



18 November 2024

Tēnā koe

Official Information Act request

Thank you for your Official Information Act 1982 (the Act) request to Nathan Cross, Director, Ministry of Youth Development (MYD) – Te Manatū Whakahiato Taiohi, on 18 October 2024. You requested high-level data on ‘what is already working’ with MYD’s funded Youth Enterprise programmes. Please note that MYD is a part of the Ministry of Social Development.

I have considered your request under the Act. Please find my decision on your request set out below.

MYD does not hold any high-level data on ‘what is already working’ in MYD’s currently funded Youth Enterprise programmes. I am therefore refusing your request under section 18(g) of the Act as the information you request is not held by the Ministry and I have no grounds to believe that the information is either held by or closely connected to the functions of another department, Minister of the Crown, or organisation.

However, the following information may help to address your request.

Enclosed in the attached **Appendix** is a copy of the following document, *Request for proposal (RFP) for Expanding Youth Enterprise and Education Funding Stream*.

This is MYD’s most recent Request for Proposal for Youth Enterprise funds, which was publicly available through the Government Electronic Tender Service, and closed on Thursday 14 November 2024. This document outlines the kinds of programmes MYD considers high-value and seeks to fund.

In recent years, MYD has worked to understand what ‘good’ looks like for youth enterprise programmes and the youth enterprise sector. As a result of this work, in 2022, a suite of resources and website were published here: www.teketearonui.co.nz/resources

The resources were developed in partnership with MYD, the King's Trust Aotearoa New Zealand¹ (KTANZ) and youth sector providers. Through generating themes in hui run with young people, sharing resources, and collecting evidence-based data, current needs/gaps in the youth enterprise ecosystem were identified. Both practice and evidence were incorporated into the Te Kete Aronui framework and suite of resources.

I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

pp. 

Magnus O'Neill
General Manager
Ministerial and Executive Services

¹ Note: KTANZ was named the Prince's Trust New Zealand at the time the resources were developed



**MINISTRY OF
YOUTH DEVELOPMENT**
TE MANATŪ WHAKAHIATO TAIOHI

Administered by the Ministry of Social Development

Request for Proposal (RFP)

by: Ministry of Youth Development – Te Manatū Whakahiato Taiohi

for: Expanding Youth Enterprise and Education Funding Stream

ref: [procurement reference number]

RFP released: 18 October 2024

Deadline for Questions: 12 noon on 06 November 2024

Deadline for Proposals: 5:00pm on 14 November 2024

Ministry of Youth Development – Te Manatū Whakahiato Taiohi

www.myd.govt.nz

56 The Terrace

Wellington 6011

The opportunity

This RFP is issued by Ministry of Youth Development (MYD) – Te Manatū Whakahiato Taiohi, administered by the Ministry of Social Development.

What we need

MYD wishes to purchase Service(s) that will contribute to the Youth Enterprise (YE) eco-system supporting young people aged 12-24 years, at various points along their entrepreneurial journey.

The three funds covered by this Request for Proposal (RFP) are as follows:

- The **Introduction to Enterprise Fund (IEF)** (targeting 12–18-year-olds) will support skill-building (including financial literacy, digital/computing skills, and problem-solving and communication skills) to enhance young people’s access to, and success in, future business or employment opportunities. MYD intends to provide contributory funding which allows for multiple funders to invest in the delivery of national and local programmes. Funded programmes will have a minimum delivery period of at least ten hours of programme engagement.
- The **Building Entrepreneurial Capital Fund (BECF)** (targeting 15–24-year-olds) will provide young people with enterprise experiences and knowledge needed to create a business. Young people will have the opportunity to develop their business ideas; they will create a ‘business model canvas’, a one-page business model template designed to help articulate, test, and refine business ideas (or an approved alternative business plan) and budget, by the end of the programme. Young people will be supported by mentoring or youth worker relationships as they explore how they choose to engage in their community and the economy. MYD intends to provide up to full funding for opportunities that invest in long term, relational-focused programme delivery of local/regional programmes. Funded programmes will have a minimum delivery period of at least ten weeks.
- The **Developing Youth-Led Businesses Fund (DYBF)** (targeting 17–24-year-olds) will offer seed funding and mentoring for young people who have businesses ready to take to the next level. This funding is for young people who have completed an enterprise programme, are ready to apply their learnings to the real-world to create economic opportunities for themselves and their communities. MYD intends to provide partial funding, in addition to business and private investments, to support young entrepreneurs, including those who would not otherwise have access to the wider Youth enterprise (YE) ecosystem. Funded programmes will run for a minimum of ten months.

The MYD aim is to focus investment in early intervention and prevention programmes that are high-value and outcome-driven, and that prevent young people identified as having low to moderate needs progressing towards remedial and highly intensive services.

What's important to us?

This funding aims to provide youth enterprise opportunities that will incorporate strength-based youth development practice (informed by Mana Taiohi¹ and Te Kete Aronui²) to support young people to succeed in life and enable them to contribute positively to Aotearoa New Zealand's economy and communities.

