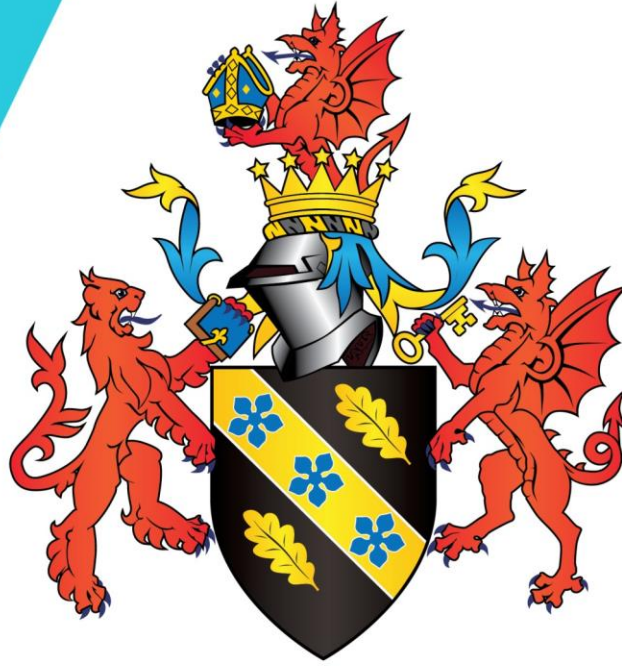




FEE PROPOSAL AN EVALUATION OF:

'xxxxxxx: Xxxx'
Xxxx

June xxxxxx

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EXECUTIVE SUMMARY

This proposal is being submitted by the University of Wales Trinity Saint David (UWTSD) Discipline of Social Policy and Xxxx and Community (SPYC). Xxxx xxxx can be assured of research excellence from a dynamic project team with a proven track record of commitment to and expertise in the principles and practice of Social Inclusion, Social Justice and Community Development.

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The Xxxx has been awarded to Xxxx Xxxx by the Xxxx; the aim of the project is to address "the Independent Commission's report Time for a Fresh Start on the response to xxxx xxxx and antisocial behaviour in England and Wales".

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This evaluation will help support Xxxx's commitment to the project which is to "respond to the current landscape of xxxx people and xxxx through developing a platform for the voice of both xxxxs and perpetrators of xxxx. With the ultimate outcome to consider ways of raising awareness with xxxx people wherever they reside". The team is confident that it can deliver a high quality evaluation report of the proposed project which will inform Xxxx Xxxx in this crucial area.



INTRODUCTION

This proposal is being submitted by The University of Wales Trinity Saint David (UWTSD) Discipline of Social Policy and [Xxxx](#) and Community (SPYC)). The University of Wales Trinity Saint David came into existence initially through the merger of Trinity University College and the University of Wales Lampeter and latterly through the subsequent merger of the University with Swansea Metropolitan University, Coleg Sir Gâr and the University of Wales

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This new University was formed to serve the needs of communities in South West Wales within an international context. Within a Welsh context, the University plays a distinctive role since its mission, educational character and academic portfolio attests to TSD's strategic importance at national level in furthering bilingualism and supporting the enhancement of the Welsh language and culture.

The University promotes excellence in research, scholarship, learning and teaching, through which it makes a considerable investment in the knowledge economy and social innovation. It supports economic growth, social and cultural development as well as the development of communities in its immediate environs to widen access and participation in higher education.



The Discipline of Social Policy and Xxxx and Community Work

"Nurturing Quality and Diversity"

The Discipline has a range of innovative programmes with enthusiastic and supportive staff who offer students a valuable experience in terms of academic work and pastoral care. The Discipline encourages its students to celebrate the academic challenge and the vocational elements that together provide them with opportunities to prepare for a graduate career where they can make a significant contribution to the sustainability of their communities.

Project Outline

For the purpose of this project the School of Social Justice and Inclusion will utilise the experience of two senior academics, Dr Caroline Lohmann-Hancock, Dr. Nichola Welton, and a Graduate Student Researcher who will also assist in the project; cover teaching load for senior academics as required. The core team can all evidence links to involvement with research, practice, lecturing, assessing and projects. CVs of the main project team are available upon request.

