

OPPORTUNITIES FIFE PARTNERSHIP

FIFE EMPLOYABILITY PATHWAY: CHALLENGE FUND FRAMEWORK 2019 – 2022

JULY 2018

1.0 INTRODUCTION

- 1.1 This Challenge Fund framework sets out the Opportunities Fife Partnership (OFP) intentions for investment in employability and skills provision between 2019 and 2022. It is intended to provide the framework for all funding within the control of the Partnership to ensure that all investment is aligned with activity on the Fife Employability Pathway.
- 1.2 The Opportunities Fife Partnership (OFP) is responsible for delivering aspects of the “Inclusive Growth and Jobs” priority within Fife Partnership’s Local Outcome Agreement (LOIP); “A Plan for Fife”. The OFP is a strategic decision making partnership reporting directly to the Fife Partnership.
- 1.3 After a strategic review of the OFP between August and December 2017, undertaken by Professor Alan McGregor from University of Glasgow’s Training and Employability Research Unit, a strategic plan has been developed outlining the OFP’s new Mission and a set of five key outcomes that will drive our activities for the new funding period.
- 1.4 The OFP’s Mission is:
- “To influence and drive innovative approaches to skills and employability services that reflect the current and future needs of individuals and employers.”***
- 1.4 This document sets out the priorities for employability and skills activities that the OFP will fund during the period 2019-2022
- 1.5 This Challenge Fund Framework provides:
- A brief outline of the current policy context in which we are developing, new, relevant and targeted interventions (Section 2)
 - An overview of the impact made, so far, by the 2015-2018 Employability Pathway (Section 3)
 - The OFP’s Strategic Priorities and Challenge Fund principles for 2019 - 22 (Section 4)
 - A summary of the key delivery requirements the OFP requires providers to implement (Section 5)
 - An overview of the funding for the 2019-2022 period (Section 6)
 - A timetable and process for running the Challenge Fund for Employability Pathway Provision, commencing in April 2019. (Section 7)

2.0 CONTEXT

2.1 National Drivers:

- With the publication of **Scotland's Economic Strategy in 2015**, a much stronger and more explicit focus on inclusive growth emerged. Employment and skills interventions are two of the key ways in which inclusive growth is delivered. It is the OFP's intention that smartly designed skills and training interventions will promote growth and inclusivity simultaneously.
- The UK's national employment programmes are no longer delivered in Scotland. From April 2018, the new Scottish devolved employment service, **Fair Start Scotland**, commenced. The focus of the new programme is on those further from the labour market, with a strong emphasis on people with disability and health issues. Although Fair Start is not a mandated programme, it will not necessarily be easier for local employability delivery to link in to the new National service. Clients exiting Fair Start Scotland, will be able to access Employability Pathway provision as part of their progression plan, therefore strong referral links must be established with the delivery provider (Start Scotland), however, participants on one programme **will not be eligible for ESIF funded provision** until they complete Fair Start.
- The impact of Brexit will mean the end of European Social Fund allocation for Employability programmes post-2022. Although the current UK Government has committed to the development of a "Shared Prosperity Fund" as an alternative funding source, it is unclear what eligibility conditions will be attached to this fund or the scale of investment that will be available for future programmes.

2.2 Local Drivers:

- **Fife's Economic Strategy 2017-2027**, published in 2017, is nested within Scotland's Economic Strategy, and so inclusive growth features strongly as one of the key priorities, with an expectation that the Opportunities Fife Partnership will be the key Partner in driving this forward.
- The Community Planning Partnership's Local Outcome Agreement (LOIP), **"A Plan for Fife 2017-2027"**, which has been in consultation since October 2017 outlines four key priority areas, of which the OFP will have responsibility for delivering activities supporting "Inclusive Growth and Jobs"
- The second major strand of the Scottish Government's approach to employability is to achieve greater alignment and integration of employability services with key complementary services, such as health. Alongside this, findings of local research¹ into the links between health inequalities and employability outcomes has provided fresh impetus and additional scope for local employability partnerships to make a significant contribution to joining up services at the local level. These research reports alongside **"Delivering Differently: wellbeing and work - Fife"**, have already identified key recommendations to help us better align health and employability provision in Fife.

