



The London Youth Involvement Project

Evaluation Brief

1). Introduction

1.1: Summary

Mentor UK is seeking a London-based evaluator or evaluation team to undertake the external evaluation of the London Youth Involvement Project (LYIP), for at least the first year of the project but with the opportunity to undertake the work over the full three-year period.

1.2: About the project

The London Youth Involvement Project (LYIP) will bring together a group of young people aged 12-15 from across London to volunteer as Youth Advisers to the capital's drug¹ misuse prevention sector, to ensure that all policy and practice relating to prevention work with young people in London is directly informed by the views and experiences of young people themselves. Mentor UK will provide the volunteer advisors with training and support to enable them to communicate their views to the development of policy in relation to young people and drugs, and to enable them to inform and consult other young people about drug prevention.

1.3: Project Aims & Objectives

Aims

The London Youth Involvement Project aims to:

1. Establish a volunteer network of young Londoners who can offer their views on:
 - a. Health and social issues relevant to drug prevention work with young Londoners;
 - b. The effectiveness and relevance to young Londoners of current drug prevention work;
 - c. Mentor UK's drug prevention projects.
2. Establish a good practice model for youth participation in the public and third sectors.

Objectives

1. Recruit and train 20 young people aged 12-15 across London as Youth Advisers and facilitate the development of:
 - a. their knowledge of substance misuse and prevention work;
 - b. their confidence and skills in contributing to drug prevention policy and planning.
2. Provide the 20 Youth Advisers with volunteer opportunities through which they can contribute to effective prevention policy development and practice in London.

¹ The term 'drugs' is defined by Mentor Foundation as including most mind altering and health impacting substances including alcohol, prescription medication and over-the-counter drugs as well as illegal substances, with tobacco the notable exclusion.



3. Set up and maintain a network of local and regional drug misuse prevention professionals, departments and organisations across London that will consult Youth Advisers and other young people when developing and commissioning prevention policy and practice.
4. Inform the development of youth participation in drug misuse prevention strategy at local and regional levels, and the public and third sectors generally, by providing a good practice model.
5. Engage and inform diverse young people across London about substance misuse, prevention policy and practice, and opportunities for youth participation.

1.4: Management and Reporting

The project is being managed by the Project Manager, whose role within the commissioning organization is London Youth Development Officer. The Project Manager reports the project's Line Manager and to the organization's Chief Executive. A project Advisory Group has been set up to support and advise the development delivery of the project, consisting of members from a range of different public and third sector organizations, which meets twice annually. Official project reporting goes to the project's funders, the City Bridge Trust (annually) and the Department for Children, Schools and Families (quarterly).

2). Background Information

2.1: How the project came about

Between May 2006 and March 2008 Mentor UK delivered a Youth Involvement Project across the UK with funding from the Rank Foundation and Clore Duffield, with the aim of consulting young people about substance misuse prevention issues and getting them involved in the development of drug policy and consultation. One outcome of the Youth Involvement Project was that the young people involved expressed a desire for more regular contribution to drug prevention policy and practice, and for youth participation to be developed in local and regional groups. Mentor also delivered the Muslim Youth Involvement Project, aiming to empower young Muslims to participate in drug misuse prevention policy and practice. The LYIP will build on this work and develop the first regional model for youth participation in drug misuse prevention.

2.2: About the Commissioning Organisation

Mentor UK is a national charity and a member of the international Mentor Foundation family, which focuses on the prevention of drug misuse in the effort to promote the health and well-being of children and young people and to reduce damage to their lives.

Mentor UK is the leading UK agency working to prevent drug related harm to children and young people, working with government and other agencies to influence prevention policy. To take forward the charity's prevention activities, Mentor UK's Board of Trustees agreed a five-year Strategic Plan which focuses on four key objectives, within an international context:

- To influence drug misuse prevention policy
- To support good practice in drug misuse prevention
- To support drug misuse prevention research
- To increase the profile of Mentor and drug misuse prevention

In addition to the London Youth Involvement Project, Mentor UK has a number of other prevention projects in delivery across the UK. For more information please visit www.mentorfoundation.org/uk.



3). Anticipated Project Outcomes

The quantitative and qualitative outcomes of the project are mapped to its five Objectives.

3.1: Quantitative

Objective 1: Output(s)

20 young people sign contract committing to the project, complete baseline testing activities, take part in consultation and planning activities and complete training.

Objective 2: Output(s)

20 young people sign contracts committing to volunteer placements in Year 2; monitoring register of Youth Advisors' volunteering work during Year 2, in line with contracts

Objective 3: Output(s)

Monitoring register of Youth Advisors' volunteering work during Year 2, in line with contracts; 4 network consultation events held in Year 2.

