



Scope for the Request for Proposals as a Delivery Partner for the Peer Research and Social Action Network

Contents of this document

Section A: Background information.....	3
Section B: How the Network will operate on the ground.....	9
Section C: Role and responsibilities of Delivery Partners.....	15
Application.....	25

The Youth Endowment Fund, The Co-op and the #iwill Fund have joined together to empower young people to lead change and tackle violence

We are looking for Delivery partners across England and Wales to help shape a Peer Research and Social Action Network, funded through a unique partnership of the Youth Endowment Fund, The Co-op and #iwill Fund (a joint investment between The National Lottery Community Fund and Department for Digital, Culture, Media and Sport).

This programme puts young people in the lead, designing and conducting research into their peers' experiences of violence and working together to take action and shape solutions. Delivery Partners will be offered support and training centrally but will be influential in shaping regional delivery plans.

Delivery Partners will help connect young people in their local area to each other, to key decision makers and to opportunities to maximise the impact they can make. With the support of Delivery Partners, young people will



have the opportunity to decide what matters to them when it comes to violence in their area and conduct research with other young people. They will then be supported to take what they learn and turn it into action through social action projects.

Organisations that have strong links to young people in their community, an understanding of the impact of violence on young people and experience of carrying out projects with young people in the lead are encouraged to submit proposals on their own or as a part of a consortium.

Location: 1 programme delivery per region in England, 1 programme delivery in Wales

Indicative budget: An indicative budget for the work is up to £370,000. We are open to applicants' proposals and we will be considering value for money as part of our assessment.

Programme period: June 2021 – December 2022



Section A: Background Information

About us

The Youth Endowment Fund (YEF) was established in 2019 with a £200m endowment from the Home Office to prevent children and young people becoming involved in violence. We have an ambitious ten-year plan to use evidence, expertise and young people's voices to make children's lives safer. Our core purposes are to:

- Support and evaluate the delivery of promising programmes aimed at preventing high risk children and young people from being involved in crime and violence; and
- Act as a centre of expertise, generating, disseminating and promoting new knowledge and practice aimed at transforming local and national responses to tackling serious violence.

The YEF are committed to developing a deep understanding of the lives of young people and the factors which can make them vulnerable to becoming involved in violent crime. To do this well, young people must be integral to how we approach research. This is why we want to establish a National Peer Research and Social Action Network, which will gather practical, deeply contextualised insights about the lives of young people.

We will establish this network in conjunction with The Co-op and the #iwill Fund (a joint investment between The National Lottery Community Fund and Department for Digital, Culture, Media and Sport). [The Co-op](#) is one of the world's largest consumer co-operatives, owned by millions of members. They're a recognised leader for our social goals and community-led programmes. They exist to meet members' needs and stand up for the things they believe in. Their vision of Co-operating for a Fairer world sees us focus on the issues that impact our communities. The partnership with the Youth Endowment Fund sees The Co-op invest in their



members money in enabling young people-led positive change in our communities.

The #iwill Fund is made possible thanks to £50 million joint investment from The National Lottery Community Fund and the Department for Digital, Culture, Media and Sport (DCMS) to support young people to access high quality social action opportunities.

