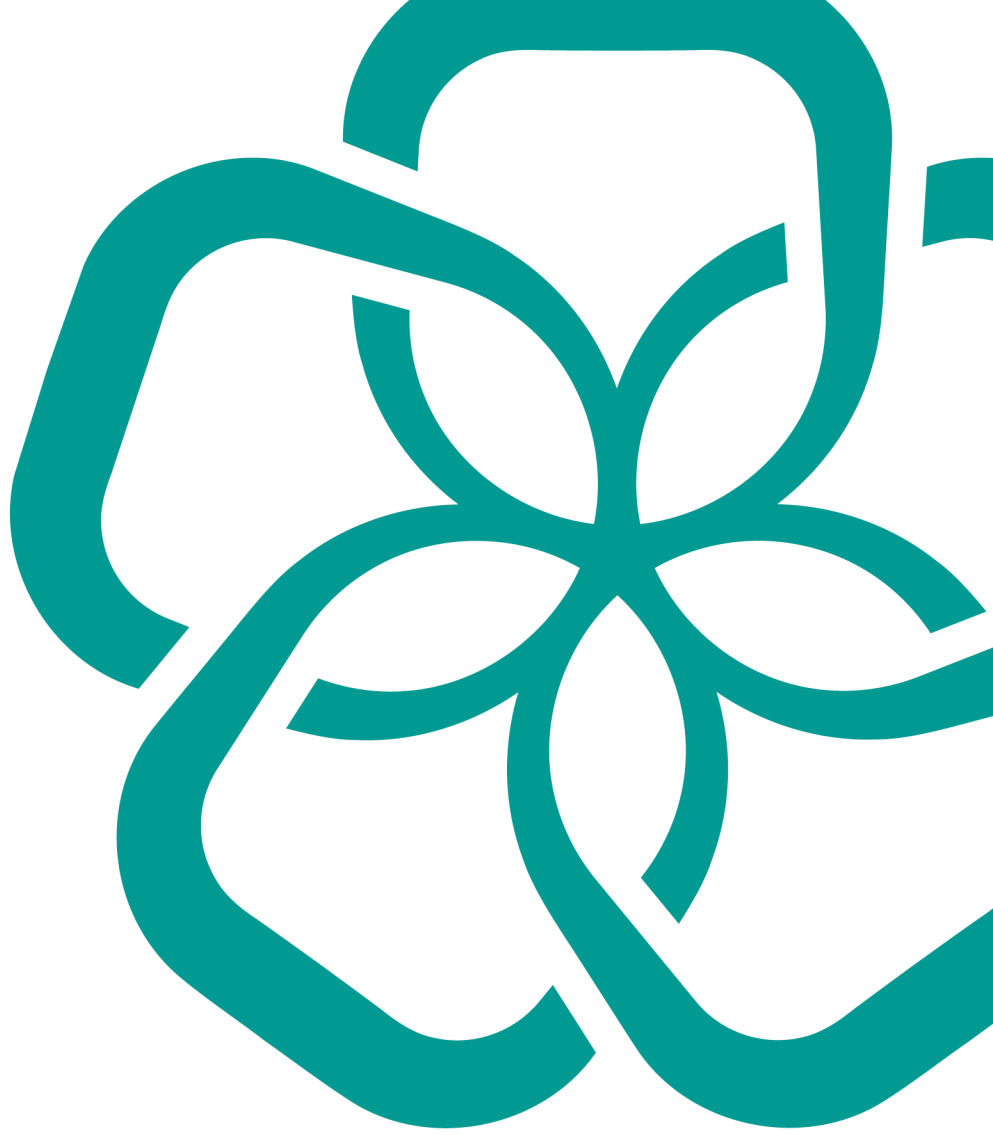




West
Yorkshire
Combined
Authority

Tracy
Brabin
Mayor of
West Yorkshire



Specification

Virtual Decisions – Delivery Partner 2026-27

June 2026

Service Specification

This document sets out the requirements that the grant holder will be expected to deliver. Organisations are encouraged to set out how they would meet the requirements in response to the areas below and to demonstrate innovative and creative practices they would employ to exceed the minimum requirements outlined.

