

Commissioning Specification

Embedding 'Prevent' Expertise Across Greater Manchester

Expressions of Interest are invited from potential Delivery Agents to undertake the commissioned activity detailed above.

1. Introduction

The 'Prevent' Programme is designed to achieve the following objectives:

- Challenge violent extremist ideology and support mainstream voices
- Disrupt those who promote violent extremism and support institutions where they may be active
- Support individuals who are being targeted and recruited to the cause of violent extremism
- Increase the resilience of communities to violent extremism
- Effectively address grievances, both perceived and real, which are exploited by extremist ideologues
- Develop 'Prevent'-related research and analysis
- Improve strategic communications

Across Greater Manchester, as part of the push to mainstream 'Prevent' into core partnership business, it has been identified that there is a critical need to ensure that certain key staff are equipped with advanced knowledge and skills around the 'Prevent' programme in order to facilitate effective decision-making and long-term strategic planning. (The key staff in question include senior officers from the ten AGMA local authorities, Greater Manchester Police and Greater Manchester Fire and Rescues Service).

To this end, the Association of Greater Manchester Authorities, AGMA, is seeking to commission the development and delivery of an enhanced level 'Prevent' training package, which will embed 'Prevent' related expertise across Greater Manchester .

The commissioned activity, as a minimum, will involve:

- The development of a bespoke training package covering:
 - 1. International extremism (primarily Al Qaeda inspired):**
 - History
 - Narrative
 - Movements
 - Effective Challenge
 - 2. Domestic Extremism (primarily Neo-Nazi / white supremacist)**
 - History
 - Key Organisations
 - Narrative
 - Effective Challenge
 - Signs and Symbols
 - 3. Assessing Vulnerability, Identifying Risk and Intervening Effectively / The drivers behind violent extremism.**
 - 4. The Role of the Internet**
 - Other miscellaneous issues

In addition, the commissioned activity is expected to achieve the following outputs during 2010-11:

- Delivery of the enhanced level training package over a period of 4 days to at least 5 cohorts (100 people). **N.B.** The four days of training for each cohort will need to be phased over a two month period, due to the nature, roles and availability of the participants. However, cohorts can be trained concurrently.
- Compilation of Quarterly Progress Reports for the AGMA PVE Coordinators' Group
- Production of a formal evaluation of the commissioned activity and the delivery of its key findings to the AGMA PVE Coordinators' Group and the AGMA Steering Group
- Provision of the training package in electronic format to the AGMA PVE Co-ordinators Group to enable future delivery at a local level

The underlying aim of the commissioned activity is to contribute to the achievement of targets under the following National Indicator:

- **NI 35 Building Resilience to Violent Extremism**

Expressions of Interest are therefore invited from potential Delivery Agents for

Embedding 'Prevent' Expertise Across Greater Manchester

N.B.

- **A maximum of £25,000 (exclusive of VAT)** has been allocated to this Commissioned Activity
- The Commissioned Activity must be completed by **31 March 2011**
- The intellectual property rights of all material, associated information and reports, specifically produced for, and resulting from, the delivery of this commissioned activity will belong to AGMA

Role of the Delivery Agent

The Delivery Agent selected to undertake the commissioned activity will be responsible for the following:

- Managing the development and delivery of the Enhanced Level Training Programme in its entirety
- Producing publicity material for dissemination by the AGMA PVE Coordinators' Group to raise awareness and ensure take-up of the Enhanced Level Training Programme
- Designing, producing and delivering an appropriate programme of training in order to equip individuals from partnership organisations with advanced knowledge and skills around the 'Prevent' programme
- Providing a point of contact for trainees and other interested parties
- Dealing with all queries, enquiries and correspondence relating to the Enhanced Level Training Programme
- Maintaining adequate records for each training course delivered and for each trainee participating in the programme
- Collating relevant information and presenting it in the form of Quarterly Progress Reports to the AGMA PVE Coordinators' Group
- Completing a formal evaluation of the commissioned activity at the end of the programme and delivering its key findings to the AGMA PVE Coordinators' Group and the AGMA Steering Group
- Providing the training package in electronic format to the AGMA PVE Coordinators' Group

AGMA Support for the Selected Delivery Agent

AGMA will take responsibility for the following:

- Identifying staff to take part in the training and ensuring their participation
- Organising and paying for appropriate venues across Greater Manchester
- Providing / paying for resources, equipment and refreshments for participants at the training venues

Therefore, the selected Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme.

