



Monitoring & Evaluation Tender

Introduction

Just Like Us is the LGBT+ young people's charity. Our mission is to support LGBT+ young people to thrive and each year we work with thousands of schools across the UK, to support them to become more LGBT+ inclusive places.

Our Pride Groups Programme will be funded by the National Lottery Community Fund (Bringing People Together) for a three-year period from 1st September 2023 to 31st August 2026. Our programme will grow from supporting just under 300 secondary schools to 1600 in that time.

This programme supports teachers and pupils at secondary schools in England & Wales to establish and successfully run their own Pride Group, a student-led LGBT+ and ally club, which aim to achieve the following top-level outcomes over a three-year period:

Outcome 1: LGBT+ young people are empowered to lead the change they want to see

Outcome 2: LGBT+ young people feel connected to a community

Outcome 3: LGBT+ and non-LGBT+ young people become allies

More information on the Pride Groups programme can be found [here](#).

External Monitoring and Evaluation

Just Like Us is looking to appoint a consultant to evidence the above three project outcomes. We would like the consultant to:

Phase 1: work with the Just Like Us Education team to review, update and co-produce a monitoring and evaluation framework to measure the above outcomes of the project over three years.

Phase 2: plan and carry out the monitoring activity developed in the agreed framework; this may include fieldwork and the gathering of primary data in schools.

Phase 3: support the Just Like Us Education Team by presenting on findings so far and any challenges identified at termly Project Working Group meetings (1 hour per term) and support the annual evaluation report.

Phase 4: conduct an overall evaluation of the Pride Groups programme at the end of the project and produce a report evaluating achievement of the outcomes over the three years of the project.

We expect the reports to be produced in a range of formats suitable for us to share with the following audiences and stakeholders:

- Our internal use
- Our project funders
- Other charitable organisations and groups working in the education and LGBT+ sectors
- Statutory organisations and agencies

Resources

Our total budget for this contract, including all expenses is £45,000 inclusive of VAT over three years. The value is evenly weighted across the three years (£15,000 per annum).

The successful bidder will be expected to work with the Just Like Us Education Team and will have access to existing evaluation tools and analysis of the programmes in its current iteration. The consultant's direct point of contact and relationship holder will be the Just Like Us Director of Programmes.

Our staff team are available to evaluators throughout the contract, to share updates and data, as required to enable the consultant to support the monitoring and evaluation of the project.

Our project proposal is available to potential bidders on completion of a NDA. Please email info@justlikeus.org for this and if you have any questions.

Application Process

Please submit a proposal consisting of an overview of methodology and timeline, which clearly outlines how you would meet our requirements. This should consist of no more than 10 pages of A4 (minimum font 11 points). In addition, please provide CVs and any other relevant information in the appendices of your proposal. The appendices do not count towards the 10 page limit.

As a minimum, the following elements should be included in your proposal:

- Details of the proposed methodology
- A brief overview of your organisation's relevant experience, including examples of similar research or evaluation projects you have delivered and two references from customers.

- Details of the team working on this project, including their roles and relevant experience
- Arrangements for project managing the research, and quality assuring the deliverables.
- Timetable for delivery
- A breakdown of costs for undertaking the research, including a breakdown of time and costs per activity showing the split of active fieldwork, data collection and report writing.
- Your approach to the security of data and compliance with GDPR
- Details of the organisation's good financial standing e.g. revenue and profitability for last three years
- Details of the organisation's approach to DEI and LGBT+ inclusion specifically
- Applicable confidentiality and IT security / disaster recovery arrangements
- Anonymised example of an evaluation report or similar piece of work carried out for another client
- Approach to client relationship management and complaints handling
- A minimum of two references

The successful organisation/individual(s) will need to have an enhanced DBS check.

We would expect the successful tender to include details on how you would engage the following stakeholder groups as part of your work:

- LGBT+ students
- Non-LGBT+ students
- Teachers
- Senior Leadership (schools)
- Wider school community

Proposals should be emailed to info@justlikeus.org. The **deadline is 11:59pm on Wednesday 13th September 2023**. Shortlisted applicants will be invited to an online interview on the **26th September**.

Legal notices

This tender and any of the information presented in or accompanying it does not constitute an offer or invitation on the part of JLU (or any other person) to enter into a contract. Any successful provider shall be required to enter into a contract acknowledging that it has not relied on, or been induced to enter into such an agreement by, any representation, warranty, assurance or undertaking save as expressly set out in that contract.

While this tender has been prepared in good faith, no representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability is or will be accepted by JLU or by any of its officers, employees or agents in relation to the adequacy, accuracy, completeness or reasonableness of this tender, or of any other information (whether written or oral), notice or document supplied or otherwise made available to candidates or their advisers in connection with this tender. All and any such responsibility and liability is expressly disclaimed. This ITT does not exclude any liability for, or remedy in respect of, fraudulent misrepresentation.

JLU will not in any circumstances be liable for any tender costs, expenditure, work or effort incurred by a candidate in carrying out enquiries in relation to, proceeding with, or participating in, this procurement, including if the procurement process is terminated or amended by JLU.

All intellectual property rights in this tender and all materials provided by JLU or its professional advisors in connection with this tender are and shall remain the property of JLU and/or its professional advisors.

Candidates and JLU shall, at their own expense, ensure that they severally comply with the requirements of all legislation and regulatory requirements in force from time to

time in relation to the use of personal data that is disclosed in, or pursuant to this tender.

JLU reserves the right to:

- (a) waive or change the requirements of this tender from time to time without giving candidates prior (or any) notice;
- (b) seek clarification or documents in respect of a candidate's submission;
- (c) disqualify any candidate that does not submit a compliant tender in accordance with the instructions in this tender;
- (d) disqualify any candidate that is guilty of serious misrepresentation in relation to the tender process;
- (e) exclude any candidates from the tender process who have been found to be in breach of confidentiality undertakings under the NDA, intellectual property rights or data protection obligations, and may pursue any remedy or take any other action for breach as it considers appropriate;
- (f) withdraw this tender at any time, or to re-invite tenders on the same or any alternative basis;
- (g) choose not to award any contract as a result of the current procurement process; and
- (h) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.