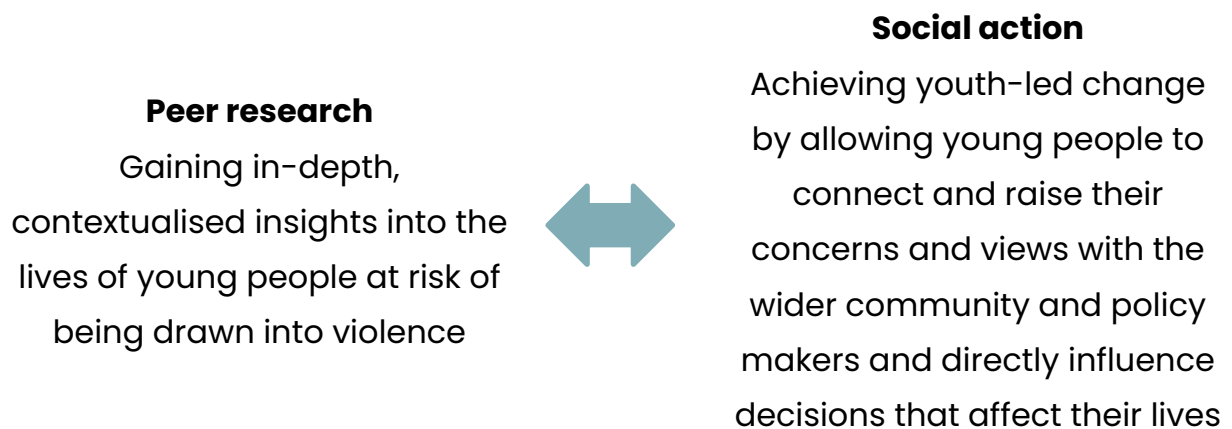
The #iwill Fund brings together a group of organisations who all contribute funding to embed meaningful social action into the lives of young people. Social action involves activities such as campaigning, fundraising and volunteering, all of which enable young people to make a positive difference in their communities as well as develop their own skills and knowledge. The #iwill Fund supports the aims of the #iwill campaign - to make involvement in social action a part of life for young people, by recognising the benefit for both young people and their communities.

#iwill Fund funded projects commit to:

- Creating high quality opportunities that connect young people authentically to causes they can address
- Engaging the younger age group to build a habit, with a focus on primary school age
- A continued focus on reaching young people from less socio-economically affluent communities
- Prioritise sustainable solutions that can be scaled cost effectively by embedding social action opportunities where young people are and connecting young people to solve key challenges across society

About the National Peer Research & Social Action Network

The network will broadly consist of two connected components that feed into each other, as outlined below:



What is peer research?

Peer research is a participatory research method in which people with lived experience of the issues being studied take part in directing and conducting the research¹. Peer research aims to empower people to become involved in positive change in their own communities by contributing to the research process, connecting with and hearing from a variety of people. Peer Researchers may be involved in assisting with research design, developing research tools, collecting and analysing data or writing up and disseminating findings².

What is youth social action?

Youth social action refers to activities that young people do to make a positive difference to others or the environment. The social action component of the programme will support young people to directly influence change in their local areas on issues that matter to them. All

¹Lushey, C. (2017). 'Peer Research Methodology: Challenges and Solutions' [online]. SAGE Research Methods Cases. <https://dx-doi-org.ezproxy.is.ed.ac.uk/10.4135/9781473994614>.

² Ibid.



#iwill Fund partnership programmes are based on the six principles of youth social action, and enable more young people, particularly from less affluent communities, to take part in high quality social action that builds a habit for life.

The six principles that youth social action opportunities should meet to be considered high quality are:

- Be youth-led
- Be challenging
- Have social impact
- Allow progression to other opportunities
- Be embedded in a young person's life
- Enable reflection about the value of the activity

Beyond local social action, the programme also aims to create a national movement promoting the involvement of young people in decision-making processes, culminating in a National Youth Voice Conference hosted by the YEF at the end of the programme in December 2022.

Why does the YEF want to establish a peer research and social action network?

Peer research has many advantages, from empowering Peer Researchers, providing them with valuable work experience and activating their communities, to gathering contextualised data due to Peer Researchers' comprehensive understanding of their communities and access to traditionally considered 'hard-to-reach' participants. The insights gained through this method will provide us with a rich picture of young people's lives and will play a crucial role in the evidence work of the YEF. Beyond gathering evidence, young people will be supported to deliver social action around the issue of young people's involvement in violence which will support the YEF's mission to achieve change in this area.

This network will sit at the heart of YEF's work. Young people's experiences and recommendations will inform our strategic direction and funding priorities, giving young people participating the potential to impact on how almost £200m of funding is allocated and evaluated. We will use our strong ties to national and local government, policy makers and commissioners including Violence Reduction Units (VRUs) to ensure young people's voices are heard and effect change. The programme will crucially inform the way the YEF and our partners work in collaboration with young people and those involved in the projects will have the opportunity stay informed about the impact of the programme, keep involved in the work of the fund as well as accessing opportunities with partners on the network.

What are our aims and goals for the network?