¹ Connections, Joan Riddell, 2017 and the Confidence to Move Forward, Peer Research programme, June 2018.

3.0 FIFE EMPLOYABILITY PATHWAY 2015 – 2018

- 3.1 The current Fife Employability Pathway consists of eight programmes that are delivered by a range of service providers, working to support key target client groups, as identified prior to commissioning in 2015, for the period April 2015 – March 2018.
- 3.2 The current providers have supported over 7000 beneficiaries, all with multiple barriers to employment, many with chaotic lifestyles and many from the most disadvantaged areas in Fife. Of these, over 2700 have accessed employment, **meaning that 36% of those supported have gone into work, since April 2015**. This is a significant achievement by the delivery partners and **is a 12% improvement on the employment outcomes from the previous Pathway programme**.
- Services of **unemployed adults with multiple barriers to employment** – are delivered in 3 distinct programmes; through a consortium of eight third sector providers, by Fife Council's internal team and by a third sector partner delivering localised services in the Lochgelly/Cowdenbeath area specifically. Up to 31/03/18, these three programmes registered: 5769 beneficiaries with 2256 accessing employment, meaning **40%** of the people supported by these providers accessed work.
 - Specialist provision for **those with Health and Disability Issues** – is delivered through 3 programmes; a third sector led programme supporting those with a range of health or disability issues; an NHS Fife and third sector partnership delivering support for those with severe and enduring mental health issues; and Fife Council's Supported Employment team. Up to 31/03/18, these three programmes registered: 575 beneficiaries with **53%** accessing employment.
 - Programmes to support young people are delivered through a partnership of Fife Council and third sector partners and offer a range of programmes to meet the needs of **young people (16-19) who have left school to a negative destination**, or who have fallen out of a positive destination after their transition. Up to 31/03/18, this partnership has supported 913 young people, with 384 accessing a positive destination, meaning that **42%** of those supported have accessed College or entered employment.
 - Additional provision is delivered by a third sector partners to support **lone parents** in particularly disadvantaged areas in Fife. This partnership has supported 415 lone parents with **19%** accessing a positive destination, such as accessing College or accessing employment.

4.0 STRATEGIC PRIORITIES

4.1 The OFP's strategic outcomes and objectives for 2019-22 are captured in the diagram below:



4.2 In line with the strategic outcomes and objectives outlined above, the following principles have been identified by the Opportunities Fife Partnership as essential to for the effective delivery of the Fife Employability Pathway.

Programme delivery must:

- Put each beneficiary at the heart of delivery. Tailoring support that meets their needs, builds resilience and aspiration as well as concentrating on removing barriers
- Take a human rights based approach² to service design and delivery using the key principles of PANEL: Participation, Accountability, Non-discrimination and equality, Empowerment and Legality
- Include training on the beneficiaries' individual rights and legal entitlements in the context of employment and the Equality Act 2010, include information on how to access support on these issues
- Use a recognised tool or tools to measure "distance travelled" which allow the beneficiary to control their own journey, understanding that beneficiaries may regress as well as progress during the course of their journey.
- Be aimed at those with multiple barriers to accessing or progressing in employment; including those experiencing "in-work" poverty
- Be focused on engaging people in their local communities. Particularly (but not exclusive to) communities in "mid-Fife" (see map below on page 6)
- Be located within Fife's most deprived communities and should be configured around the needs of the beneficiaries rather than the provider
- Include an aspect of "travel training", that empowers beneficiaries to overcome (both physical and perceived) barriers to accessing opportunities out-with their local area and across the City Deal Regions (Edinburgh and South East Scotland & Tay Cities)
- Be designed to ensure delivery of successful, cost effective interventions. With larger projects that will deliver significant numbers of job outcomes and/or positive progressions based on contract targets
- Include provision of beneficiary tracking and appropriate aftercare support for a minimum of 12 months
- Adhere to the programme guidance and provide evidence that supports compliance. Any delivery partner(s) failing to maintain acceptable performance or compliance standards will be removed from the Employability Pathway and their funding withdrawn
- Fully utilise Partnership resources, such as: attendance and contribution to the annual Know Your Network Event; quarterly Employability Forum and to the Opportunities Fife Website, to advertise activities and promote the Partnership through the posting of regular good news stories upon request
- Support the regional improvement agenda, engaging with and supporting City Region Deal activity, where appropriate
- Provide additionality to existing provision available in Fife. Linking in to established and national provision and building progression routes into; Further/Higher Education, Modern, Foundation and Graduate Apprenticeships and to Employability Fund provision, as well as supporting access to employment.