By funding the Service(s), MYD intends to help young people prepare for future employment, which aligns with MYD's aim to support economic participation and work-readiness through youth enterprise opportunities.

Through funding the Service(s), MYD will contribute to the YE eco-system supporting young people, at various points along their entrepreneurial journey.

It's important to MYD that it selects providers with expertise in youth enterprise to operate prevention/early intervention Service(s) that are accessible to young people from its priority cohorts and incorporate youth voice and participation.

Why should you bid?

This is an opportunity for youth enterprise, iwi, and community-based organisations to deliver effective youth enterprise programmes based on youth development principles and best practice. We are looking for providers with youth enterprise and youth development expertise to make a positive difference in the lives of young people.

A bit about us

MYD is a business unit administered by the Ministry of Social Development (MSD) – Te Manatū Whakahiato Ora.

MYD encourages the use of a positive youth development approach to support all young people, aged between 12 and 24 years old, to increase their overall wellbeing so that they are better able to succeed in, contribute to, and enjoy life. It also supports the broader youth sector and promotes a better understanding of how to support and empower young people.

MYD currently spends around \$17 million a year on a wide range of youth development and youth enterprise programmes and on supporting initiatives across the youth sector.

MYD is a small agency that achieves big results by partnering and working with and through others. We work collaboratively with young people, other funders (including corporates and philanthropic organisations), providers, iwi, local government, and other government agencies.

¹ [Mana Taiohi - Ara Taiohi](#)

² [Te Kete Aronui | Youth entrepreneurship outcomes framework](#)

SECTION 1: Key Information

1.1 Context

- a. This Request for Proposals (RFP) is an invitation to submit a Proposal for the Expanding Youth Enterprise and Education funding stream contract opportunity.
- b. This RFP is a single-step procurement process.

1.2 Our timeline

Here is our timeline for this RFP (all are New Zealand times and dates):

Activity	Date
Online Respondent briefing sessions	11.30am on Friday 25 October 2024 and 5.30pm on Wednesday 30 October 2024
Deadline for Respondent questions	12 noon on Wednesday 06 November 2024
Deadline for MSD/MYD to answer questions	Friday 08 November 2024
Deadline for Proposals	5.00pm on Thursday 14 November 2024
Notify Respondents of outcome	By Friday 28 February 2024
Due diligence and contract negotiation	By Friday Wednesday 28 March 2024
Debrief unsuccessful Respondents	By 30 July 2025
Contract Start Date	Tuesday 01 July 2025

1.3 How to contact us

- a. Contact us through our Point of Contact via email or the Government Electronic Tenders System (GETS).
- b. Our Point of Contact:

Name: Monique Wood
 Title/role: Procurement Specialist
 Email address: socialprocurement@msd.govt.nz
- c. To register for our Respondent briefing session, contact our Point of Contact via email.

1.4 Developing and submitting your Proposal

- a. This is an open, competitive tender process.
- b. Take time to read and understand the RFP.
- c. Take time to understand our Requirements. These are in SECTION 2 of this document.
- d. Take time to understand how your Proposal will be evaluated. See SECTION 3 of this document.

- e. For resources on tendering visit <https://www.procurement.govt.nz/suppliers-2/>
- f. If you have questions, ask our Point of Contact before the Deadline for Questions (see Section 1.2 above).
- g. Use the Response Form via SmartyGrants <https://myd.smartygrants.com.au/YEF26> to submit your Proposal.
- h. Complete **and** sign the declaration at the end of the Response Form.
- i. To submit a Response Form in SmartyGrants, Respondents must first register. Registration gives you secure access to your Response Form on SmartyGrants and allows you to work on it over time rather than having to complete it all at once. Remember to save your work regularly. A SmartyGrants Guide is attached as Appendix D to aid all Respondents.
- j. Check you have provided all the necessary information in the correct format and order.
- k. Submit your Proposal before the Deadline for Proposals.

1.5 Address for submitting your Proposal

Submit your Proposal to the following address: <https://myd.smartygrants.com.au/YEF26>.

Check you have provided all information requested before you submit your Response Form in SmartyGrants.

1.6 Our RFP Terms

a. Offer Validity Period

By submitting a Proposal, the Respondent agrees that their offer will remain open for four calendar months from the Deadline for Proposals.

b. RFP Terms

By submitting a proposal, the Respondent agrees to the RFP-Terms described in SECTION 6 .

1.7 Later changes to the RFP or RFP process

- a. After publishing the RFP, if we need to change anything or provide additional information, we will let all Respondents know by placing a notice on GETS.
- b. If you downloaded the RFP from GETS you will automatically receive notifications of any changes through GETS.

1.8 Defined terms

These are shown using capitals. You can find all definitions at the back of the RFP-Terms.

SECTION 2: Our Requirements

2.1 Background

MYD's Expanding Youth Enterprise and Education funding stream was established in 2014 to support young people (aged 12 to 24 years) to be better prepared for the future work environment through funding strength-based enterprise education and skills development opportunities and investing in young people's business potential.

