the Youth Forum. The Youth Forum meets face to face on an annual basis; members are also invited to SLI events and any other relevant opportunities are shared with them.

### **Policy and Campaigns**

One of the desired outcomes of the programme is to influence change and create a legacy. In order to achieve this outcome, the Policy and Campaigns Manager will arrange events, meetings and opportunities to meet with decision makers and influencers. Projects are expected to attend relevant events where possible; most opportunities will be made available to young people, Youth Forum members and project staff.

### **Contract**

The contract to manage the Eco Talent project will run from June 2019 for the length of time that your project plan specifies (until June 2021 at the latest); the maximum budget for this contract is £471,308.

### **Application process and deadlines**

Please complete the application form questions and provide the additional requested information to [chare@wildlifetrusts.org](mailto:chare@wildlifetrusts.org). The deadline for submission of this application form is **Tuesday 30 April 2019**.

You will be informed by Wednesday 8 May 2019 whether you have been shortlisted for a panel interview. If you are shortlisted, panel interviews are scheduled for 14 – 16 May 2019 at the Wildlife Trust offices in Newark.

### **Interview**

The interview and scoring panel will consist of representatives from the Our Bright Future programme, Steering Group and the National Lottery Community Fund.

You will be asked to give a presentation lasting no more than 20 minutes.

Your presentation should clearly explain your vision for managing the Eco Talent project, including relevant experience, any challenges and how you would overcome them.

A maximum of four members from the proposed management and delivery team may attend the interview. The interview may last up to one hour. The question and answer session will be used to supplement the presentation and written application and clarify any issues arising out of the application.

## Our Bright Future Eco Talent Contract Application Questions

### Organisational experience

|   |   |
|---|---|
| 1 | <p>Please outline your organisation's experience of:</p> <ul style="list-style-type: none"> <li>a. delivering youth-led activities</li> <li>b. working with young people aged between 16 and 24</li> <li>c. delivering training and support to young people</li> <li>d. using creative recruitment and communication methods to engage young people from different backgrounds and age groups</li> <li>e. contract management</li> </ul> <p>(Maximum 1,000 words)</p> |
| 2 | <p>Diversity and inclusion: please outline your experience with or plans to, involve and engage young people who may not normally have the opportunity to engage in environmental activities</p> <p>(Maximum 400 words)</p>   |

### Contract management

|   |  |
|---|--|
| 3 | <p>How will you manage this project? Please include:</p> <ul style="list-style-type: none"> <li>a. management structure and responsibilities</li> <li>b. contracts with Local Delivery Partners</li> <li>c. revised aims and outcomes for the project</li> <li>d. timescales</li> </ul> <p>(Maximum 2,000 words)</p> |
| 4 | <p>Please outline your organisation's experience of recruiting and engaging with local delivery partners</p>   |
| 5 | <p>Please explain your plans to evaluate the project, including detail on whether evaluation will be undertaken internally or contracted to an evaluation expert</p>   |
| 6 | <p>Please provide a detailed budget for the project</p>  |
| 7 | <p>Please explain why you are passionate about delivering this project</p> <p>(Maximum 200 words)</p>  |

### Supporting information to be supplied with your application

|    |  |
|----|--|
| 8  | <p>Please provide a specific case study or example of how your organisation has worked to empower a young person to make change or learn new skills</p>                      |
| 9  | <p>Please provide a copy of your organisation's governing document</p>   |
| 10 | <p>Please provide copies of your safeguarding, data use and any other policies which reflect your organisation's approach and understanding of working with young people</p> |



|    |  |
|----|--|
| 11 | Please provide a copy of your latest audited accounts and give a summary of your organisation's financial health |
|----|--|

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Your presentation should clearly explain your vision for managing the Eco Talent project, including relevant experience, any challenges and how you would overcome them.

A maximum of four members from the proposed management and delivery team may attend the interview. The interview may last up to one hour. The question and answer session will be used to supplement the presentation and written application and clarify any issues arising out of the application.



## **Our Bright Future Background Information**

Our Bright Future is an ambitious and innovative partnership led by The Wildlife Trusts which brings together the youth and environmental sectors. This £33 million programme funded by the National Lottery Community Fund is formed of 31 projects across the UK. Each of the 31 projects in the Our Bright Future portfolio is managed and run by different specialist agencies or organisations. Each project is helping young people aged 11-24 gain vital skills and experience and improve their wellbeing. At the same time, they act as catalysts for delivering change for their local environment and community; whilst contributing to a greener economy.

The projects are hugely diverse and address multiple issues and challenges faced by young people. There is one theme that brings all the projects together: the focus on young people and the environment. Young people are developing knowledge, skills, resilience and confidence to increase their employability and wellbeing. At the same time, young people are supported so that they have influence in shaping their local environment. Our Bright Future is ambitious, and we are excited about what we can achieve together.

