

THE CITY OF EDINBURGH COUNCIL NO ONE LEFT BEHIND (NOLB) STAGE 1 GRANTS – SCORING AND ASSESSMENT CRITERIA

INTRODUCTION

This document provides an overview of the assessment system which is applied in respect of projects or services whose main function is to help improve the employability of the clients it serves; together with detailed guidance on the selection criteria which will be applied to applications.

ASSESSMENT SYSTEM

- The criteria outlined in this document will be used to assess aspects of all No One Left Behind (NOLB) Stage 1 Grant applications submitted for funding in financial years 2024-27.
- Membership of the Assessment Panel is drawn from the Local Employability Partnership.
- Each application will be scored independently by two members of the Panel, who will then agree a moderated score and funding recommendation.

Once all applications have been scored, the Panel will also take cognisance of the overall fit with the Employability Pipeline in the city and agree overall programme recommendations.

- The maximum score available for each project is 36 points.
- Any question not attempted will be given 0 points.
- There is a quality bar of 50%: applications scoring 17 points or fewer will not be recommended for funding.
- The scores outlined below reflect the emphasis placed on specific criteria. Numbering aligns with question numbers in the application form.
- Projects will be scored on the basis of the Assessment Panel appraisal of the information provided in the submitted application.
- These criteria have been selected to reflect the objectives and emphasis of the *NOLB Stage 1 Grants Specification 2024-27*.

Following the Assessment Panel scoring process, recommendations are referred to *CEC Housing, Homelessness and Fair Work Committee* for approval.

PROJECT SCORING

B1.1 Project/programme description

The description should identify specific target group(s) and propose an appropriate programme to move them towards and/or into work. Client



engagement, selection, programme delivery and onward referral should be outlined. Proposed staffing of the project should be outlined. Applicants intending to move participants into work should include employer engagement activity; and actions to support people post job-entry. If a qualification is to be delivered, details of accreditation should be noted and explained further in question B4b. Applicants aiming to move people along the pipeline should indicate progression routes. Referral protocols should be agreed with feeder provision and/or progression destinations as appropriate.

Points:

- 0** Incoherent account, mismatch of proposed service and target group, lack of relevant detail
- 2** Limited summary, poor match of services to participant needs, inadequate support for participants, appropriate links not made (e.g. to employers, other service providers)
- 4** Adequate summary of proposed project or service, client journey covered, some details omitted
- 6** Full, coherent summary; appropriate services to support participants particularly in stages 1 and 2; client journey clearly articulated; clear referral arrangements

B1.2 Brief project/programme description

The description should be a very brief summary of the project, which can be used when marketing the project, for example on the Joined Up for Jobs directory or social media channels.

B2 Relevance to Employability Programme priorities

The application should clearly demonstrate that the proposed project or service addresses the priorities in the *NOLB Stage 1 Grants Specification 2024-27*. In addition, you should show how the proposed service fits with Edinburgh's employability pipeline.

Points:

- 0** Proposed project/service not linked to priorities and pipeline
- 2** Limited linkage to the priorities or fit with the pipeline
- 4** Some links to priorities and fit with the pipeline
- 6** Strong links to priorities and fit with the pipeline

B3 Evidence of demand and/or need

This should include reference to sources of information such as unemployment or deprivation statistics. There should be clear evidence that where appropriate the most relevant and up to date data have been used. In addition, the justification should be consistent with local, regional and national labour market information as appropriate. Your answer should also reflect the extent to which your proposed service enhances rather than duplicates other provision for the



client group. The project score will be based on the strength of the data used; the level of demand demonstrated; and complementarity with other service provision.