The Expanding Youth Enterprise and Education funding stream totals \$1.5 million per financial year and sits within the Partnering for Youth Development Multi-Category Appropriation (MCA), which is administered by MYD and sits within Vote Social Development. The overarching purpose of the Partnering for Youth Development MCA is to improve outcomes for young people across Aotearoa New Zealand through youth development.

The aim is to focus investment in early intervention and prevention programmes that are high-value and outcome-driven, and that prevent young people progressing towards remedial and highly intensive services.

2.2 Key outcomes

By providing the Service(s), the provider will contribute to young people achieving outcomes of positive connections and relationships, and growth and skills development.

The provider will aim a minimum of 85% of participants reporting they have achieved outcomes through participation in MYD-funded Youth Enterprise Service(s).

To achieve outcomes of positive connections and relationships, young people will report the Service(s) has helped them to:

- a) make new friends
- b) build better relationships with their family or community
- c) understand their culture and/or identity better
- d) and feel that their voice is heard.

For growth and skills development, young people will report the Service(s) has helped them to:

- a) develop or strengthen skills
- b) feel more confident about themselves and what they can achieve
- c) cope when things go wrong or not to plan
- d) look forward to opportunities in the future.

Youth enterprise-specific outcomes sought are:

- a) development of enterprise skills³, including increased digital and financial literacy
- b) improved preparedness for engaging in work/business environments
- c) increased communication, problem-solving, and interpersonal skills

³ Including work-ready skills

- d) increased teamwork and community connection.

Additional Fund-specific outcomes

BECF programmes will support each participant to:

- develop and test an enterprise idea
- develop a “business model canvas” (or approved alternative business plan) and budget for their business idea
- apply for seed funding and ongoing mentoring (N.B. this applies to eligible and interested young people only).

DYBF programmes will:

- support enterprise learning and business development through investing seed funding into young people’s businesses
- develop a network of business and private donors to match MYD’s investment and provide business support services
- match participants with trained and experienced business mentors.

Target Group of the Service(s)

Those eligible for the Service(s) are young people aged 12 to 24 years.

The three youth enterprise funds have the following specific age groups:

Expanding Youth Enterprise and Education Funding Stream	Age group
Introduction to Enterprise Fund	12-18 years
Building Entrepreneurial Capital Fund	15-24 years
Developing Youth-Led Businesses Fund	17-24 years

The young people will have been identified as having low to moderate needs⁴.

Broader Outcomes

Specific Broader Outcomes that will be addressed as part of this procurement are:

- Increasing access for Aotearoa New Zealand organisations.

⁴Young people who have been identified as having low to moderate needs will satisfy one or more of the following: history of school absenteeism, or experience of alternative education; low household and community financial resources; family or individual dependence on Work and Income; mental health needs such as controlled anxiety or depression; low sense of identity/belonging; lack of social connectedness with peers, whānau, community.

Undertaking an open procurement process presents an opportunity for previously uncontracted organisations to apply for an opportunity to deliver the Service(s). Respondents need to understand the Aotearoa New Zealand environment and be a registered entity in Aotearoa New Zealand.

2.3 What we require from a Respondent

The Expanding Youth Enterprise and Education funding stream will support young people to build skills they need to engage with business, employment, and to build economic independence for themselves and their communities.

The Service(s) will prepare young people for future employment, aligning with MYD's aim to support economic participation and work-readiness through youth enterprise opportunities.

The Service(s) will support effective youth participation of young people in the design, development, delivery, and evaluation of youth enterprise opportunities that support young people to develop enterprise skills (including work-ready skills) and experiences. Youth enterprise opportunities will incorporate strength-based youth development practice (Mana Taiohi and Te Kete Aronui) to support young people to succeed in life and enable them to contribute positively to Aotearoa New Zealand's economy and communities.

YE programmes connect to positive youth development and therefore should be guided by youth development principles. Mana Taiohi is a principle-based framework that acknowledges the mana of young people and how it can be enhanced through eight interconnected holistic principles. The principles support young people to have a voice and step into leadership roles through a strength-based approach. The Youth Enterprise Funds align with the Mana Taiohi principles, as well as Te Kete Aronui, an outcomes framework which outlines integral elements of quality YE opportunities.

In Scope

In-Scope Item	Description
Location	Proposals will be welcome from any region within Aotearoa New Zealand.
Selection process	<p>The open market is invited to respond to this RFP. RFP responses will be scored by an evaluation panel. Moderation and funding allocation will identify recommended Respondents. Recommended Respondents will undergo due diligence and contract negotiation.</p> <p>High scoring RFP responses will be funded first. Funding decisions for medium scoring proposals will consider reach (i.e., communities or geographic areas without access to funded programmes).</p> <p>For the Building Enterprise Capital Fund ONLY, RFP responses will be separated into MYD's four geographic regions with the highest scoring responses within each region receiving first consideration for funding.</p>
Age	Young people aged 12-18 years (IEF), 15-24 years (BECF), and 17-24 years (DYBF).
Programme intensity/level of need	Services with a prevention/early intervention and low to moderate needs scope.