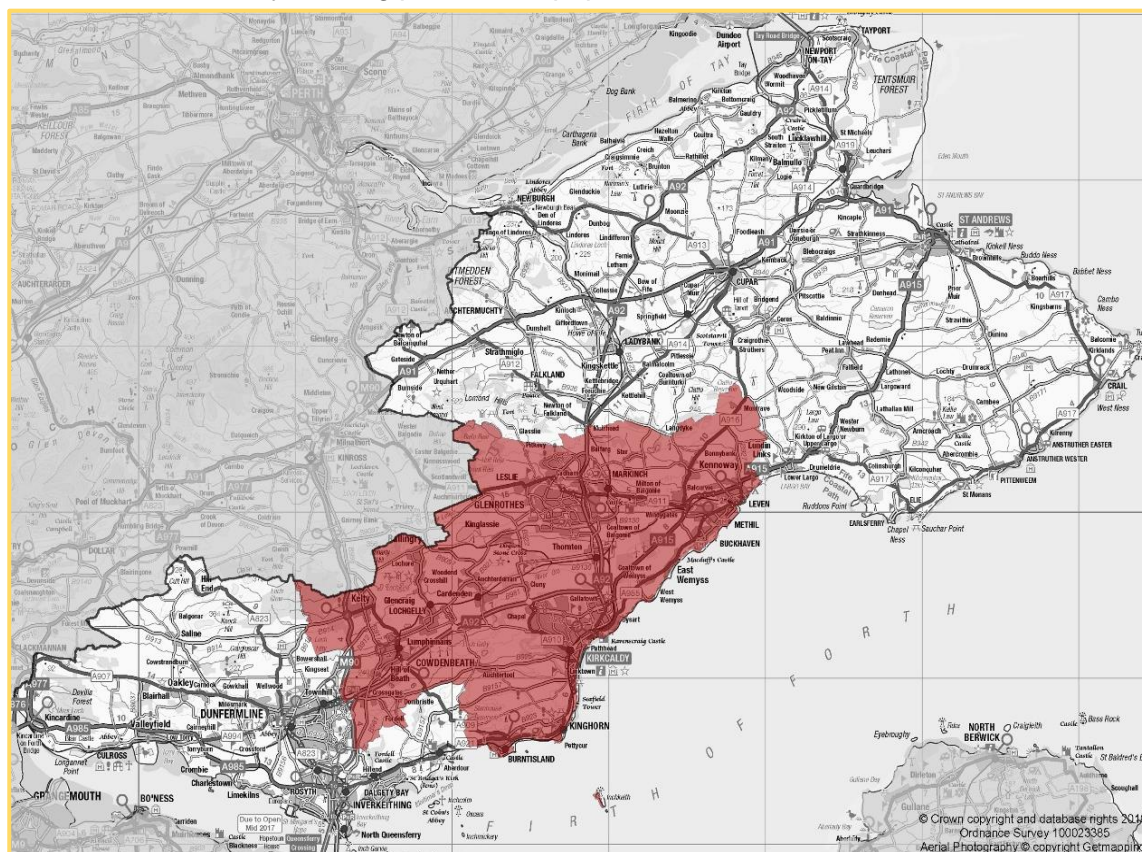
² <http://www.scottishhumanrights.com/>

4.3 The OFP's priorities for commissioning delivery activity in each of the outcome areas is highlighted below:

OUTCOME 1: Increased employment opportunities for Fife residents:	
Objective 1: Make it easier for unemployed people particularly from "mid-Fife" to access FE, training and jobs throughout the City Region	Objective 2: Achieve more joined-up employability support for individuals and families in "mid-Fife"