There are four main goals we aim to achieve through the network:

- Gaining a deeper understanding of young people's experiences of violence and the factors that could prevent it
- Creating strong local networks and relationships for change
- Helping children and young people develop skills and access opportunities
- Achieving direct change in people's communities.

Young people across peer research and social action components will gain valuable skills and access opportunities that help address many of the underlying barriers they face. Young people will run high quality campaigns to drive changes around issues that affect them and become creative in framing solutions, work in teams with other young people from their community and connect to local stakeholders which will allow them to get an insight into the workings of organisations in their communities,



from youth centres, schools, the local authority and other service providers, to potential future employers.

Connecting young people to key stakeholders will play a crucial role in the network as it will help young people become better connected to their local economy which has the potential to prevent their involvement in violence. Peer research and social action training will support young people to develop new skills and build an understanding of employment prospects which will improve their access to future employment opportunities. The aim for the network is to help make young people feel connected to their area and to become agents of their own lives, equipped with the tools to voice their concerns and drive solutions to the challenges they face.

The programme is a chance for young people to own the narrative around an issue that affects them and to be the driving force behind the change. The network will enable delivery organisations to connect with other key stakeholders working on topics of violence prevention for young people, youth social action and participatory research. We believe that the joining forces of leading organisations in academia, civil society, technology and the charity sector will mean we can make a step change in the system and provide pathway opportunities for young people and partners involved.

Section B: How the Network will operate on the ground

Who will this programme engage?

Across all ten regions we aim to engage a total of over 6,000 young people in the programme, including:

- **12 Peer Researchers per region:** Delivery Partners will be tasked with recruiting a team of 12 paid Peer Researchers per region who will design and run research projects to better understand the causes, nature and potential ways to prevent young people becoming involved in violence. Research projects will run from September 2021 until December 2022. Researchers will receive extensive training to deliver a range of largely qualitative research (including one-on-one interviews, group discussions and surveys) alongside creative research methods (including oral histories, 'a day in the life of', digital diaries) and other ethnographic methods. Researchers will also be trained to assist in analysing and reporting findings to local, regional and national policy makers and commissioners. At least 10 researchers in each region should be aged 16 to 20. Where there are strong candidates aged 21 to 25, up to two can be appointed per region. Peer Researchers will be offered a Real Living Wage and their involvement in the project will amount to an average of 500 hours each.
- **480 research participants per region:** The Peer Researcher teams in each region will engage around 480 children and young people as participants in their research project (at least 50% of whom should be aged between 10 to 14 years). This number of participants will allow us to identify national trends within the data while also conducting meaningful research locally. Research participants will be engaged in various ways, from taking part in interviews to completing surveys.
- **150 Changemakers per region:** Each region will recruit a further ~150 children and young people who will get involved in various social action activities from short-term / one-off taster session activities to structured, longer-term social action projects. 50% of the 150 Changemakers per region will be aged 10 to 14. Changemakers aged



15+ will complete a series of interactive, professional workshops to strengthen skills and employability. Changemakers can previously have been involved in the programme as research participants.

A core aim of this programme is to tackle the persistent gap in youth social action by ensuring young people independent of their backgrounds, including racial and ethnic backgrounds, are equitably involved in this programme. We expect all Delivery Partners to outline how they will ensure equity, diversity and inclusion is practiced in their work strand, including ensuring a culture in which all young people feel valued and supported during their participation in the programme.

YEF diversity commitments

Diversity is at the core of what we do and we have minimum targets we are looking to use as a benchmark for diversity across the network. These targets apply to all young people involved in the programme (Peer Researchers, Changemakers and participants)

Young people from outside of urban areas	At least 15%
Young people from Black, Asian and Minority Ethnic groups	At least 20%
Young people with health conditions or impairments/ disabled young people (including learning disabilities)	At least 8%
Young people who are on the edge of care, in care or leaving care	At least 8%

We are looking to use these as an approximate target for the national network but recognise the make-up of different regions in England and Wales will mean there needs to be flexibility to tailor targets individually to each region. Implications for applicants are discussed further below.