Engagement Periods	<p>Minimum length of engagement:</p> <ul style="list-style-type: none"> • Ten hours (IEF) • Ten weeks (BECF) • Ten months (DYBF).
Respondents	<p>Youth enterprise, iwi, and community-based organisations that incorporate youth voice, Mana Taiohi, and Te Kete Aronui principles into their programmes.</p> <p>Organisations that hold a current minimum Social Sector Accreditation (SSA) Level 4 or achieve a minimum SSA Level 4 within six months of outcome agreement commencement.</p>
Types of programmes	<p>IEF programmes and/or services:</p> <ul style="list-style-type: none"> • will utilise a positive youth development approach that enables youth voice and leadership • engage with schools or other community settings to introduce young people to enterprise and entrepreneurship • will develop young people's enterprise skills including digital and financial literacy • will develop life skills and strengthen protective factors for young people • will support young people to explore pathways they may use to engage with the economy. <p>BECF programmes and/or services:</p> <ul style="list-style-type: none"> • will utilise a positive youth development approach that enables youth voice and leadership • will strengthen youth identity, sense of belonging and social connectedness with their peers, whānau, and communities • will incorporate an adaptive or innovative approach to developing and delivering programmes and/or services • will deliver multiple connection opportunities over the duration of the programmes and/or services • will develop life skills and strengthen protective factors for young people • will support young people interested in enterprise to develop a "business model canvas" (or approved alternative business plan) and budget for their business idea

	<ul style="list-style-type: none"> • will offer enterprise activities to build enterprise skills so that young people establish a pathway to participate in the economy. <p>DYBF programmes and/or services:</p> <ul style="list-style-type: none"> • will utilise a positive youth development approach that enables youth voice and leadership • will strengthen youth identity, sense of belonging and social connectedness with their peers, whānau, and communities • will incorporate an adaptive or innovative approach to developing and delivering programmes and/or services • will deliver multiple connection opportunities over the duration of the programmes and/or services • will work with business and private donors to raise seed funding that can support young people’s business • will enable increased access to seed funding for young entrepreneurs and their businesses • will provide mentoring, shared support services, and entrepreneurial skill development to support young people who are ready to take their business to the next level • will support young people with a business idea or a profitable business to grow their business through relationships within the business community.
Funding	Requests for cost per person up to \$125.00 (IEF), \$500.00 (BECF), and \$6,000.00 (DYBF).

Released under the Official Information Act 1982

What We Don't Want

Out of Scope

Out of-Scope Item	Description
Location	Programmes operating outside of Aotearoa New Zealand.
Age	Under 12 years and over 24 years.
Programme intensity/level of need	High intensity services that extend beyond the prevention/early intervention and low to moderate needs scope.
Engagement Periods	Less than ten hours (IEF), ten weeks (BECF) or ten months (DYBF) length of engagement.
Costs	Overseas travel, formal training and qualifications, purchase of land or major capital items, such as vehicles and computer hardware.
Requestor	Individuals or businesses in a start-up phase.
Funding	Requests for cost per person exceeding \$125.00 (IEF), \$500.00 (BECF), and \$6,000.00 (DYBF). There is maximum annual contract value of \$120,000.00 for the BECF so a proposal for this fund that seeks funding higher than this amount is out of scope.
Type of participation	Participant numbers generated through social media engagements e.g. likes, shares, comments, and followers.
One-off activities	One-off gatherings, conferences, one off training events, or standalone award ceremonies (these may be funded as part of a wider youth enterprise programme or service, but not in isolation).
Additional for BECF and DYBF	
Curriculum	Curriculum-based programmes and/or services within a classroom setting.

2.4 Contract structure

- a. Contract will be structured via twice yearly payments.

2.5 Contract term

We expect that the Contract will commence July 2025. The anticipated Contract term and options to extend are:

Introduction to Enterprise Fund

Proposed Start Date	01 July 2025
Initial Term	2 years
Optional Renewals	2 + 1 years
Maximum Term	5 years

Building Entrepreneurial Capital Fund

Proposed Start Date	01 July 2025
Initial Term	2 years
Optional Renewals	2 + 1 years
Maximum Term	5 years

Developing Youth-Led Businesses Fund

Proposed Start Date	01 July 2025
Initial Term	1 year
Optional Renewals	1 year
Maximum Term	2 years

2.6 Other tender documents

These documents have been uploaded on GETS and are available to Respondents – they form part of this RFP. These include:

- a. Appendix A – Frequently Asked Questions
- b. Appendix B – Service Description
- c. Appendix C – SmartyGrants Guide
- d. Appendix D – Draft Outcome Agreement

You can find the online Response Form here <https://myd.smartygrants.com.au/YEF26>

SECTION 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals. Our evaluation approach is designed to ensure MYD can achieve the best value-for-money over the whole-of-life. This means achieving the right combination of fit for purpose, quality, price, and delivery on time.

