

## Appendix A: Frequently Asked Questions



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

*Administered by the Ministry of Social Development*

### **Frequently Asked Questions (FAQs): Expanding Youth Enterprise and Education Funding Stream – Youth Enterprise Funds: Request for Proposal (RFP)**

**October/November 2024**

**FAQs published with RFP on Friday 18 October 2024**

<b>Question</b>	<b>Answer</b>
<b>What is the Ministry of Youth development (MYD) – Te Manatū Whakahiato Taiohi Expanding Youth Enterprise and Education Funding Stream?</b>	The MYD Expanding Youth Enterprise and Education Funding Stream, comprising three Youth Enterprise Funds (YEF), intends to prepare young people for future employment, aligning with MYD's aim to support economic participation and work-readiness through youth enterprise opportunities. From 2025/2026 Financial Year, the funding available under this funding stream equals \$1.500 million per annum. 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.
<b>What are the three MYD Youth Enterprise Funds?</b>	The three MYD Youth Enterprise Funds are as follows: <ul style="list-style-type: none"> <li>• The <b>Introduction to Enterprise Fund \$0.475 million (per annum)</b> 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.</li> <li>• The <b>Building Entrepreneurial Capital Fund \$0.725 million (per annum)</b> will provide young people with enterprise experiences and knowledge needed to create a business.</li> <li>• The <b>Developing Youth-Led Businesses Fund \$0.300 million (per annum)</b> will offer seed funding and mentoring for young people who have businesses ready to take to the next level.</li> </ul>
<b>Can an organisation submit more than one Response Form?</b>	An organisation (one legal entity) can apply only once under each Youth Enterprise Fund. Within one online Response Form in SmartyGrants, an organisation will

	select one or more of the three available Funds under which to apply. If an organisation submits more than one Response Form, only the first Response Form received will be considered.
<b>When will the YEF Request for Proposal (RFP) close?</b>	Applications close at <b>5.00pm on Thursday 14 November 2024</b> and MYD expects to be able to notify respondents of the outcome of their application in March 2025.
<b>How will Youth Sector Providers be supported during the procurement process?</b>	Youth Sector Providers that register with GETS will have access to the RFP package of materials. All providers will be able to submit questions through GETS. All relevant queries and responses will be collated into the existing FAQs document which will be updated and republished via GETS and on the MYD website on a weekly basis, so that all interested parties can access the same information at the same time. All responses will be submitted via an online application system, <a href="#">SmartyGrants</a> , and a SmartyGrants Guide is available to aid all Respondents. MYD will host two online respondent briefing sessions related to the YEF RFP, at 11.30am on Friday 25 October 2024 and 5:30pm on Wednesday 30 October 2024. To register for a briefing session, email <a href="mailto:socialprocurement@msd.govt.nz">socialprocurement@msd.govt.nz</a> .
<b>Who can I contact if I have any questions?</b>	RFP-related subject matter enquiries and clarifications must be submitted via GETS. Guidance for GETS can be found at <a href="#">GETS - Government Electronic Tender Service   Tender help</a> . All general enquiries must be directed to our Point of Contact. Name: Monique Wood Title: Procurement Specialist Email Address: <a href="mailto:socialprocurement@msd.govt.nz">socialprocurement@msd.govt.nz</a>

**Questions submitted between Friday 18 October 2024 to 12 noon Wednesday 23 October 2024**

	<b>Question</b>	<b>Answer</b>
<b>1.1</b>	<b>If an organisation already has MSD Level 2 accreditation and wants to apply for Level 4 does Level 2 cover :</b>	As Level 2 Accreditation has a higher level of compliance than Level 4 Accreditation, MYD will consider an organisation to have met the Level 4 Accreditation requirement if it holds Level 2 Accreditation.