Geographic spread

We are looking to appoint up to 10 Delivery Partners for this project across England and Wales. The network will operate across all nine regions of England, sometimes referred to as 'NUTS 1 regions' (South East, London, North



West, East of England, West Midlands, South West, Yorkshire and the Humber, East Midlands and North East) and Wales.

We are not prescribing where in each region the programme should be run, but Delivery Partners are asked to outline the rationale behind their selection of a specific location or area and why young people’s involvement in violence is an important local issue that needs to be investigated. We would also like the Delivery Partners to outline how localised their delivery will be and how this relates to local characteristics and needs (for example, by referencing [youth justice statistics](#), [The Co-op Community Wellbeing Index](#) or any other appropriate measures for your region).

In principle, we expect to appoint one Delivery Partner per region and one Delivery Partner in Wales. Where organisations can demonstrate close ties to young people across regions, they are invited to indicate in their proposal how they are intending to deliver across multiple regions and will be receiving respective amount of funding.

The table below exemplifies how partners can apply for one or more regions, alone or as a consortium and select wider or more localised areas to deliver the programme as long as they can justify the importance of understanding the causes of young people’s involvement in violence for that area.

Region of England / Wales	Delivery Partner	Example delivery location(s)
North West	Delivery Partner A	Operates across one major city
North East Yorkshire and the Humber	Delivery Partner B – receives funding for two regions	Delivery Partners with strong ties across both regions, delivers the work in one urban and one rural area across the two regions
East Midlands	Delivery partner C – Consortium of two organisations with one lead organisation	Two organisations deliver the contract together across 2 local areas

Targeting approach

In line with our diversity commitments outlined above, we ask proposals to demonstrate an understanding of the make-up of the target group of young people in their area against the diversity criteria outlined above with justification for the targets set. We would like proposals to outline how Peer Researchers, research participants and Changemakers will be recruited and engaged, as well as specific retention tactics for Peer Researchers and Changemakers who meet the diversity targets outlined above. We would like to understand how reaching young people who are involved in violence or who are at risk of becoming involved in violence is at the core of the proposal.

What other partners will be involved in the delivery of the programme?

The Peer Research and Social Action Network is run by the YEF in collaboration with a number of partners. The table below briefly outlines who the different partners are and their respective responsibilities:

<p>Youth Endowment Fund</p> <p>Overall programme lead</p>	
<ul style="list-style-type: none"> • Overseeing the partners’ performance • Setting up the network and overseeing the development of materials • Hosting quarterly collaboration meetings to share learnings between partners • First point of contact for #iwill Fund & The Co-Op • Hosting the National Youth Voice Conference 	
<p><u>The Young Foundation & UK Youth</u></p> <p>National Peer Research & Social Action Partner</p>	<p><u>The Centre for Children and Young People’s Participation</u></p> <p>Learning Partner</p>

Also known as 'National Partner'.

Responsible for:

- Supporting the YEF with set up of the network.
- Using their expertise to support Delivery Partners during training, peer research and social action phases, including delivering a core 'train the trainer' package to all Delivery Partners
- Analyse and report on peer research data collected across the network
- Planning and delivery of National Youth Voice Conference together with a group of young people

The Centre for Children and Young People's Participation at UCLan is responsible for:

- A rapid review of peer research approaches
- Ensuring continuous improvement and learning across the network
- Leading a developmental learning inquiry, including collection and analysis of impact, monitoring and process, and learning data
- Assessing the quality of peer research data and contributing to reporting on findings from the Network

Technology Partner

Responsible for the development, testing and adaptation of a digital data collection tool to capture peer research and learning insight.

Up to 10 Delivery Partners

Responsible for all programme delivery at a regional level, including recruitment of young people, retention, training and management of peer research and social action activity (including how the two connect and inter-relate at local level); safeguarding; ensuring regional engagement with the National Youth Voice Conference and engagement with quarterly network meetings.

120 Peer Researchers

Designing a mixed method peer research project to engage local young people. Sharing findings with local decision makers.



1500 Changemakers

Flexible opportunities to get involved from one-off / short-term activities to longer-term structured social action projects.

4,800 Research Participants

Participants in the peer research projects through taking part in interviews, completing surveys, etc.