The evaluation model that will be used is weighted attribute (weighted score). Price will not be a weighted criterion. Instead, price will be considered in determining overall value for money over the whole of life of the contract. All responses will include a breakdown of costs. For the IEF and DYBF, responses will include a budget containing the full cost of the proposed Service(s) with information about non-MYD financial contributions.

A cross-functional team will be involved in the evaluation of submitted bids and recommendation of the preferred bids. In line with the evaluation methodology, each evaluator will be given a copy of the submitted bid to carry out an independent evaluation of each response against the approved evaluation criteria. A moderation session will be led by the Panel Chair. The purpose of this session will be to review the responses and discuss and agree final scoring for each submitted proposal, including any outlying scores. The evaluation team will consist of three evaluation panel members who will score each RFP response and serve as voting members. Panel members will be sought with expertise in youth development, youth enterprise, bi-culturalism, youth perspective, and in representing priority cohorts. Additional, non-voting members of the evaluation team will include moderators, note-takers, and experts in MYD performance measures and financial analysis.

For IEF and DYBF, financial allocation will be conducted with proposals with the highest scores receiving first consideration for funding. Selection of medium scoring proposals will include consideration to accommodate geographic spread and ensure access to opportunities.

For BECF, proposals will be grouped by MYD's four geographic regions with the highest scoring proposals in each region receiving first consideration for funding. The funding range established per region will facilitate the funding of full requests as appropriate and will allow some flexibility to consider selection of medium scoring proposals to accommodate geographic spread and ensure access to opportunities.

Anticipated funding of BECF proposals by region include:

Region	Percentage of investment	Amount of funding allocated to the Building Entrepreneurial Capital Fund (per annum)
Northern	31-41%	\$224,750.00 – \$297,250.00
MidCentral	20-30%	\$145,000.00 – \$217,500.00
Central	12-22%	\$87,000.00 – \$159,500.00
Southern	17-27%	\$123,250.00 – \$195,750.00
Total		\$0.725 million

MYD reserves the right to deviate from these funding ranges should there be an insufficient number of acceptable high and medium scoring proposals received for a region.

Following financial allocation, the preferred Respondents will then undergo due diligence and contract negotiation.

3.1 Pre-conditions

Pre-Conditions

Each response must meet all the general pre-conditions as well as the fund-specific pre-conditions for the fund(s) selected. Responses which fail to meet one or more pre-condition will be eliminated from further consideration and will not be evaluated by the evaluation panel

#	General Pre-Conditions
1.	The provider must be a current Aotearoa New Zealand legal entity (proposals from provider in a set-up business stage will not be considered).
2.	The person(s) completing the RFP response must have authority to do so on behalf of the organisation.
3.	The provider must be financially viable and able to provide a copy of their latest audited or accountant prepared (reviewed financial statements), or other financial statements in accordance with their legal entity status, on request.
4.	The provider must complete the following Compliance Statement: Confirm that the company, organisation, director, and or senior staff e.g., Chief Financial Officer, are not: <ul style="list-style-type: none"> a. in a state of bankruptcy, insolvency, administration, statutory management, liquidation, winding up, receivership, or similar insolvency process b. subject to legal proceedings or any Government or regulatory investigation or inquiry including by a professional body c. have not been convicted of a criminal offence related to business or professional conduct.
5.	The provider must confirm that it either: <ul style="list-style-type: none"> a. currently holds a minimum Level 4 Social Sector Accreditation Standard (or higher) and will maintain it throughout the Term of the Outcome Agreement, or b. will (subject to Te Kahui Kahu availability) achieve a minimum Level 4 Social Sector Accreditation within six months of the outcome agreement commencement date and maintain it throughout the Term of the Outcome Agreement. <p>The provider must confirm that all staff and volunteers have been police checked as per the Children's Act 2014 requirements.</p>
6.	The provider must confirm their organisation meets Health and Safety and Employment standards.