Both objectives 1 and 2 are key, cross cutting principles that should be evident in all activity that is commissioned through this Challenge Fund.

The “mid-Fife” area highlighted in red in the diagram below has been identified as an area for concern by the Plan for Fife. While figures for Fife, as a whole, suggest that the economy is tracking the rest of Scotland, locally there is a very mixed picture. For example the “Glenrothes and Mid Fife” parliamentary constituency area has the third highest level of unemployment in Scotland. Gross Value Added (GVA) in Fife, a measure of how well the economy is doing per head of population, is about a third lower than the rest of Scotland. This represents a very significant challenge and a potential lack of resilience to future issues.



It is essential that those submitting proposals provide a focus on “mid-Fife”: the area covering Cowdenbeath and Lochgelly, north through Kirkcaldy and Glenrothes and up to Methil, Buckhaven and Leven. Delivery partners must identify how they will engage beneficiaries locally and within these most disadvantaged communities. They will need to demonstrate how they will identify those who have not engaged with employability provision, but who would benefit from engagement, to signpost to additional services, but also to prepare for work.

Provision should include an aspect of “travel” training. Supporting beneficiaries to identify and access training, progression, further/higher education and job opportunities, where appropriate, out-with their local area. Empowering clients to access training and employment throughout Fife and the surrounding City Region Deal areas; such as Edinburgh and Dundee.

Potential cohort: Fife's Employability Pathway delivers services that support beneficiaries from all parts of Fife. The OFP understands that levels of deprivation and disadvantage exist in each part of Fife, not just in the mid-Fife area. It is the OFP's intention, however, that new delivery programmes target delivery locally within these areas and focus on engaging those who require employability support, but are not receiving it. It is expected that all beneficiaries who access support through new delivery programmes will be supported to travel and increase their capability and confidence to travel throughout and out-with Fife to access opportunities.

All cohort figures highlighted are nominal at this time and should be used as guidance when preparing a proposal.
The size/number of individual programmes commissioned will be based on the volume and scale of the proposals received.

Outcome 2: More people with employability issues in secure, healthy, paid employment:
Objective 3: Double the number of positive outcomes for people who are unemployed due to mental health issues.

Objective 3 is intrinsically linked to the recommendations outlined in "Delivering Differently - wellbeing and work in Fife", and the recent research commissioned by the Health and Wellbeing Alliance³.

It has been identified through the Partnership that a significant proportion (over 40%) of those out of work and claiming benefits do so, for a mental health or behavioural related reason. As a result, supporting those who have experienced mental ill-health is a key focus for the Employability Pathway.

The OFP intends to commission an increased level of employability provision for those who are unemployed due to long-term mental illness or whose experience of mental health issues is a significant barrier to them accessing work. These programmes will assess and consider each beneficiaries' abilities, supporting them to develop solutions to enter employment regardless of their mental health condition.

Feedback from those currently using services⁴ has identified that outcomes may be improved if provision included elements of peer support and peer-involving approaches in the delivery.

Evidence shows that both the models of supported employment and individual placement and support are most effective at working with people in this situation and the OFP expects provision to demonstrate their ability to apply these approaches in this context.

Potential Cohort: Providing support for approximately **600 beneficiaries between 2019 and 2022** with whom mental health is a significant (medium to high barrier to employment) and targeting access to healthy sustainable employment for over **55%** of beneficiaries engaged.