Points:

- 0** No evidence offered
- 2** Little evidence of demand or need
- 4** Some evidence of demand or need
- 6** Strong evidence of demand or need

B4 Targets, progressions and/or outcomes

This relates to the fit with objectives of the specification, and to the targets and impacts offered by the proposed service for 2024-27. The score will reflect the degree to which the project outputs and results are relevant, realistic, achievable and sustainable. Your answer should give the rationale for your targets and or progressions, showing how these are relevant to the target group(s). Qualifications should be commensurate with the stage of the strategic skills pipeline the project is being delivered. The actual numbers for each year should be given in the tables. You will find the definitions of outcomes in the CCP Grant Management Guide 2023 – it is essential that you adhere to these.

Points:

- 0** Relevant outputs/outcomes/impacts not clearly identified
- 1** Minimal identification of relevant outputs, outcomes and/or impacts
- 2** Some clear, measurable and realistic targets for outputs, outcomes and/or impacts
- 3** Clear, detailed, measurable and realistic, but challenging targets for outputs, outcomes and/or impacts

B5 Value for money

The score given will reflect the value for money of the project by comparing key quantified outputs and impacts against overall project cost. Details of added value such as partnership or colocation may be used as an indicator of value for money, as could the ratio between client-focussed costs and overheads. A coherent justification for cost per client/outcome should be given in the answer.

Points:

- 0** Poor value for money
- 1** Reasonable value for money
- 2** Good value for money compared with other project applications/ existing provision
- 3** Very good to excellent value for money

B6 Monitoring and evaluation (Quality Assurance)



The application should give evidence of effective monitoring and evaluation systems used by staff to measure the quality and effectiveness of the intervention.

These might include:

- Use of monitoring information (including Helix) to improve procedures, policies etc.
- Service user involvement
- Evidence of independent verification of outcomes
- Accessing a range of information sources for evaluation purposes
- Elements of external scrutiny
- Identification and implementation of good practice

Points:

- 0** No evidence of adequate monitoring and evaluation systems
- 1** Little evidence of adequate monitoring and evaluation systems
- 2** Some evidence of monitoring and evaluation systems above the minimum required and feedback sought from service users; identification of good practice
- 3** Strong evidence that monitoring and evaluation proposals are rigorous, use a variety of information sources and include an element of external scrutiny. Good practice is identified and used to continuously improve service delivery. Service user feedback should be embedded in the evaluation system

B7 Partnership working

The project should demonstrate genuine, realistic and appropriate partnership working with relevant agencies and service users in design and delivery of the service. Factors could include:

- Proper local consultation in assessing demand for project and delivery of the priorities in the Local Improvement Plan
- Practical partnership between agencies in the delivery of the project
- Input from partners and service users to project design and delivery
- Employer engagement where relevant
- Leverage of additional resources from other partners (which may be in kind).

Points:

- 0** No evidence of partnership working
- 1** Limited evidence of partnership working
- 2** Some evidence of involvement of appropriate partners and/or community
- 3** Strong evidence of genuine involvement of appropriate partners, and/or local community, and/or communities of interest, and/or employers

B8 Evidence for success / track record

Where applicants have run previous projects, or this project or a similar project has run elsewhere, the score will reflect these results and the likelihood of replicability of results during the next funding period in terms of delivery,



outcomes and spend. Projects with no relevant track record will be given 2 points.

Points:

- 0** No evidence
- 1** Limited relevant evidence of success
- 2** Some record of success and reasonable likelihood of results being duplicated.
- 3** Strong record of success and high likelihood of results being duplicated

B9 Location / environment

The score should reflect the extent to which the project demonstrates a positive approach to location and environment for clients to be supported. The project should demonstrate that it is accessible by adequate and appropriate public transport services or pedestrian means. Factors could include:

- Suitable opening hours
- Hybrid working (use of online support)
- Premises suited to the needs of the client group
- Safe and accessible location
- Privacy, if relevant
- Good public transport links
- Specific transport provided
- Colocation of services
- Delivery other than in person
- Postcodes of areas of delivery if using outreach

Points:

- 0** No or poor consideration of these issues
- 1** Limited accessibility/little consideration of location/environment
- 2** Good consideration of location/environment
- 3** Excellent accessibility and strong rationale for location/environment