7.	The provider must confirm that the delivery of Service(s) is guided by the youth development principles in the Mana Taiohi Framework, Te Kete Aronui, and The Code of Ethics for Youth Work in Aotearoa New Zealand.
8.	The provider must confirm they can commence delivery from July 2025.
9.	The provider must confirm that the proposed programme or service will not require the level of intervention that necessitates delivery by a qualified social worker and that any costs related to Social Worker Pay Equity claims will be included in the proposed pricing of services.
#	Introduction to Enterprise Fund ONLY Pre-Conditions
1.	The provider must confirm it is currently delivering youth enterprise programmes to young people who fall within the 12-18 years age bracket.
2.	The provider must confirm it will deliver Service(s) that will enhance a youth development approach to youth enterprise over a minimum of ten hours.
3.	The provider must confirm its proposal will not exceed an average cost per person totalling more than \$125.00.
	Building Entrepreneurial Capital Fund ONLY Pre-Conditions
1.	The provider must confirm it is currently delivering locally-based youth enterprise services to young people who fall within the 15-24 years age bracket.
2.	The provider must confirm that a minimum of one youth worker will facilitate the proposed Service(s), who is qualified (or working towards) with a minimum of a relevant Level 4 certificate or has a minimum of five years' experience in youth work in Aotearoa New Zealand, including experience applying The Code of Ethics for Youth Work in Aotearoa New Zealand, the Mana Taiohi principles or a similar model of practice, or membership to Korowai Tupu – the Professional Association of Youth Workers in Aotearoa New Zealand.
3.	The provider must confirm it is able to deliver Youth Enterprise Service(s) that build consistent trusting relationships through multiple connection opportunities over a minimum of ten weeks.
4.	The provider must confirm that its proposal will not exceed a contract value of \$120,000.00 per financial year with an average cost per person totalling no more than \$500.00.
#	Developing Youth Led Business Fund ONLY Pre-Conditions
1.	The provider must confirm it is currently delivering youth enterprise services that match young entrepreneurs who fall within the 17-24 years age bracket with a financial investment to their enterprise.
2.	The provider must be able to provide confirmation of additional investment from business or private donors of more than \$300,000.00 per year for supporting youth-led business through seed funding, mentoring, and access to business support services in the Service(s) proposed.
3.	The provider must confirm that a minimum of one youth worker will facilitate the proposed Service(s), who is qualified with (or working towards) a minimum of a relevant Level 4 certificate or has a minimum of five years' experience in youth work in an Aotearoa New Zealand, including experience applying The Code of Ethics for Youth Work in Aotearoa New

	Zealand, the Mana Taiohi principles or a similar model of practice, or membership to Korowai Tupu – the Professional Association of Youth Workers in Aotearoa New Zealand.
4.	The provider must confirm it can provide access to a pool of mentors with significant experience growing enterprise or businesses who have capacity to support young entrepreneurs.
5.	The proposal must be for a youth enterprise programme delivered to young people who fall within the 17-24 years age bracket.
6.	The provider must confirm it is able to deliver youth enterprise Service(s) that support consistent trusting relationships through multiple connection opportunities over a minimum of ten months.
7.	The provider must confirm that its proposal will not exceed a contract value of \$300,000.00 per financial year with an MYD-funded average cost per person totalling no more than \$6,000.00.

3.2 Evaluation criteria

We will evaluate Proposals which meet all pre-conditions according to the following criteria and weightings.

	Introduction to Enterprise Fund	Weighting %
1.	Organisation Overview	15%
1.1	Provide an overview of your organisation, including: <ul style="list-style-type: none"> a. mission statement and core values b. services currently delivered c. physical location of services d. organisation size and structure e. operating hours f. number of young people accessing services g. annual operating budget. 	
1.2	Tell us where you currently deliver Service(s) and how you ensure accessibility to your Service(s) to young people with low to moderate needs.	
1.3	Describe what data and/or evidence that you use to determine that the young people using the proposed Service(s) have low to moderate needs.	
1.4	Tell us how you have incorporated cultural competency within your organisation including examples of relevant trainings, practices, and relationships with tangata whenua, local iwi, and hapū.	
1.5	Describe how your organisation regularly connects with the youth development and youth enterprise sectors, including any recent or current partnerships, and/or collaborations with other community/youth providers.	
2.	Whai Wāhitanga (Youth Voice and Participation)	15%
2.1	Describe how your organisation identifies the needs, ideas, and opinions of young people, including:	

	<ul style="list-style-type: none"> a. how you consult with young people in the development of programmes and services b. how young people will contribute to the ongoing design, development, delivery, and evaluation of the proposed Service(s). 	
2.2	Provide examples of how your organisation includes young people as active contributors to your governance structure and decision-making.	
3.	Proposed Service Description	50%
3.1	Describe the proposed Service(s), including: <ul style="list-style-type: none"> a. how your organisation identified the needs of young people to inform your Service(s) b. how the Service(s) will be tailored to meet the specific needs of the young people targeted by those Service(s) c. the anticipated skills, development, and outcomes young people will gain d. the environment and context in which engagements will take place e. the future youth enterprise opportunities available to young people following participating in the Service(s) f. anticipated number of participants per year g. any collaborating organisations working in partnership to provide the Service(s). 	
3.2	Describe an example of the anticipated journey of a young person, including: <ul style="list-style-type: none"> a. a schedule of youth enterprise engagements b. the activities young people will participate in, and skills and outcomes they will achieve c. how the proposed Service(s) will enhance their mana, identity, sense of belonging, and social connectedness with their peers, whānau, and communities d. how the proposed Service(s) supports young people on future pathways to contribute to the economy. 	
4.	Participants	10%
4.1	Tell us how your organisation will journey with young people and their whānau to ensure appropriate mitigations are in place to remove cultural, language, ability (physical/neurological), and/or geographic barriers to allow them to meaningfully engage with your proposed Service(s).	
4.2	How will your organisation ensure that young people of all genders and sexualities are able to meaningfully engage with your Service(s)?	
5.	Capacity and Capability	10%
5.1	Describe your organisation's approach to youth enterprise (including youth development) and any model(s) of practice and how you incorporate these models.	