Co-creation of research and social action activities

The network is based on the principle of co-creation and equitable involvement of young people. Therefore, we are not prescribing a programme of research, instead we are providing broad themes which will feed into YEF's wider understanding of the lives of young people affected by violence. Peer Researchers will tailor and expand those themes to gather contextualised insights about their home, community and social environment, which can affect their likelihood of offending. The YEF and the National Partner will collaborate with Delivery Partners and young people involved to define how the programme is delivered. The National Partner will support Delivery Partners to go through a process to tailor broad research themes to the local context, plan how to conduct fieldwork and then transform findings into high quality social action. An example of how this co-creation process may look like in practice is outlined in Appendix 1.

There will be a variety of options of support and training available to Delivery Partners and the young people they are working with. They will receive support from the YEF and the National Peer Research and Social Action Partner (the Young Foundation and UK Youth) to create regional training and support programmes, tailored to the interests, needs, and plans of young people. Beyond resources provided through the network, Delivery Partners are encouraged to use their own expertise to deliver an encompassing training and support programme to young people that will enable them to lead high-quality social action projects. More information on training offer to Peer Researchers and Changemakers can be found in Appendix 2.

Timeline for programme delivery

Below is an outline of the programme timeline:

April – June 2021	Assessment of Delivery Partner applications, appointments and onboarding
July – August 2021	National Partner delivers ‘train the trainer’ core training, recruitment of Peer Researchers
August – September 2021	Training of Peer Researchers
September 2021– December 2022	Research and social action phase
December 2022	National Youth Voice Conference
January – February 2023	Final reporting

Section C: Role and responsibilities of Delivery Partners

Delivery Partner Responsibilities

Each Delivery Partner will be responsible for end-to-end delivery in their region, from identifying and recruiting young people to supporting social action projects, including meetings with key stakeholders. Organisations are asked to put young people in the lead wherever possible and to outline their approach to this in the proposal.

We are looking to work with organisations that will be able to hit the ground running, who can demonstrate: strong ties and extensive experience of working with young people with lived experience of violence; a solid understanding of local context and needs; good links with local decision makers and service providers and a commitment to high quality social action, peer research learning and collaboration. While previous experience in peer research or social action is preferred, applications will also be considered by organisations with other types of research and evaluation experience or those who demonstrate strong co-production approaches in their work with young people.

Delivery Partner key responsibilities

Delivery Partners will address the following aims:

1. Co-design the regional delivery of the programme with support of the National Partner, including participating in 'train the trainer' and related activities, adapting the peer research training to local needs, and supporting young people in social action projects.
2. Recruit, motivate and retain Peer Researchers and Changemakers with lived experience of violence or who are at risk of becoming involved in violence. Creating an inclusive environment built around reflective practice. Offering ongoing pastoral support, personal and professional development.
3. Overseeing all regional programme activity, including:
 - a. Deliver training to Peer Researchers, following the co-created training curriculum
 - b. Support the design of research projects and peer research fieldwork, including safeguarding and adherence to research ethics as well as timely delivery
 - c. Analysis of regional peer research data together with young people and disseminate findings in accessible formats
 - d. Deliver training to Changemakers, supporting young people to develop social action plans and organising regional social action opportunities.
 - e. Support young people to access national social action opportunities
 - f. Encourage young people to join the National Youth Voice Conference working group
4. Reporting, collaboration and sharing learning with different partners and stakeholders involved in the programme

We describe each of these aims/activities in more detail in the following sections:

1. Co-design the regional delivery of the programme with support of the National Partner, including, participating in ‘train the trainer’ and related activities, adapting the peer research training to local needs and supporting young people in social action projects

As part of this Delivery Partners will be expected to:

- Develop proposals into an agreed regional delivery plan and budget in consultation with the YEF and National Partner
- Participate in up to 10 days of ‘train the trainer’ sessions, technology training, social action training, and ad-hoc training delivered by the National Partner
- Liaise with the National Partner to understand and adapt the national training curriculum to meet their local needs and context
- Identify social action opportunities for young people and discuss those plans with the National Partner

We expect the co-design of regional delivery to account for roughly 10% of the Delivery Partner’s time across all programme activity.