	<ul style="list-style-type: none"> <li>● <b>Organisational Code of Conduct</b></li> <li>● <b>Equal Employment Opportunity Policy</b></li> <li>● <b>Induction; training policy</b></li> <li>● <b>Proof that THS promotes client-centred practice?</b></li> </ul>	
<p><b>1.2</b></p>	<p><b>Reviewing the information provided could we seek further information?</b></p> <p><b>First level allows 10 hours of funded delivery. The rate is \$125 - how is this distributed across 10 hours? Is this potentially requesting group sessions, with larger group sizes? Allocated funding \$12.50 per hour per participant.</b></p> <p><b>Second level allows \$500 over 10 weeks. The same question. \$50 per participant per week.</b></p> <p><b>Third level indicates seed funding is included in \$6,000 over 10 months. What is the seed funding allocation and the delivery component?</b></p> <p><b>We would appreciate greater understanding of the funding model.</b></p>	<p>MYD’s Request for Proposals is an invitation for Respondents to submit Proposals for Service(s) that meet the requirements of the following funds:</p> <p><b><u>Introduction to Enterprise Fund (IEF)</u></b></p> <p>The proposed IEF Service design, and whether it is delivered in a group setting or not, is at the discretion of the Respondent.</p> <p>The Respondent must confirm its proposal will not exceed an MYD-funded average cost per person totalling more than \$125.00. 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 per year (1 July to 30 June). The type of Service(s) will engage with schools or other community settings to introduce young people to enterprise and entrepreneurship.</p> <p><b><u>Building Entrepreneurial Capital Fund (BECF)</u></b></p> <p>The proposed BECF Service design, and whether it is delivered in a group setting or not, is at the discretion of the Respondent.</p> <p>For the BECF, the Respondent must confirm its proposal will not exceed a contract value of \$120,000.00 per financial year, with an average MYD-funded cost per person totalling no more than \$500.00. MYD intends to provide up</p>

		<p>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 over the course of the year (1 July to 30 June).</p> <p><b><u>Developing Youth-Led Businesses Fund (DYBF)</u></b></p> <p>The proposed DYBF Service design, including the dollar figure allocated to seed funding, mentoring, and access to business support services in the Service(s) proposed, is at the discretion of the Respondent.</p> <p>For the DYBF, the Respondent 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. The Respondent must also 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.</p>
<p><b>1.3</b></p>	<p><b>Program Expansion:</b>  <b>If the program is highly successful, are there provisions or processes for expanding the program within the contract period (e.g., increasing participant numbers or geographic reach)?</b></p>	<p><u>No</u></p>
<p><b>1.4</b></p>	<p><b>Hybrid or Remote Delivery:</b>  <b>Are programs that integrate hybrid or remote delivery methods (e.g., online workshops or mentoring) allowed or encouraged, especially in light of</b></p>	<p>Programmes that integrate hybrid or remote delivery are allowed.</p>

	<b>accessibility for rangatahi in more remote locations?</b>	
<b>1.5</b>	<b>Evaluation Process: What is the Ministry's process for evaluating the success of the program, and how much input will providers have in shaping this evaluation (e.g., can you propose your own evaluation metrics or methods)?</b>	<p>The Ministry of Youth Development's (MYD) process for monitoring and evaluating the success of the programmes for F26 will be guided by the Social Sector Commissioning's relational approach and principles.</p> <p>Reporting requirements provide information on performance, insights, and outcomes achieved by young people and their experiences of the programmes.</p> <p>MYD will engage with selected providers in the evaluation design, planning, roll out and discussion of findings, ensuring the entire process is meaningful and fit for purpose. Providers will be most welcome to share their ideas, but MYD will have the final decision on the methodology and scope.</p>
<b>1.6</b>	<b>Reporting and Evaluation – Cultural Reporting: For programs with a strong kaupapa Māori focus, are there any additional or alternative reporting requirements that account for cultural outcomes beyond traditional business metrics?</b>	No.
<b>1.7</b>	<b>Participant Numbers: Is there a minimum or maximum number of participants required for the IEF programs?</b>	No, there is not a minimum or maximum number of participants required for the proposed IEF Services so long as pricing aligns with the guidelines
<b>1.8</b>	<b>Budget and Financial Considerations – In-Kind Contributions: Can in-kind contributions (e.g., volunteer hours, use of marae facilities) be included in the budget as part of the overall funding</b>	In-kind contributions can be included in the budget. However, in-kind contributions cannot be counted towards the investment requirement for the Developing Youth-Led Business Fund.