UNDERSTANDING THE BRIEF

Here is the brief

An opportunity has arisen for us to work with Xxxx from August xxxx on the design and implementation of a xxx across the region.

We need an independent partner to :

- evaluate any good practice and lessons learned from other xxxx force literature
- attend up to 4 co-design sessions with stakeholders,
- advise on survey designs
- assist with data analysis and report writing.
- There is also a conference in March that we would like the partner to attend.

In our tender we promised to:

-work with Trinity St Davids to assimilate lessons learned and good practice from similar projects within the Xxxx

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To: Caroline Lohmann-Hancock <C.Lohmann-hancock@uwtsd.ac.uk> ¶
Subject: Youth Engagement Project with Dyfed Powys Police ¶
¶
Dear Caroline, ¶
¶

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¶
Mon 9/9/2019 1:11 PM ¶
¶
Attend the focus groups and make notes on the topics/ subjects that need to be covered in the sessions. We will facilitate the sessions ¶
Draft the questions and activities for the survey and sessions (in partnership with us). We will format the survey and session activity materials and roll out the sessions ¶
(you don't need to attend the rolled out sessions, but you can if you wish to make a comment on the quality of the sessions) ¶
We will collate the data from each session/survey and pass it to you ¶
Draft the report and recommendations to the Police and Crime Commissioner (in partnership with us) ¶
Attend the conference and present a short overview of your findings ¶
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-Each child or xxxx person is asked to provide appropriate feedback that is collated for an independent report from Trinity College

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Enabling XXXX to influence decision making through consultation

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In the first month we will hold small initial forum sessions throughout Xxxx that engage the following groups with the process and involve them with the co-production of materials for the project.

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- 21 current forum members
- the xxxx and sector representatives/stakeholders
- Trinity St David University (to provide best practice and research elements)

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Gaining a better understanding of xxxx and xxxx profiles

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HC will work with Trinity College to:

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- Co-design forum sessions and online consultations (with existing forum members)
- Collect and analyse suitable data that informs the further understanding of the factors that influence risk of offending/repeat offending/risk of being a xxxx for CXXXX
- Present analysed data at the conference
- Produce a final report as specified

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- DPA agreements will be in place with the xxxx, Trinity College and other partners.

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- Arrange initial co-production meetings with project xxxx, existing XXXX forum members and Trinity College to identify key questions/subject areas that the project should address and discuss good practice lesson learned from other published Xxxx XXXX studies. Existing Xxxx Staff will be available for this action to ensure the project does not lag due to recruitment.

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- Design online consultation and resources for all activities (age – appropriate) as well as examination of [xxxx](#) and [xxxx](#) profiles in partnership with [xxxx](#) and Trinity College Carmarthen
- Collation and analysis of consultation and forum data in partnership with [xxxx](#) and Trinity College Carmarthen.

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- Preparation of final presentation of findings

[XXXX's Previous Projects Delivered and Working within the \[Xxxx\]\(#\) and \[Xxxx\]\(#\) Landscape](#)

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A number of areas for [Xxxx](#) to consider in relation to building upon a range of [xxxx](#) engagements including 3 [Xxxx](#) Projects for vulnerable 16-24 year olds (including [xxxxs](#)) in [Xxxx](#) and [Xxxx](#); the [Xxxx](#) Project, Safe and Sound and [XXXX](#) and [XXXXVA](#); all these projects offer effective training and support for staff working with [xxxx](#) people and the [xxxx](#) people themselves. A number of key areas which will require evaluation.

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We recognise that the purpose of the brief is to 1) To assist in the development of engagement tools/data collection activities, 2) [monitoring](#) and evaluation of the [Xxxx](#) and 3) to undertake a [formal end of project academic evaluation](#). Furthermore, the brief also requires the evaluator to examine how well the project has addressed equality issues. Upon reading the brief, it is understood that the initial input is as follows:

- To provide input and feedback on the engagement tools/data collection activities which respond to the needs of the cohort, as designed by [Xxxx Xxxx](#), this will involve the following:
 - Attend [Xxxx](#) Forum focus groups x 4 to identify key topics / subject areas pertinent to [xxxx](#) people ([Xxxx Xxxx](#) to facilitate sessions).