2. Recruit, motivate and retain Peer Researchers and Changemakers with lived experience of violence or who are at risk of becoming involved in violence. Creating an inclusive environment built around reflective practice. Offering ongoing pastoral support, personal and professional development.

As part of this Delivery Partners will be expected to:

Recruit and retain young people

- Recruit, motivate and retain 12 young people aged 16 to 20 (up to two exceptional candidates can be aged 21 to 25) as Peer Researchers with lived experience of violence, or who are at risk of becoming

involved in violence, using pre-established recruitment pathways and trusted relationships with local young people and youth organisations

- Engage at least 150 young people Changemakers with lived experience of violence or who are at risk of becoming involved in violence. Around 50% of Changemakers should be aged 10 to 14 and 50% aged 15 to 20. (As part of the assessment criteria, applicants are asked to outline a detailed recruitment plan tailored to Peer Researchers and Changemakers, recognising the different recruitment pipelines, barriers and motivations for each cohort. This will need to include details on how they will achieve the set recruitment quotas to ensure a diverse group of Peer researchers is recruited in gender, age and ethnicity per region and how they have accounted for attrition at each stage of the programme.)

Build an inclusive environment for all young people taking part in the programme

- Build an inclusive environment focusing on equity, diversity and inclusion to ensure young people feel welcome and safe, independent of their background or circumstance.

Provide support and development for young people

- Demonstrate best practice in safeguarding Peer Researchers and Changemakers through existing safeguarding policies and processes to manage risks such as re-traumatisation
- Demonstrate how data storage systems and processes comply with GDPR
- Set-up HR & administrative processes for Peer Researchers, including DBS checks, induction, handling payment and support with any HR related concerns
- Support Peer Researchers towards an accreditation³

³ We are aiming for the training for Peer Researchers to be accredited, details of which are currently being finalised. Delivery Partners will support young people to provide the evidence required to achieve accreditation.

- Set up administrative processes to enable reimbursement of expenses to Changemakers, where appropriate
- Support Peer Researchers in their professional development, for example through line management, identifying training needs and providing access to other opportunities
- Offer pastoral support to Peer Researchers and Changemakers
- Support Peer Researchers to prepare project outputs and speak about their projects in different forums, for example preparing updates on the progress of their local project and share emerging insights with the attendees of the Network Collaboration Meeting

Ensure the use of reflective practice

- Introduce reflective practice, including reflection on Peer Researchers' own research skills and ways to cope with the stories they hear as part of their work. Partners will be responsible to ensure Peer Researchers reflect on how the interviews went on a regular basis, both individually and through local group meet ups.
- Lead on internal learning sessions with Peer Researchers, encouraging them to actively contribute to reflection and feedback sessions to discuss successes, challenges and potential solutions.

We expect recruitment and ongoing support of young people to account for roughly 20% of the Delivery Partner's time across all programme activity.

3. Overseeing all regional programme activity

As part of this Delivery Partners will be expected to:

Deliver training to Peer Researchers, following the co-created training curriculum

- Use the training curriculum to deliver engaging and accessible, yet challenging training sessions for Peer Researchers. Allowing up to 5 days for initial training, to be allocated flexibly depending on regional delivery plans.

- Adhere to social distancing guidelines at the time of training. Depending on this, training may be delivered online, offline or through a hybrid approach.

Support the design of research projects and peer research fieldwork, including safeguarding and adherence to research ethics as well as timely delivery

- Support Peer Researchers to design their research project including specific scope, methods and questions relevant to them in line with the broad themes set out by the YEF and ensuring research conducted can drive, and be informed by the social action activity in their local area
- Support Peer Researchers to deliver their project, including monitoring fieldwork progress, safeguarding, data quality and GDPR compliance
- Support young people with any tech related issues and directly liaise with the Technology Partner
- Create systems for Peer Researchers and Changemakers to raise safeguarding concerns
- Manage compliance with confidentiality, consent and project deadlines.

Analysis of regional peer research data together with young people and disseminate findings in accessible formats.

- Staff participation in 'train-the-trainer' activities led by the partner to develop or build on data analysis skills to lead data analysis activities with young people
- Enable young people to analyse and present their findings and recommendations to local agencies and commissioners including the local authority, Violence Reduction Units, Police and Crime Commissioners, police and other partner agencies.