	<b>proposal? If so, are there specific guidelines for valuing these contributions?</b>	
<b>1.9</b>	<b>Contractual Terms – Contract Renewal Conditions: What are the specific criteria for contract renewals (e.g., meeting performance outcomes, maintaining accreditation), and how are renewal decisions made?</b>	Specific criteria around contract renewals will be at the discretion of MYD, in agreement with successful providers. Any discussions around renewals will take place prior to expiration of the initial contract.
<b>1.10</b>	<b>Developing Youth-Led Businesses Fund (DYBF): Seed Funding Allocation: Contents: How should the seed funding be allocated among participants? Is there a limit on the amount that can be given to each business, and how will the Ministry assess the use of this funding?</b>	The proposed DYBF Service design, including the dollar figure allocated to seed funding, mentoring, and access to business support services in the Service(s) proposed, is at the discretion of the Respondent. MYD will use contract monitoring and reporting as an overview of the support and seed funding offered to each participant of the Service(s).
<b>1.11</b>	<b>Evaluation Process: Will the evaluation process differ if an organization applies for multiple funds, and are there any combined reporting requirements?</b>	Proposals for each fund will be assessed individually using the evaluation criteria provided in the RFP. As multiple funds cannot contribute to Service(s) of the same scope, successful proposals will be required to report on the delivery of the contracted Service(s) under each fund.
<b>1.12</b>	<b>In regards to ' 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</b>	The provider must confirm that a minimum of one youth worker will facilitate the proposed Service(s), who is (at least one of the following): <ul style="list-style-type: none"> <li>• qualified (or working towards) with a minimum of a relevant Level 4 certificate</li> <li>• 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</li> </ul>

	<p><b>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.'</b></p> <p><b>This was unclear where Korowai Tupu sits as an 'OR' to level 4 cert or 5 years experience .... For example we have team members, both that are registered as Korowai Tupu members, one with 4 years and other with 2 years of experience in youth development, with strong applied knowledge of Mana Taiohi and COE, but no Level four cert or other formal Youthwork qualification. Is Korowai Tupu membership alone enough to qualify for this? Or do they need Level 4 &amp; 5 Years experience?</b></p>	<p>and the Mana Taiohi principles, or a similar model of practice,</p> <ul style="list-style-type: none"> <li>• or, membership to Korowai Tupu – the Professional Association of Youth Workers in Aotearoa New Zealand.</li> </ul>
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**Questions submitted during First Respondent Briefing on Friday 25 October 2024**

	<b>Question</b>	<b>Answer</b>
<b>2.1</b>	<b>Do you have to provide all three programmes or can you bid for one or two of them?</b>	Respondents can apply for one or more of the funds available in the RFP.
<b>2.2</b>	<b>With the budget of \$1.75m per year what are the numbers expected for the whole of NZ</b>	<p>Based on the maximum average cost per young person for each fund per year, MYD is expecting:</p> <ul style="list-style-type: none"> <li>• IEF - \$475,000 ÷ \$125 = 3,800</li> <li>• BECF - \$725,000 ÷ \$500 = 1,450</li> <li>• DYBF - \$300,000 ÷ \$6,000 = 50.</li> </ul>