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- o Assist [Xxxx Xxxx](#) in the development of questions based on [Xxxx](#) Forum Data to inform activities for sessions and survey tool.

Analysis of data collected by [Xxxx Xxxx](#) from roll out of sessions, which will involve:

- o Analysis of data from activity sessions and surveys collected and collated by [Xxxx Xxxx](#).
- Draft a report and recommendations to the [Xxxx](#) and [Xxxx Xxxx](#) in partnership with [Xxxx Xxxx](#); which includes a short literature review on the subject and research area.
- Attend a [Xxxx](#) Conference organised by [Xxxx Xxxx](#) to present a short overview of findings.

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This will then feed into a final report which should include:

- An Executive Summary
- A Literature Review of original project specification; revised objectives, and all evaluation reports and supporting documents
- Methodology:
- Findings: anticipated successes; unexpected successes; challenges
- Summary of findings/key successes and challenges
- Learning from the project and recommendations

We recognise that the Project has the following key aim which is to:

'develop a [xxxx](#) engagement approach for the [Xxxx](#) and [Xxxx Xxxx](#) for [Xxxx](#)'.

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There are 4 Key Objectives and 4 Deliverables which are intrinsic to the project; the table below outlines the roles and responsibilities of [Xxxx](#) and UWTSD in this regard (Table 1).

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Table 1: Key Objectives and Deliverables

Key Objectives	Xxxx	UWTSD
1. To identify, engage and build relationships with key xxxx partners across Dyfed-Powys	To deliver this Key Objective	A scoping of project design and their operationalisation of the Key Objectives
2. To develop opportunities for more xxxx people to get involved and have their say on xxxx and xxxx in their communities, and engage with harder to reach groups	To deliver this Key Objective	To provide feedback on the engagement tools/data collection activities which respond to the needs of the cohort, as designed by xxxx xxxx
3. To enable xxxx people to influence and challenge the decision-making process	To deliver this Key Objective	To provide feedback on the engagement tools/data collection activities which respond to the needs of the cohort, as designed by xxxx xxxx
4. To gain a better understanding of xxxx and xxxx profiles and those xxxx people at risk without our communities with a view to break the cycle of offending behaviour.	To deliver this Key Objective	A brief review of current literature in the field linked to any relevant data outcomes from the project.
Deliverables	Xxxx	UWTSD
To work with the xxxx's existing xxxx engagement forum to boost recruitment by identifying key partners	Key Responsibility xxxx	N/A
To plan, deliver and facilitate a series of xxxx engagement events, as well as other engagement methods to capture the honest views of diverse and harder to reach xxxx people across the region on xxxx and xxxx issues	Key Responsibility xxxx to deliver these sites of engagement	N/A
To organise and facilitate a xxxx Conference, the proposed date for this conference is the 2 nd March xxxx on the project's main findings	Key Responsibility xxxx to facilitate and organise proposed xxxx Conference.	UWTSD to present the a short overview of findings at this conference.
To produce a final report and presentation to the xxxx on the main findings , week commencing 9 March xxxx	To deliver the data, ensure access to data and activities and to give feedback on the draft report prior to submission.	To co-produce final report with the assistance of Trinity, including academic comments and findings on process, results, data analysis, lessons learned and recommendations from Trinity.

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In view of the above, the purpose of SPYC is to act in a consultancy and advisory role in order to support the development of the engagement/data collection activities which will include:

- Analysis of data from activity sessions and surveys collected and collated by Xxxx Xxxx.
- Draft a report and recommendations to the Xxxx and Xxxx Xxxx in partnership with Xxxx Xxxx; which includes a short literature review on the subject and research area.

PROPOSED EVALUATION FRAMEWORK

We recognise that the Xxxx(Xxxx) will be designing innovative engagement and data collection/monitoring tools/activities. Furthermore, we recognise that the project will develop a database which will aim to capture not only outputs (numbers of schools visited, numbers of xxxx people a who engage with sessions), but also captures individual responses of 'hard to reach' groups through a variety of creative activities. UWTSDD role will be to evaluate and provide feedback on approaches used.