To apply for this grant, service providers will need to complete the accompanying Expression of Interest.

Priorities, Criteria and Assessment

Within the application we would expect the following areas to be addressed.

Delivery Aim

The Virtual Decisions programme has been delivered by the VRP since 2024 and last year a successful pilot was completed delivering the Virtual Decisions programme in a centralised way using a single delivery partner. Using a single delivery partner extended the programmes reach across West Yorkshire and enabled better understanding of the impact of the programme on children. The Virtual Decisions programme involves delivering the virtual reality films and targeted delivery of the extended learning package.

The programme is aimed at children aged 12-18 across the whole of West Yorkshire and is intended to be delivered alongside schools, VCSE organisations, and other children's services/provision in the region. Delivery can be extended to include 10- and 11-year-olds if consent is gained from their parents.

Virtual Decisions films enable participants to experience multiple dilemmas that illustrate the impacts of different choices. The 'choose your own path' format provides over 3,000 different paths for a user. Participants use the headsets to interact with presented scenarios and make choices along the way so they can experience the consequences of their decisions. Following the virtual reality experience, facilitators are expected to use the extended learning package available to run workshops that explore the issues raised in more depth. The films provided focus on knife crime, identity, and influence.

Delivery Objectives

Applicants must demonstrate how their delivery service meets the following key objectives of the Virtual Decisions programme:

- Children and young people better understand the consequences of actions portrayed in the films
- Children and young people engage and learn something new from the workshop
- Children and young people are more able to make informed decisions based on what they have learnt from the films
- Children and young people's ability to take positive action is increased

Multi Agency Working and Partnership Requirements

The delivery partner will need to have established, or work to establish, effective partnerships with schools, VCSE organisations, youth clubs, and other children's services/provision across West Yorkshire to facilitate the delivery of the Virtual Decisions programme.

The delivery partner will work with the agencies detailed above to schedule sessions for delivery and ensure these are well-structured allowing enough time for the workshops to be conducted and evaluation to be undertaken.

Delivery should include a mix of universal delivery of the virtual reality films **and** targeted delivery of the extended learning workshops for children in need.

Resourcing, Staffing and Safeguarding

The Provider shall ensure that the staff are recruited, inducted, trained, and supported appropriately to work with children and young people, including those who may be vulnerable.

- Supervise Staff on a regular basis.
- Ensuring staff remain up-to-date and compliant with all organisational procedures, policies, a professional code of conduct and uphold standards of best practice.
- Responsibility for the Health and Safety of staff and compliance with all appropriate safety risk assessments and Health and Safety legislation.
- Ensuring staff comply with data protection legislation, confidentiality and information sharing policies and procedures and all legislation connected to their work.
- Ensuring staff maintain accurate and confidential case management records and databases contribute to monitoring information for the service.

The Provider shall have in place suitable arrangements that reflect the importance of safeguarding and promoting the welfare of victims including:

- Suitably experienced and trained staff to deliver the intervention.
- Clear lines of accountability for safeguarding arrangements.
- Safe recruitment, selection, training, and performance management practices for staff involved in the provision of the Services, including process for obtaining appropriate checks, including Disclosure and Barring Service (DBS) clearance.
- Robust safeguarding policies and procedures.

Location and operating hours

The intervention is to cover each place in West Yorkshire including the below local authority areas:

- Bradford
- Calderdale
- Kirklees
- Leeds
- Wakefield

The operating days and hours for delivery should be flexible in order to reach as many children as possible in the settings most appropriate for them.

Monitoring and reporting requirements

The Virtual Decisions programme is evaluated internally by the Violence Reduction Partnership monthly. The facilitators from the delivery partner will be required to submit timely monitoring information for each individual session they deliver. They will also need to facilitate two evaluation surveys, to be completed by each child taking part in a session. The Violence Reduction Partnership is open to discussions with the successful delivery partner as to how the evaluation can be less onerous for facilitators and children.