³ Connections, Joan Riddell, 2017 and the Confidence to Move Forward, Peer Research programme, June 2018.

⁴ Delivering Differently Workshop Report 2018 and Confidence to Move Forward 2018

Outcome 2:
More people with employability issues in secure, healthy, paid employment:
Objective 4:
Refocus employability support more on those with multiple barriers to employment

The OFP expects that the majority of Employability Pathway activity will be commissioned under Objective 4. Programmes will be commissioned that support adults (25 years & over) with multiple barriers to employment and/or progression in employment.

It is under this objective that the OFP would expect a number of proposals for delivery that will target:

1. Adults with multiple barriers to employment and/or progression, such as (but not limited to): long-term unemployment, low skilled, those with drug, alcohol or addiction problems, those with an offending background, ex-service personnel, those that have never worked.
2. Lone parents, particularly from Fife's most deprived areas
3. Pan-disability provision that address issues faced by those with long-term health conditions or disabilities, in line with the principles of supported employment.

As shown by “**Delivering Differently 2018**” people who experience mental health problems, but identify these as a “low to medium” barrier to work, cut across many or all of these groups. Those identifying mental health as a barrier to work currently account for approximately 23% of the beneficiaries that are supported on the Employability Pathway by the “non-disability specialist” employability provision.

As a result, **all delivery partners** must demonstrate that they can identify and assess each beneficiaries' mental health condition. They must assess how their mental health effects their journey to work, and demonstrate how they will help people to access the most relevant support, including any relevant adaptations, to their core service delivery.

As at Objective 3, feedback from those using services⁵ identified that outcomes may be improved going forward in new provision include elements of peer support and peer-involving approaches in their delivery.

Potential Cohort: The range of programmes will support approximately 6,500 beneficiaries between 2019 and 2022 and targeting access to healthy sustainable employment for over 40% of beneficiaries engaged.		
Adults: 3,500 - 4,500	Lone Parents: 400 – 600	Pan Disability: 1,000 – 2,000

⁵ Delivering Differently Workshop Report 2018 and Confidence to Move Forward 2018

<p>Outcome 3: Fife's youth employment rate exceeds the Scottish National Average</p>

<p>Objective 5: At least 95% of school leavers achieving a positive destination and are still in one 6 months after leaving</p>

The OFP are keen to support existing local and national activity, targeting successful progressions for young people (aged 16-24).

Under Objective 5, the OFP would expect to commission proposals supporting young people that:

- Have left school to a negative or unknown destination
- Have failed to sustain their initial positive transition into Education, Employment or Training
- Are in their final year of education, but are in danger of leaving to a negative destination
- Are no longer attending school by S4, to engage with SDS and support access to Career Management Skills input and to facilitate informed Career Planning
- Are care experienced
- Provide creative engagement strategies to deliver services for "Winter Leavers" who drop out of mainstream provision
- Demonstrate an awareness and propose strategies to tackle the disadvantages faced in the rural areas of Fife
- Link closely to SDS to ensure that all of the Partner resources are maximized and duplication of services is reduced

For this phase of the European programme, the eligibility of young people has been expanded to allow access to young people in their final year of education, who are in danger of leaving to a negative destination. This provides an opportunity to develop an earlier engagement and more effective hand over into employability provision instead of reliance on community engagement activity for those already in a negative destination.

Although provision for young people can include those currently in school, but in danger of leaving to a negative destination, it is indicated by Scottish Government that these young people would be in their final year of education. This change in eligibility criteria does not provide the opportunity to provide early interventions by engagement with young people further down the school or in transition from primary to secondary school.

It is expected that provision for young people will continue to conduct community outreach activity in order to establish contact with those whose destinations are unknown or who are currently not engaging. It is essential that new provision demonstrates effective links with SDS, Fife schools and Fife College to support them to achieve sustainable, positive destinations for every young person.