2. Programme Specification

Elements of the Activity to be Commissioned	Embedding 'Prevent' Expertise Across Greater Manchester
<p>ESTABLISHING, DELIVERING, MANAGING, MONITORING, AND EVALUATING AN ENHANCED LEVEL 'PREVENT' TRAINING PROGRAMME</p>	<p><i>The AGMA PVE Group has no wish to be prescriptive about the approach to delivering this activity and its content and scope. However, it is envisaged that potential Delivery Agents will address the following issues as a matter of course in formulating their Expressions of Interest:</i></p> <ul style="list-style-type: none"> • Details of the training that will be delivered within the Enhanced Level 'Prevent' Training Programme – nature, content, duration, learning objectives, anticipated learning outcomes, timetable etc • The information to be provided to the AGMA PVE Coordinators' Group for use in publicising the Enhanced Level 'Prevent' Training Programme to potential participants • The way in which a point of contact will be provided for trainees and potential participants throughout the operation of the Enhanced Level 'Prevent' Training Programme • Details of the documentation to be used in relation to the Enhanced Level 'Prevent' Training Programme – course details, timetables, attendance sheets, trainee records • Details of the trainers, who will deliver the courses within the overall Programme • The processes for dealing with enquiries, correspondence and the support staff involved • The nature of the overall records that will be kept in relation to the Enhanced Level 'Prevent' Training Programme • The type of information that will be collated for the Quarterly Progress Reports that will be submitted to the AGMA PVE Coordinators' Group • The nature, scope, timing and content of the formal evaluation that will be undertaken at the completion of the Enhanced Level 'Prevent' Training Programme

Duration of programme	The Commissioned Activity must be completed by 31 March 2011
Deadline for receipt of Expressions of Interest	Potential Delivery Agents are invited to submit Expressions of Interest for undertaking the Commissioned Activity by 1.00 pm, Wednesday, 30 June 2010
Fee Payable	A maximum of £25,000 (exclusive of VAT) has been allocated to this Commissioned Activity. (The Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme).
Intellectual Property Rights	The intellectual property rights of material, associated information and all reports <u>specifically produced for, and resulting from</u> , this Commissioned Activity will belong to AGMA

3. Further Information

In formulating Expressions of Interest, potential Delivery Agents should bear in mind that the AGMA Assessment Panel, which will consider their submissions, will expect to see the following detail:

- Measurable, quantifiable Outputs, which demonstrate the effectiveness, scope and scale of the work undertaken - i.e. number of hours of training offered, number of participants entering the training programme, number of participants completing the training programme, number of training hours completed
- A fully costed Expenditure Profile, which demonstrates value for money and effective use of financial resources. (The Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme).
- A work schedule, which shows clearly how the commissioned activity will be completed within the designated time scale. **N.B.** The four days of training for each cohort will need to be phased over a two month period, due to the nature, roles and availability of the participants. However, cohorts can be trained concurrently.
- Contingency plans / risk assessments to cover eventualities such as the departure or sickness of key staff during delivery of the commissioned activity
- Evidence that equality and diversity issues have been taken into account in planning the delivery of the commissioned activity

4. Deadline for Submission of Expressions of Interest

An electronic version of the Expression of Interest should be submitted on the template provided and e-mailed to:

denis.durnian@oldham.gov.uk

The Expression of Interest must be accompanied by summary C.V.s for the members of the proposed Delivery Team.

All Expressions of Interest must be received by **1.00 pm, Wednesday, 30 June 2010**. Submissions received after the stated deadline will not be considered.

All Expressions of Interest received from potential Delivery Agents within the stated deadline will be considered by an AGMA Assessment Panel, which will meet during the week commencing **5 July 2010**.

Applicants will be informed of the AGMA Assessment Panel's decisions within **7** days of the Panel meeting.

N.B.

The selected Delivery Agent will then be required to deliver a presentation to the AGMA PVE Coordinators' Group by no later than **31 August 2010**. The presentation will focus on the content and scope of the training programme and the aim of the session will be to ensure that the training programme will be suitable for delivery in the ten Greater Manchester local authority districts, bearing in mind the diverse nature and composition of those areas and their communities.