5.2	Describe the youth development and youth enterprise skills, experience, and qualifications of your staff/youth worker(s) and leadership team, and available pathways for professional development within your organisation.	
Total Weightings		100%

	Building Entrepreneurial Capital Fund	Weighting %
1.	Organisation Overview	15%
1.1	Provide an overview of your organisation, including: <ul style="list-style-type: none"> a. mission statement and core values b. services currently delivered c. physical location of services d. organisation size and structure e. operating hours f. number of young people accessing services g. annual operating budget. 	
1.2	Tell us where you currently deliver Service(s) and how you ensure accessibility to your Service(s) to young people with low to moderate needs.	
1.3	Describe what data and/or evidence that you use to determine that the young people using the proposed Service(s) have low to moderate needs.	
1.4	Tell us how you have incorporated cultural competency within your organisation including examples of relevant trainings, practices, and relationships with tangata whenua, local iwi, and hapū.	
1.5	Describe how your organisation regularly connects with the youth development and youth enterprise sectors, including any recent or current partnerships, and/or collaborations with other community/youth providers.	
2.	Whai Wāhitanga (Youth Voice and Participation)	15%
2.1	Describe how your organisation identifies the needs, ideas, and opinions of young people, including: <ul style="list-style-type: none"> a. how you consult with young people in the development of programmes and services b. how young people will contribute to the ongoing design, development, delivery, and evaluation of the proposed Service(s). 	
2.2	Provide examples of how your organisation includes young people as active contributors to your governance structure and decision-making.	
3.	Proposed Service Description	50%
3.1	Describe the proposed Service(s), including: <ul style="list-style-type: none"> a. the multiple connection opportunities for young people throughout the proposed Service(s) 	

	<ul style="list-style-type: none"> b. how your organisation identified the needs of young people to inform your Service(s) c. how the Service(s) will be tailored to meet the specific needs of the young people targeted by those Service(s) d. the environment and context in which engagements take place e. the anticipated skills, development, and outcomes young people will gain f. the future youth enterprise opportunities available to young people following participating in the Service(s) g. anticipated number of participants per year h. any collaborating organisations working in partnership to provide the Service(s). 	
3.2	<p>Describe an example of the anticipated journey of a young person, including:</p> <ul style="list-style-type: none"> a. an example of the schedule of youth enterprise engagements b. how youth workers will build consistent, trusting relationships with young people c. the activities young people will participate in, and enterprise skills and outcomes they will achieve d. how the proposed Service(s) will enhance their mana, identity, sense of belonging, and social connectedness with their peers, whānau, and communities e. how the proposed Service(s) supports young people on future pathways to contribute to the economy. 	
3.3	Describe the activities within the proposed Service(s) which will support young people to complete a business plan and budget and include examples of the business plan and budget templates that will be used.	
4.	Participants	10%
4.1	Tell us how your organisation will journey with young people and their whānau to ensure appropriate mitigations are in place to remove cultural, language, ability (physical/neurological), and/or geographic barriers to allow them to meaningfully engage with your proposed Service(s).	
4.2	How will your organisation ensure that young people of all genders and sexualities are able to meaningfully engage with your Service(s)?	

5.	Capacity and Capability	10%
5.1	Describe your organisations approach to youth enterprise (including youth development) and any model(s) of practice and how you incorporate these models.	
5.2	Describe the youth development and youth enterprise skills, experience, and qualifications of your staff, youth worker(s) and leadership team, and available pathways for professional development within your organisation.	
	Total Weightings	100%

	Developing Youth-Led Businesses Fund	Weighting %
1.	Organisation Overview	15%
1.1	Provide an overview of your organisation, including: <ul style="list-style-type: none"> a. mission statement and core values b. services currently delivered c. physical location of services d. organisation size and structure e. operating hours f. number of young people accessing services g. annual operating budget. 	
1.2	Tell us where you currently deliver Service(s) and how you ensure accessibility to your Service(s) to young people with low to moderate needs.	
1.3	Describe what data and/or evidence that you use to determine that the young people using the proposed Service(s) have low to moderate needs.	
1.4	Tell us how you have incorporated cultural competency within your organisation including examples of relevant trainings, practices, and relationships with tangata whenua, local iwi and hapū.	
1.5	Describe how your organisation regularly connects with the youth enterprise and business sectors including any recent or current partnerships, and/or collaborations with other community/youth providers.	
2.	Whai Wāhitanga (Youth Voice and Participation)	15%
2.1	Describe how your organisation identifies the needs, ideas, and opinions of young people including: <ul style="list-style-type: none"> a. how you consult with young people in the development of programmes and services b. how young people will contribute to the ongoing design, development, delivery, and evaluation of the proposed Service(s). 	
2.2	Provide examples of how your organisation includes young people as active contributors to your governance structure and decision-making.	
3.	Proposed Service Description	50%
3.1	Describe the proposed Service(s), including:	