METHODOLOGY

Overview

Evaluation methods to be adopted would be:

- Desk based review of literature and current policy
- Participant observation to provide feedback on the engagement tools/data collection activities which respond to the needs of the cohort, as designed by Xxxx Xxxx
- Secondary data analyses of material collated by Xxxx Xxxx
- Presentation of analysis to Xxxx Conference in March xxxx
- Co-production of report with Xxxx

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Deleted: and in turn evaluate the project and deliver a final report which will consider how successfully the project's key aims have been achieved.¶

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Review of the Literature

A literature review will be conducted to identify the links between the project, current and emerging Welsh Government policies and current theoretical positions. As a higher education institute UWTSD has access to research literature and academic library facilities making it possible to utilise a range of current and historic documents and articles when compiling a desk/ literature review. This will facilitate the effective completion of an informed report.

Collation and recommendation

Ongoing dialogue will take place with client contacts and key staff working on the project. This will enable us to explore [Xxxx](#)'s development of data collection tools innovative tools.

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Welsh and English Language Requirements

The University of Wales Trinity Saint David is a sector leader in the provision of Welsh medium resources, having full support of translation facilities.

Ethical statement

In all respects, the research will comply with research protocols outlined in: British Sociological Association: Statement of Ethical Practice (BSA, 2017b) and Ethics Guidelines and British Sociological Association: Collated Resources for Digital Research (BSA, 2017a;), Durham University's Community-Based Participatory Research: A Guide to Ethical Principles and Practice (2012), the BERA Charter for Research Staff in Education (2012) and Ethical Guidelines for Educational Research (BERA 2011). All research undertaken by staff of UWTSD comply with current ethical standards, including: informed consent, anonymity, privacy, right to withdrawal, respect for the individual. Ethical approval will be sought from UWTSD ethics board.

Furthermore, the UWTSD is fully committed to the European Convention on Human Rights (ECHR) (1950) and benchmarks its programmes against respect for adults,



children and [xxxx](#) people. The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled. We fully endorse the challenges outlined by Iphofen (2011: 154) when he states that Ethical Review Committees:

... raised the dilemmas involved in ensuring that quality and independence, essential for good research, are balanced against the rights of, and obligations to, those being studies'.

The movement to acknowledge the tension between the desire to ensure quality and independence alongside balancing the rights and obligations to participants (Adler & Clark, 2011; Somekh & Lewin, 2005) expects, for example, that researchers ensure that all participants have informed consent.

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PRICE SCHEDULE AND TIMELINE

Price Schedule

	Academic Leads	Research Assistant
Inception meeting	0.5	0
Desk Research	0	1
Attend XXXX Forums	1	1
Assist with development of questions for activities & survey	1	
Analyse data (To be forwarded by XXXX in a timely and accessible format)	6	1
Report writing	1	0
Presentation for XXXX Engagement Conference	.5	
TOTAL DAYS	10	3

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Costings

	Academic Leads	Research Assistant	
Day Rate	£ ~~xxx~~	£ ~~xxx~~	
Total Number of Days	10	3	
Cost per person	£ ~~xxxx~~	£ ~~xxx~~	
Printing costs and Translation	£ ~~xxx~~		
Travel and subsistence Expenses	£ ~~xxx~~		
Consultancy Cost	£ ~~xxx~~		
VAT	£ ~~xxx,xxx~~		
Total Cost	£ ~~xxx,xx~~		

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Timetable of Activity

Timescale	Action
August - September xxxx	Inception meeting via skxxxx or F2F
September –November xxxx	Desktop research on current literature in the field of xxxx xxxx s of xxxx and xxxx xxxx s development and refinement engagement/data capture activities/tools
September xxxx	Attend Xxxx Forum focus groups x 4 to identify key topics / subject areas pertinent to xxxx people (Xxxx Xxxx to facilitate sessions).
September-October xxxx	Assist Xxxx Xxxx in the development of questions based on Xxxx Forum Data to inform activities for sessions and survey tool.
January xxxx	Analysis of data from activity sessions and surveys collected and collated by Xxxx Xxxx .
February xxxx	Present findings to inform the Xxxx Xxxx's report.
February xxxx	Produce the Final Draft findings and the Draft coproduced presentation ready for the conference in March xxxx .
2 March xxxx	Attend and present findings with Xxxx Xxxx at the Xxxx Conference on the 2 March xxxx
9 March xxxx	Submit final coproduced report in collaboration with Xxxx .