	Note: the three Youth Enterprise Funds total \$1.5m	Across all three funds, it is expected that there will be a total of 5,300 opportunities for young people per year.
<b>2.3</b>	<b>Please clarify how the funding works for the introductory fund works ? i.e. hours versus \$125 /person</b>	Determining how to use MYD's investment of \$125.00 per young person, including the size of the groups of young people involved in activities, is left to the discretion of the Respondent.
<b>2.4</b>	<b>Someone mentioned that this funding is not for youth with complex needs. What does the "complex needs" mean.</b>	MYD aims to focus its 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. A definition of low to moderate needs is found on page 7 of the RFP.
<b>2.5</b>	<b>For the BECF fund - is this only for local programmes, or also for national programmes?</b>	MYD intends to provide up to full funding for opportunities that invest in long-term, relational-focused programme delivery of local/regional programmes. There is no requirement indicating that a programme can't be delivered nationally.
<b>2.6</b>	<b>We are a new rangatahi group established through a hamilton marae, how will that affect the viability of financials?</b>	Under the General Pre-Conditions, the provider must be a current Aotearoa New Zealand legal entity (proposals from provider in a set-up business stage will not be considered). The Provider must also meet the other Pre-Conditions outlined in the RFP. Reviews of an organisation's financial statements will take place during the due diligence process.
<b>2.7</b>	<b>Kia ora, Am I correct that the \$125 max per person equates to \$12.50 per hour assuming the full ten hours of delivery?</b>	MYD intends to provide contributory funding which allows for multiple funders to invest in the delivery of national and local programmes. The maximum average cost established for IEF relates to MYD's contribution to the programme, not the full costs of running the programme.



2.8	<p><b>For the DYBF - "The provider must be able to provide confirmation of additional investment from business or private donors of more than \$300,000.00 per year" - is this before the date of applying, or before the date of delivery? A four week application round is a very short timeframe for generating \$300K of additional funding</b></p>	<p>The confirmation of additional investment must take place by the time a Respondent submits a proposal.</p>
2.9	<p><b>Would Te Kete Aronui provide the back office database or reporting system?</b></p>	<p>No back-office database or reporting system will be provided. Te Kete Aronui - <i>Understanding what 'good' looks like in youth enterprise</i> is a Youth Enterprise outcomes framework. It includes a report describing three pou of efficacy, economy, and equity. Te Kete Aronui resources, case studies, and ecosystem mapping is available on the Te Kete Aronui website <a href="http://www.teketearonui.co.nz">www.teketearonui.co.nz</a> , which is linked in the RFP.</p>
2.10	<p><b>For the introductory fund you refer to developing skills; does the programme need to deliver against all the skills e.g. digital and financial literacy as well as work ready skills ?</b></p>	<p>Introduction to Enterprise Fund programmes will aim to build enterprise skills and these must include financial literacy, digital/computing skills, and problem-solving and communication skills. These are considered work-ready skills.</p>
2.11	<p><b>Are you focused on this program being an add on to other funded existing programs When it says Additional Youth Enterprise and Education Fund... Are there other government funded Youth enterprise funds that these RFP's could build on or complement?</b></p>	<p>MYD cannot speak on behalf of other funders. In terms of funding from other government agencies, we suggest that you look at your local funding landscape to identify other possible funders.</p>

	<b>Where do you view others funders will be available... to support this work</b>	
<b>2.12</b>	<b>Will there be upcoming funding rounds for Youth Development beyond the Enterprise fund? And when will these be released?</b>	An Advance Notice has been posted on GETS related to MYD youth development funding. Visit GETS to find the Advance Notice and learn more.
<b>2.13</b>	<b>Is the Outcome Agreement signed off in accordance with the AoG rules of Procurement -Social Services Thanks for the response to my Outcome agreement patai- I know that the Aog Procurement rules has a general section of rules but also a social services section for delivering these kinds of services....</b>	MYD uses the outcome agreement that the Ministry of Social Development – Te Manatū Whakahiato Ora and the Ministry of Business, Innovation and Employment prescribe for use. Yes, the outcome agreement will be compliant with the All of Government Procurement rules and social service commissioning.
<b>2.14</b>	<b>What will be the weighting between Youth Enterprise experience and expertise and Youth Development experience and expertise?</b>	Check out the evaluation approach in the RFP. Section 3.2 (p 16) contains the evaluation criteria with weightings.
<b>2.15</b>	<b>so we can work as a collective in each area to apply for the funding if our proposals outline that and we are in agreement with others with the same direction for Rangatahi</b>	We welcome collaborative and innovative approaches. In terms of applying, you'll need to agree on which legal entity will apply and hold the relationship with MYD. Within the proposal, you can describe collaborative partners and their roles. MYD will establish a contract with and provide funding to one organisation which will need to meet all the Pre-Conditions for the specific fund. Sub-contracting would need to be approved by MYD before the provider contracts delivery of Service(s) by third parties.
<b>2.16</b>	<b>do you have some more info on the MSD Advance notices on GETS as I can only find ones that are for Northland?</b>	Visit the GETS website and type "youth" into the search function, it will appear. Subscribe to that Advanced Notice.