<p>Potential Cohort: The programmes will support approximately 1,000 – 1,200 beneficiaries between 2019 and 2022 and targeting access to positive destinations (such as further/higher education or healthy, sustainable employment) for over 45% of beneficiaries engaged (of which at least 15% should be into employment).</p>

Outcome 3: Fife's youth employment rate exceeds the Scottish National Average	
Objective 6: Achieve better joint working across DYW, education providers and employers so all pupils have more meaningful experience of the world of work.	Objective 7: Increase number of Apprenticeships: Modern, Foundation and Graduate Level, to close the gap with the Scottish Average

Objective's 6 and 7 relate to wider Partnership working and do not have a direct cohort attached to them for the ESIF Challenge Fund 2019-22.

Their focus is facilitating better, more co-ordinated engagement with education providers and the Regional Developing Young Workforce Board. Working more effectively through the Employer Engagement Delivery Group to ensure strong links are made with between delivery partners and businesses.

It is not expected that the OFP will receive proposals for, or commission activity with specific reference to achieving these objectives.

Outcome 4: Fife has a better qualified workforce with relevant skills for work
Objective 8: Enhance and increase skills and resilience of those already employed in low pay/low hours jobs to combat in-work poverty

Objective 8 provides the opportunity for the OFP to develop new provision that supports the fair-work agenda, the findings of research into health inequalities and employment and links to the changing economic climate. The focus is on supporting those who are in-work, but continue to face poverty and disadvantage due to low income/irregular contract employment.

The OFP will commission an in-work support service, specifically for those beneficiaries that have entered employment (often entry level) after successful engagement with Employability Pathway services.

Such a service would include core elements such as:

- Engage with and work with businesses to support beneficiaries as they enter employment
- Provide an ongoing period of aftercare for the beneficiary, to help build resilience against crisis and overcome chaotic situations, to ensure sustained, healthy employment and potential progression
- Provide different levels of intensity in the support based on the needs of the beneficiary and the business, once in employment
- Link effectively to the Employer Engagement Delivery Group to build relationships and to promote a consistent, joined up message to businesses

- Link effectively with specialist disability support for people in work including the new Health & Work Support, Fife Council's Supported Employment Service and others.
- Be informed by and work within the legal context of the Equality Act 2010 and all relevant employment legislation.
- Feedback on emerging training needs and future vacancy information to support the delivery partners to prepare clients accordingly.
- Providing support, signposting and access to training for those already employed, but still facing disadvantage and poverty.

It is not intended that the service will actively look to recruit employed beneficiaries, who had not accessed employment/been referred from within the Pathway. The OFP does recognise, however, that some additional employed beneficiaries will be encountered while working with businesses who have recruited an employee from the Employability Pathway. In these cases support should be made available, where possible to support the business to grow and to support the beneficiary out of poverty.

Potential Cohort: The programmes will support approximately **3,000 beneficiaries in employment between 2019 and 2022**. Not all clients who access employment from the Employability Pathway will require in-work support, but it should be available to all those progressing.

Outcome 5: Fife's key sectors are better supported in terms of skills and employment	
Objective 9: Achieve greater participation and higher attainment rates in STEM subjects; promoting diversity and access to improved skills	Objective 10: Increase support for developing skills pathways in key sectors to enable more progression into higher skilled jobs

Objective's 9 and 10 also relate more to wider Partnership working. Facilitating better, more co-ordinated engagement with education providers and businesses specifically around the STEM agenda and addressing gender inequality in key industry sectors such as engineering and care.

Working more effectively through the Employer Engagement Delivery Group to ensure strong links are made with between delivery partners and businesses and that the skills required for employment in our key sectors, such as: Construction & Engineering, Manufacturing, Health & Social Care, Hospitality & Tourism, Food and Drink Manufacture and IT are communicated back to education and training providers.

It is not expected that the OFP will commission activity with specific reference to achieving these objectives, The OFP, however, would not discourage potential delivery partners from submitting proposals for activity supporting objectives 9 and 10, should there be an innovative approach or idea that could contribute to the successful attainment of Outcome 5.