	<ul style="list-style-type: none"> a. the mechanism you will use to provide seed funding that best meets the needs of young people and their businesses b. how mentors will be recruited, trained, supported, and matched with young people c. the multiple connection opportunities for young people throughout the proposed Service(s) d. the anticipated skills, development and outcomes young people will gain e. any collaborating organisations you are working with to provide business support services as part of the Service(s). 	
3.2	<p>Describe an example of the anticipated journey of a young person, including:</p> <ul style="list-style-type: none"> a. how young people will apply and/or be approached for the opportunities in the proposed Service(s) b. how youth workers and staff will build consistent, trusting relationships with young people c. the activities young people will participate in, and enterprise skills and outcomes they will achieve d. how the proposed Service(s) will enhance their mana, identity, sense of belonging and social connectedness with their peers, whānau, and communities. 	
4.	Participants	10%
4.1	Tell us how your organisation will journey with young people and their whānau to ensure appropriate mitigations are in place to remove cultural, language, ability (physical/neurological), and/or geographic barriers to allow them to meaningfully engage with your proposed service(s).	
4.2	How will your organisation ensure that young people of all genders and sexualities are able to meaningfully engage with your service(s)?	
4.3	Describe how you will support young people to overcome barriers to entering the business environment – to ensure they have the best chance of success.	
5.	Capacity and Capability	10%
5.1	Describe your organisations approach to youth enterprise (including youth development) and any model(s) of practice and how you incorporate these models.	
5.2	Describe the youth development and youth enterprise skills, experience, and qualifications of your staff, youth worker(s) and leadership team, and available pathways for professional development within your organisation.	
	Total Weightings	100%

Both Weighted and Non-Weighted sections may have an impact on the Evaluation Panel's final recommendations regarding a Preferred Respondent. Consequently, the recommended Respondent may not necessarily have obtained the highest weighted score.

3.3 Scoring

Rating	Definition	Score
EXCELLENT	Respondent demonstrates exceptional ability, understanding, experience and skills. The Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD	Respondent demonstrates above average ability, understanding, experience and skills. The Proposal identifies minor additional benefits, with supporting evidence.	7-8
ACCEPTABLE	Respondent demonstrates the ability to meet the criteria, with supporting evidence.	5-6
RESERVATIONS	Satisfies only a minimum of the criteria but not all. Reservations about the Respondent to adequately meet the criteria. Little supporting evidence.	3-4
SERIOUS RESERVATIONS	Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria.	1-2
UNACCEPTABLE	Does not comply or meet the criteria at all. Insufficient information to demonstrate the criteria.	0

3.4 Due diligence

In addition to reference checks, MYD will reserve the right to carry out the following Due Diligence on Respondents:

Note: any Due Diligence undertaken will not be part of the Weighted Evaluation but may be used in the overall selection process.

a) Analysis of Ownership

- Check legal status of entity.
- Check ownership (owners, directors, and relationships to holding or parent corporations).
- Length of time in operation.
- Company locations.
- Number of employees.
- Confirmation there are no actual, potential, or perceived Conflicts of Interest (COI).

b) Analysis of Finances

- Respondents current and future financial viability (for the expected contract duration).
- Review of Respondents' annual reports for the last three years.
- Review of last independently audited accounts to check profitability and liquidity.
- Undertake credit check.
- Review insurance certificates.
- Confirm if any current or pending issues with Inland Revenue or any other relevant jurisdictions.

c) Security Checks

- Review of Respondents' security management systems (e.g. ISO27000)
- Check of any convictions against the Respondent of the Respondents' personnel that could compromise the contract.
- Check of any pending criminal cases that could compromise the contract

d) Trading History

- Current and/or previous contract performance on any contracts held with the Ministry (if any).
- Review of any disputes with the Ministry.
- Any previous conduct that may be perceived to put the Ministry in disrepute.
- Any other relevant information.

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SECTION 4: Pricing information

4.1 Pricing information provided by Respondents

Pricing is based on a conformance model.

Respondents that submit proposals with pricing that falls outside of the established overall cost or average cost per person will not be considered.

In submitting a proposal, the Respondents will be required to confirm they:

- have considered all risks, contingencies, and other circumstances relating to the delivery of the requirements and ensure that there is adequate provision to manage such risks and contingencies
- accept that the funding is in NZD and GST exclusive
- can operate the Service(s) sustainably across the whole of life of the contract within the funding proposed.

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SECTION 5: Our Proposed Contract

5.1 Proposed Contract

The Proposed Contract that we intend to use for this procurement is attached to this RFP (via GETS).

In submitting your Proposal, you must let us know if you wish to question or negotiate any of the terms or conditions in the Proposed Contract or wish to negotiate new terms or conditions.

The RFP Response Form via SmartyGrants contains a section for you to state your position. If you do not state your position, you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

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SECTION 6: RFP Terms

View the [RFP Terms](#) dated June 2021.

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