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COMPLIANCE

Professional Indemnity

The University of Wales Trinity Saint David carries £10 million of Professional Indemnity Insurance. A copy of the Insurance Policy document is available upon request.

Data Protection

The University of Wales Trinity Saint David is a data controller under the 1998 Data Protection Act. Its designated representative for the purposes of the Act is the Director of Resources and Operations. The University fully complies with the Data Protection Principles set out in the 1998 Act.

Third party and public liability insurance

The University of Wales Trinity Saint David carries £50 million of public liability Insurance. A copy of the Insurance Policy document is available upon request.

Employers liability insurance

The University of Wales Trinity Saint David carries £20 million of Employers liability Insurance. A copy of the Insurance Policy document is available upon request.



Code of practice for undertaking research

The University of Wales Trinity Saint David has an adopted DBS policy and procedure.
Copy available on request.

WELSH LANGUAGE

The team are able to offer a bilingual service.

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RISK ASSESSMENT

Risk	Impact	Probability	Existing Controls	Mitigating Action	Responsibility
Low number of xxxx people contacted/participate by Xxxx	Baseline data not complete	High	Xxxx has extensive contacts.	Tiered process of data collection.	Xxxx
Focus group and other engagement/data collection areas not identified	Data not gathered from all categories.	Low	Close co-operation with relevant staff to carefully identify category areas.	Reserve areas identified in case of problems	Xxxx
Key researcher staff within UWTSD leave	Contacts between researchers and communities broken.	Low	Large cohort of post graduate students to select from.	Work alongside stakeholders to bridge gaps.	UWTSD

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	Capacity within local teams diminished.				
Personnel risks	Risks to individual researchers when undertaking the work – travel, lone working etc.	Low	Lone working policy: University of Wales Trinity Saint David.	Tight project management.	Evaluation Team from UWTSD
Data sensitivity and storage	Loss of potentially sensitive data	Low	Agreed protocols in hand to ensure that data is managed effectively.	Well established ICT protocols in place. All data backed up nightly.	Xxxx own Policy UWTSD own Policy
Financial risk exposure of the UWTSD Evaluation Team	Contractor not able to fulfil contract due to financial problems	Low	The proposal comes from a robust organisation University of Wales Trinity Saint David.	Tight project management.	UWTSD only in relation to sub-contract with Xxxx

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The University of Wales Trinity Saint David has a system of monitoring projects through the Research and Development Office. [Xxxx](#) from the RIES Office is the contact person for this proposal.

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1. GRIEVANCE

Any grievance relating to this project should in the first instance be referred to the Project manager: Dr Caroline Lohmann-[Hancock](#). Any subsequent issues will be addressed in line with the University's Grievance Policy a copy of which is available upon request.

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INVOICING

By end of March [xxxx](#)

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CONTRACT

This fee submission is based on our understanding of the client's requirements as derived from our reading of the brief. We accept that given the brief provided and following further instructions from the client, some revisions may be necessary.

UNDERTAKING

Please accept this undertaking as confirmation that the fee proposal of £[xxx.xx](#) (inclusive of VAT) included herein is a genuine expression of interest in undertaking the project detailed in the brief.

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This fee submission is valid for a period of one month from the date of submission.



REFERENCES

- BERA (2017) *Ethical Guidelines for Educational Research*
- BERA (2012) *BERA Charter for Research Staff in Education*,
- BSA (2017b) *British Sociological Association: Statement of Ethical Practice*, Durham: BSA.
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- Clark R & Adler E (2004) *An Invitation to Social Research: How's It's Done*, Stamford, CT: Cengage Learning.
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