Any such proposal would have to demonstrate clear links to Fife's STEM strategy, the DYW Regional Board, and the Employer Engagement Delivery Group.

5.0 SERVICE DELIVERY

- 5.1 Following successful award of Challenge Fund contracts, delivery partners will be required to record all registration, progression and performance data within the Fife Online Referral Tracking (FORT) system.
- 5.2 Delivery partners will also be required to outline a profile of their proposed activity over the first 12 months. This profile will be uploaded to FORT in order to efficiently track each Partner's progress at any given time. These performance stats will form the basis of ongoing monitoring and evaluation meetings with the OFP Manager.
- 5.3 Service delivery will include on-going monitoring and reporting of progress, both through the statistical data uploaded to FORT and through qualitative reporting at scheduled meetings. This will allow the real-time evaluation of each project's current levels of achievement and facilitate any actions required to address any performance issues. The OFP Manager provides progress reports to the full OFP four times per year and updates to the OFP Executive when required. **These performance reports will be published so that all partners understand their own progress against performance profile, but also in relation to the other delivery partners.**
- 5.4 All provision is expected to demonstrate how it will work using a Human Rights-based Approach to service design and delivery using the key principles of PANEL: Participation, Accountability, Non-discrimination and equality, Empowerment and Legality⁶.
- 5.5 Service delivery should empower beneficiaries by building confidence and team working as well as developing employability skills and promoting job searching strategies. Provisions for tracking beneficiaries and a period of aftercare support must be included in all services to ensure that beneficiaries are supported to progress into; employment, better employment, education, mainstream training, or to engage with provision at a more advanced stage of the pathway.
- 5.6 Where appropriate, provision should include volunteering opportunities and work experience alongside employability and job search activities, to ensure beneficiaries have experience of the world of work.
- 5.7 Payment for service delivery will be made quarterly in arrears, after the receipt of relevant spend profile and the completion of satisfactory evidence and compliance checks of both financial and beneficiary information.
- 5.8 The Opportunities Fife Partnership intend to support service delivery for a three year period (April 2019 – March 2022), dependant on the annual review of service provider's performance. Although the OFP element of the programme budget can only be guaranteed for the first year, it is anticipated that funding will continue to be available until 2022 at a similar level.
- 5.9 All programmes that are successful in this Challenge Fund must commit to satisfying the Scottish Government and European Commission's publicity requirements and display the appropriate Logo on all materials. They must also operate under the banner of the Opportunities Fife Partnership and display the Opportunities Fife Partnership Logo on all materials.

⁶ <http://www.scottishhumanrights.com/>

- 5.10 The applications for this Challenge Fund will be assessed by a scoring team made up of OFP representatives. The scoring team's recommendations will be approved by the Opportunities Fife Partnership Executive Group.
- 5.11 The OFP are interested in receiving delivery proposals from partnerships and consortia although bids from single providers of an appropriate scale and with sufficient relevance to key priorities above will be taken into consideration. Proposals must be of a suitable scale, to deliver support for at least 100 beneficiaries per annum. Proposals will be scored based on a pre-agreed assessment criteria (example given in section 7.3), which will be circulated with the application template.

6.0 FUNDING

- 6.1 This Challenge Fund Framework is intended to guide the OFP's investment for European Structural and Investment Funds 2019-2022.
- 6.2 Fife's new Employability Pathway provision will be launched in April 2019, using OFP allocation and additional match identified by the successful delivery partners, to draw down the remaining ESIF allocation.
- 6.3 This Challenge Fund framework is based on the anticipation that the OFP's funding allocation will continue to be made available for 2020/21 and 2021/22 but this cannot be guaranteed at this time.
- 6.4 It is anticipated that the budget available over the period of the commissioning framework will be in the region of:

	Expected ESIF	Approx. OFP Contribution	Approx. Additional Match Required	Total
2019 – 20	£1,412.321.10	£784,622.83	£941,547.40	£3,138,491.33
2020 – 21	£1,412.321.10	£784,622.83	£941,547.40	£3,138,491.33
2021 - 22	£1,412.321.10	£784,622.83	£941,547.40	£3,138,491.33
TOTAL	£4,236,963.30	£2,353,868.50	£2,824,642.20	£9,415,474.00

- 6.5 All delivery partners are expected to commit up to 30% of the total project cost, as additional match. A letter outlining the source(s) of the external match funding will be required and an accompanying statement outlining what, if any, additional criteria is attached to that match funding. The letter must commit to at least the first year of funding and further letters will be required for each subsequent year of funding.
- 6.6 The European Commission have agreed an increased intervention rate of 45% for the 2019 – 2022 period.
- 6.7 Programme budgets will continue to be calculated using the existing "Direct Staff Cost + 15% or 40%" cost model. The total project budget is calculated from the actual salary costs of the eligible staff (including on-costs; NI and superannuation), plus an additional 15% or 40% depending on justification of additional costs.

- 6.8 This funding profile will be subject to change and its inclusion is intended to give an indication of the total project cost over three years. It is likely that year 1 and 2 will have a higher spend than year 3, to support the initiation of new programmes.
- 6.9 The OFP's allocation is not yet guaranteed and is agreed on a year to year basis. The approximate allocation is provided as an estimate.

7.0 CHALLENGE FUND PROCESS

- 7.1 This Challenge Fund Framework will be published in July 2018 and the following timescales will apply:

Activity	Timescale
Expressions of Interest Submitted, and a Challenge Fund Application Requested Expressions of interest should be submitted through Public Contracts Scotland: www.publiccontractsscotland.gov.uk	July 2018
Meetings with OFP Manager: Providers wishing to meet with, or submit questions to the OFP Manager will be able to do so, once their Challenge Fund Application has been issued. Meetings will be arranged as early as is convenient.	August 2018
Completed Challenge Fund Applications should be submitted to Julie Stark by email: Julie.stark@fife.gov.uk using a standard pro-forma which will be provided.	September 2018 *
Proposals will be assessed and scored	October 2018
Recommendations will be made to OFP Executive Group for approval	November 2018

* The deadline date for the return of completed applications will be given when application templates are issued.

- 7.2 Organisations wishing to bid for the delivery of one or more programmes will be invited to complete a Challenge Fund Application, for Employability Pathway Operation which will be issued to all those submitting expressions of interest.
- 7.3 Proposals will be assessed according to the following sample criteria. A full scoring matrix, will be provided to all those submitting expressions of interest.

Example Scoring Criteria	
Previous Experience	<ul style="list-style-type: none"> • Performance with similar beneficiary group • Compliance History • Evidence of delivery quality – such as Supported Employment Self-Assessment Framework or Individual Placement & Support Accreditation (for health and disability provision only)
Programme Delivery Details	<ul style="list-style-type: none"> • Target client group(s) • Delivery of a preventative approach • Provision of employability and job search activities • Travel training • Approach to developing emotional resilience and supporting those with mental health barriers to employment, no matter what level • Inclusion of legal information on people's rights and responsibilities in the workplace
Programme Management / Performance	<ul style="list-style-type: none"> • Number of registrations & Job outcome targets • Other positive outcomes and milestone targets • Approach to measuring distance travelled • Effective management arrangements in place • Appropriate systems for monitoring, tracking and delivering aftercare • Evidence of taking a human rights based approach to service design and delivery
Delivery Location	<ul style="list-style-type: none"> • Delivery in "Mid-Fife" area • Delivers localised services that are easily accessible • Delivery includes "travel training" to empower beneficiaries to be mobile
Project Staff	<ul style="list-style-type: none"> • Appropriate number of staff to deliver targets • Qualifications and experience with client group • Contingency Plans
Budget and match funding	
Added Value	<ul style="list-style-type: none"> • Links to other objectives in the OFP Strategy/ Plan 4 Fife