Deliver training to Changemakers, supporting young people to develop social action plans and organising regional social action opportunities.

- Deliver training using their own expertise as well as drawing on support and advice from the National Partner and other social action partners on the network
- Providing suitable training to Changemakers, in line with their level of engagement and support them to successfully plan and deliver their social action projects with support from Peer Researchers
- Support young people to design and manage multiple social action opportunities, from short-term/one-off activities such as workshops to longer-term structured projects and campaigns
- Ensure Changemakers aged 15 and older access a minimum of 10 hours of professional workshops to strengthen skills and employability.
- Communicate research and social action plans and seek feedback from the National Partner to ensure high quality of the local plans
- Share any relevant information, especially safeguarding issues, with the National Partner as soon as they arise and seek their support regarding safeguarding issues, GDPR and any peer research or social action related concerns

Liaise with key stakeholders and decisionmakers

- Liaising with existing violence reduction work regionally and locally being led by Violence Reduction Units (VRUs), housing groups and other networks to make sure connections are in place for young people.
- Ensure young people's voices inform local decision making and planning on violence reduction

Administering a small 'The Co-op Action Fund' and reporting on it

- Administering a £30,000 fund per region from which young people can bid for additional funding to maximise the impact of their social action (see box below). Delivery partners will be required to provide details of how this funding is used and its impact.

The Co-op Action Fund

Changemakers will be able to apply to The Co-op Action fund to increase the impact of their social action e.g.:

- Changemakers identify a lack of safe spaces to meet. The Co-op Action funding enables them to design and run accessible, engaging activities when they need them most.
- Changemakers believe too many young people get excluded from local schools. The Co-op Action funding enables them to host a 'big conversation' between school leaders and young people to better understand the causes and potential solutions.

Support young people to access national social action opportunities

- Working with the National Partner and YEF to signpost young people to national social action opportunities, for example with #iwill Fund or The Co-op.
- Supporting young people to gain skills around event management by encouraging them to join the National Youth Voice Conference working group
- Collaborating with the National Partner to set up a group of young people interested in organising the conference
- Co-creating sessions for the conference with young people, for example by building on and extending public speaking, creative arts or storytelling skills to lead sessions
- Leading on particular sessions during the conference, if desired by young people.

We expect the delivery and oversight of all regional programme activity to account for roughly 60% of the Delivery Partner's time across all programme activity.

4. Reporting, collaboration and sharing learning with different partners and stakeholders involved in the programme

This will include making the case for specific local needs whilst working collaboratively towards the national aims of the programme. As part of this Delivery Partners will be expected to:

Report to the YEF

- Keep the YEF updated throughout the programme delivery, including using tools for formal monitoring of indicators and progress against milestones as well as informal updates
- Collaborate with the YEF to coordinate project visits
- Provide the YEF with a full progress and milestones report every three months, including requests for payment
- Write a final report about the project and use of grant using a form provided by YEF
- Provide the YEF with any other appropriate and required information on the project to support effective performance or financial management
- Keep complete, proper and up-to-date financial records on how the grant has been spent

Collaborate closely with the National Partner

- Seeking support from the National Partner where needed, drawing on their peer research and social action expertise
- Actively communicate with the National Partner throughout the programme delivery, including informal updates on progress, decisions made and troubleshooting

Share learning, including attending and contributing to the Network Working Group as required

- Attend and contribute to quarterly collaboration meetings attended by the Project Manager and a minimum of two Peer Researchers where they share learnings on benefits and challenges of their approach taken

Collaborate closely with the Learning Partner

- Communicate any learning relevant updates with the Learning Partner, for example key discussion points during the learning sessions with Peer Researchers
- Work closely with the Learning Partner to implement any best-practice recommendations from across the network
- Support Peer Researchers and, where required, Changemakers to participate in any activities led by the Learning Partner

Liaise with the Technology Partner where required

- For example, to solve tech related issues in data collection

We expect reporting, collaboration and sharing learning to account for roughly 10% of the Delivery Partner's time across all programme activity.