Objective 4: Output(s)

4 quarterly young people's forums held in Year 2; conference held in Year 3; project report and evaluation widely disseminated in Year 3.

Objective 5: Output(s)

2000 young people attend quarterly youth forums in Year 2 and national conference in Year 3, and complete monitoring/feedback forms.

3.2: Qualitative

Objective 1: Outcome(s)

20 young people show increased knowledge and developed or improved skills when compared to baseline testing, increased confidence and self-esteem, and report being better able to contribute to consultation and briefing events.

Objective 2: Outcome(s)

20 young people contribute to prevention policy development and practice, increasing their skills and volunteering experience.

Objective 3: Outcome(s)

Parties providing voluntary opportunities, and those attending network consultation events, use information gathered from Youth Advisors to inform their prevention policy and practice.

Objective 4: Outcome(s)

Youth Advisors use peer information and feedback to inform their ongoing contribution to prevention policy and practice; agencies attending youth forums and conference use the project's practice, as well as report and evaluation, as a basis for developing youth participation within own organisations and networks.

Objective 5: Outcome(s)

2000 young people show increased knowledge about drugs, substance misuse, prevention policy and practice, and youth participation opportunities, and show enthusiasm for further involvement.

4). The Evaluation Brief

4.1: Purpose of the Evaluation

The reason behind an external evaluation of the project is to assess:

- the progress and success of the project against its aims and objectives;
- the achievement of anticipated outputs and outcomes;
- the value of the project as a good practice model for youth participation;
- the ongoing influence of the project upon the desired parties within the public sector.

4.2: Anticipated Outputs of the Evaluation

The anticipated outputs of the external evaluation are a report at the end of each project year, and a complete project report at the end of Year 3 that will collate findings and reports from all three years of the project. This report will be widely disseminated.

4.3: The Brief: Areas of Evaluation

- Project Management
 - Project delivery: quality, timing, relevance and effectiveness
 - Partnership collaboration: relevance and effectiveness
 - Marketing and publicity: effectiveness and outreach
- Delivery, Problems and Achievements
 - Quantitative appraisal of performance against the aims and objectives, anticipated milestones, and outputs
 - Qualitative appraisal of delivery methods, achievement of outcomes and perceived value of the project
 - Any other key successes and achievements
 - Problems with the project and potential or implemented solutions/opportunities
 - Unintended consequences, both positive and negative
- Qualitative External Appraisal
 - Users' feedback: Youth Advisors and other young Londoners involved
 - Partners' feedback: parties engaged in consultation network and youth support
- Financial Management
 - Financial management and record keeping of project
 - Value for investment
 - Assessment of any financial constraints
 - Future financial sustainability of project
- Project Sustainability
 - Value of project to involved parties and in a wider social context
 - Likelihood of continuation and areas for improvement
 - Recommendations



5). Methodology

The evaluating individual or team will be required to plan and utilise suitable evaluation methodology, which must include visits to project activities and events and direct interaction with the users, particularly the Youth Advisers. As such, it is desirable that observation and data collection by the evaluator will need to make use of creative and engaging methodology. Appropriate information will be made available to the evaluator, including the main funding application, project schedule and project plan, Advisory Group meeting minutes, and any monitoring and evaluation data collected by project staff/participants other than the evaluator.

6). Timescale

Mentor UK aim to appoint an evaluator by **Friday 26th March 2010**, with project activity to begin early April.

7). Fee for Evaluation

The fee for the evaluation is currently £2000 per year of the project. The first year covers a shorter period of 7 months (February-August 2010), and we aim to raise further funds for evaluation costs.

8). Requirements

The successful applicant will be based in Greater London and will:

- have at least 2 years experience of conducting project-based evaluations in the third and/or public sector;
- have a good knowledge and understanding of the third sector, preferably with specific knowledge of work with young people;
- have some knowledge of local authority structure and local and regional government;
- be experienced in, and comfortable with, communicating and conducting consultation with a wide range of people, especially young people;
- have skills in creative monitoring and evaluation methodology;
- have excellent report writing skills;
- be required to undergo an Enhanced CRB disclosure.

9). Tenders

Any individuals and/or teams interested should contact the Project Manager with:

- CV
- Covering letter outlining skills and experience
- Proposal letter briefly outlining initial thoughts about methodology and management of the evaluation. Please also indicate your usual daily fee and how you might allocate your time in hours, half days and/or days based on the current budget.

Please email your application materials to Roxanne Holman as soon as possible, no later than Friday 26th March 2010, using the contact details below. Please give her a call should you have any questions.

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