Our Bright Future is run by a partnership of organisations which is led by The Wildlife Trusts. The partnership has more than 40 years of combined experience in managing social and environmental grant programmes totalling nearly £300 million. It has a proven track record of empowering young people. Our partner organisations are the Centre for Sustainable Energy, The Conservation Volunteers, Field Studies Council, Yorkshire Dales Millennium Trust, Friends of the Earth and UpRising.

Representatives from each of these organisations, along with three young people make up the Our Bright Future Steering Group. The Steering Group is the primary leadership group for Our Bright Future, with responsibility for supporting The Wildlife Trusts in delivering the objectives of Our Bright Future, maximising its impact and ensuring a lasting legacy at a UK level.

### **Programme outcomes**

The programme has four outcomes against which it will be measured:

- Participation in the Our Bright Future programme has had positive impacts on young people equipping them with the skills, experience and confidence to lead environmental change
- The Our Bright Future programme has had positive impacts on the environment and local communities
- The Our Bright Future programme has influenced change and created a legacy
- The Our Bright Future programme utilises an effective partnership working and a youth-led approach, leading to stronger outcomes for young people and the environment

### **Youth Forum**

The Youth Forum is made up of young people from each of the 31 Our Bright Future projects. It gives young people the opportunity to gain life skills and improve their CV along with the chance to join the Our Bright Future Steering Group or Evaluation



Panel. The campaign 'It's #OurBrightFuture and we're #OwningIt' was designed by the Youth Forum who meet up annually to steer the direction of the programme. It is a great opportunity for them to meet other likeminded young people from across the UK and discuss their campaign plans and ideas.

### **Share Learn Improve (SLI)**

Share Learn Improve (SLI) facilitates knowledge sharing and learning to develop best practice and add value to the delivery of Our Bright Future. SLI is an integral element of the programme and ensures that all 31 projects can share best practice and learning through a continuously evolving process drawing on input from individual projects, evaluation findings, horizon scanning and trend spotting across the whole programme. SLI is closely linked to the evaluation, policy and advocacy work and the youth function ensuring learning and best practice is shared to maximise the impact and achievements of the Our Bright Future programme.

Young people are encouraged to participate in SLI activities where relevant and will be involved in leading the sessions/activities that focus on developing young people and ensuring young people are at the heart of each project.

SLI is formed of these elements:

- Annual all-project seminar – *a two-day seminar held each calendar year for project and partner staff and Youth Forum members*
- Spring and autumn regional workshops
- The Green Room – an online community for Our Bright Future projects
- Project Support Network
- Webinars
- Good practice guides
- Project exchange visits

The themes and topics covered within SLI will continuously evolve throughout the life of the programme depending on wider programme and project requirements, changes to the external context and emerging trends

Projects also have access to a Central Travel Fund to help with the travel costs of attending SLI events; project can apply for a maximum of £300 per calendar year.

### **Timescales and key events**

#### **2019**

| <b>Date</b>       | <b>Milestone/event</b>                        |
|-------------------|---|
| 19 & 20 June      | All-project seminar in Belfast                |
| 05 July           | Deadline for quarterly report submission      |
| 15 July           | Deadline for advance revenue claim submission |
| September/October | Share Learn Improve autumn workshops          |
| 09 October        | Deadline for quarterly report submission      |
| 18 October        | Deadline for advance revenue claim submission |

## 2020

| Date              | Milestone/event   |
|-------------------|---|
| 10 January        | Deadline for quarterly report and end of year report submission                             |
| 17 January        | Deadline for advance revenue claim, annual asset confirmation and revised budget submission |
| February          | Youth Forum meeting   |
| February/March    | Share Learn Improve spring workshops  |
| March (tbc)       | Parliamentary event in devolved country   |
| 08 April          | Deadline for quarterly report submission  |
| 17 April          | Deadline for advance revenue claim submission   |
| June              | All-project seminar in the Midlands   |
| 08 July           | Deadline for quarterly report submission  |
| 17 July           | Deadline for advance revenue claim submission   |
| September/October | Share Learn Improve autumn workshops  |
| 07 October        | Deadline for quarterly report submission  |
| 16 October        | Deadline for advance revenue claim submission   |

## 2021

| Date        | Milestone/event   |
|-------------|---|
| January     | Deadline for quarterly report and end of year report submission                             |
| January     | Deadline for advance revenue claim, annual asset confirmation and revised budget submission |
| March (tbc) | Parliamentary event in devolved country   |
| April       | Deadline for quarterly report submission  |
| April       | Deadline for advance revenue claim submission   |
| June        | All project activity complete and final reports submitted                                   |