In addition to the required monitoring set out by Violence Reduction Partnership, we require quarterly updates on intervention delivery and financial reporting

Monthly (using online system provided):

Facilitator:

- Number of children taking part in the session
- Ages of the children taking part in the session
- Gender of the children taking in the session

Participants

- Pre-intervention survey
- Post-intervention survey

Quarterly:

- Financial monitoring
- Qualitative narrative report

Staff from the West Yorkshire Violence Reduction Partnership team will meet formally with the Service Provider on a quarterly basis to review reports and data, monitor delivery, and compliance against the grant agreement. The meetings will afford both parties the opportunity to raise issues for discussion, clarification and provide feedback. There shall be ongoing open discussions between the Commissioners and Service Provider to ensure effective delivery of the service.

Budget and Agreement

As a minimum, the Virtual Decisions delivery partner is required to deliver education sessions to children and young people across West Yorkshire, using the equipment and resources attached to the Virtual Decisions package focused on knife crime, identity, and influence.

The budget available for this service over 7 months (1 September 2026 to 31 March 2027), shall be £72,000 (inclusive of VAT), at this time future funding is not confirmed.

The successful bidder shall be awarded with a grant agreement for the agreed amount. The length of the agreement will be for a 7-month period.

Expression of Interest Submission

Bidders are invited to submit an Expression of Interest to deliver the requirements outlined in this Service Specification. The delivery period will commence on from 1st September 2026 and the awarded provider will need to work swiftly to have the service in place within this agreed timescale. The following timetable will be followed for Expression of Interest and Evaluation. Bidders are invited in their response to outline their proposed timescales for delivery. Please note that there will be an expectation that the successful provider will arrange sessions to commence from early September to maximise delivery from the beginning through to the end of the grant period.

Expression of Interest Opens – 29th June 2026
Expression of Interest Closes – 31st July 2026 at 12pm
Evaluation Period – w/c 3rd August 2026
Notification of Award – w/c 10th August 2026
Grant Period Starts – 1st September 2026

Evaluation

Each response will be scored using the scoring matrix detailed below.

All applications received by the stated application deadline will be assessed against the stated criteria before any decision is taken whether to grant fund.

The assessment panel's decision will be final, and no discussions will be entered into regarding to decision making of the panel.

Scoring criteria

Numerical Score: 10

Description: In respect of each element of the Services identified in the question, the proposals fully explain how the relevant element will be delivered to the standards required, throughout the term. The proposals are clear, precise and robust. The explanation is sufficient to give the Combined Authority a high degree of confidence that all of the relevant aspects of the Service Specification will be delivered.

Description: In respect of each element of the Services identified in the question, the proposals explain how the relevant element will be delivered to the standards required, throughout the term. The proposals are clear, precise and robust. The explanation is sufficient to give the Combined Authority a high degree of confidence that the relevant aspects of the Service Specification will, for the most part, be delivered. To the extent that the explanation is not sufficient to give the Combined Authority that high degree of confidence, the explanation does not raise concerns.

Numerical Score: 6

Description: In respect of each element of the Services identified in the question, the proposals explain, to some extent, how the relevant element will be delivered to the standards required, throughout the term. The proposals are clear, but there are some concerns around precision and / or robustness. The explanation is sufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will, for the most part, be delivered. To the extent that the explanation is not sufficient to give the Combined Authority that confidence, the explanation raises one or more concerns but no material concerns.

Numerical Score: 4

Description: In respect of each element of the Services identified in the question, the proposals explain, to some extent, how the relevant element will be delivered to the standards required, throughout the term, but for certain elements the explanation is very limited.

There are concerns around the clarity, and around the precision and / or robustness, of the proposals. The explanation is sufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will be delivered to some extent. To the extent that the explanation is not sufficient to give the Combined Authority that confidence, the explanation raises one or more concerns, one of which is a material concern.

Numerical Score: 2

Description: In respect of one or more elements of the Services identified in the question, the proposals fail to explain to any extent how the relevant element will be delivered to the standards required, throughout the term; and / or the proposals are mainly or wholly unclear; and / or the explanation is insufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will be delivered and / or the explanation for any one or more of the elements raises multiple material concerns.

Numerical Score: 0

Description: No response or response is irrelevant to the question asked.



Find out more
[**westyorks-ca.gov.uk**](https://westyorks-ca.gov.uk)

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All information correct at time of writing