**Questions submitted between 12:01pm Wednesday 23 October 2024 and 12:00pm Wednesday 30 October 2024**

	<b>Question</b>	<b>Answer</b>
<b>3.1</b>	<b>I was wanting some clarification on what an enterprise programme is. Can this be High school business classes or is it more than that? This is a requirement for The Developing Youth-Led Businesses Fund (DYBF).</b>	Curriculum-based programmes and/or services within a classroom setting are out of scope for both BECF and DYBF.
<b>3.2</b>	<b>To what extent can an organization adjust or modify the program design during the contract term to meet changing community or participant needs?</b>	Successful proposals will need to deliver within the terms of an agreed Service Description in the Outcome Agreement. If a variation outside of the agreed terms is required, both parties must agree to a contract variation.
<b>3.3</b>	<b>Is it the intention that we pitch for a specific value or is it better to put forward our programme costs and expected funding streams, and let the evaluation committee decide on the value of a contract (should we be successful) relative to the other successful proposals?</b>	The Proposal form will ask the Respondent to provide a dollar figure for the funding they are requesting from MYD.
<b>3.4</b>	<b>I wanted to ask if an organization can apply for all three funds if we are currently meeting the criteria for each?</b>	Yes. Please note funding from more than one fund cannot be used to support the same programme. If a Respondent applies for all three funds, they must provide information on three separate programmes.
<b>3.5</b>	<b>We are potentially looking at the lower level fund but want to confirm, is it only \$125 maximum per young person, for 10 hours delivery? Is there any allowance for overheads, staffing, resources on top of this</b>	The maximum request for MYD funding through the Introduction to Enterprise Fund (IEF) is \$125.00 per young person per year. MYD funding will contribute to the overall cost of the Service(s) proposed.

	<b>amount? I could not see a budget worksheet however have not yet logged in to SmartyGrant so apologies if it is there</b>	In the Proposal form, the Respondent will indicate the cost of delivery is and how much it is requesting from MYD.
<b>3.6</b>	<b>Would the proposal have to cover all three funds or could it just be for 1 or 2 of the funds ( IEF, BECF, DYBF)?</b>	Respondents can apply for one or more of the funds outlined in the RFP.
<b>3.7</b>	<b>In the RFP is states "The provider must confirm that all staff and volunteers have been police checked as per the Children's Act 2014 requirements." - can you please confirm if this only applies to staff and volunteers who will have touch-points with the programme? E.g. not to all organisation volunteers across unrelated events/programmes?</b>	It is a Respondent's responsibility to understand its obligations under the Children's Act 2014. You can find the Act here: <a href="#">Children's Act 2014 No 40 (as at 01 October 2024), Public Act - New Zealand Legislation</a>
<b>3.8</b>	<b>If we're running a weekly programme and are requesting funding to include a training event in that programme, would you fund that event?</b>	One-off gatherings, conferences, one-off training events, or standalone award ceremonies, may be funded as part of a wider youth enterprise programme or service, but not in isolation.
<b>3.9</b>	<b>Is a two-day programme considered a one-off event?  would you fund a programme that's facilitated over two days to make it more accessible for participants?</b>	A two-day programme is not a one-off event, as long as the programme is delivered more than once during the contracted period and the programme meets the minimum length of engagement outlined in the RFP: <ul style="list-style-type: none"> <li>• Ten hours (IEF)</li> <li>• Ten weeks (BECF)</li> <li>• Ten months (DYBF).</li> </ul>
<b>3.10</b>	<b>Under 3.1 Pre-conditions on page 15 heading Development Youth Led Business Fund only Pre-Condition: Section 2</b>	Please refer to the above answer to question 1.8 and 2.8

	<p><b>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 businesses through seed funding, mentoring, and access to business support services in the Service(s) proposed.</b></p> <p><b>Question: Is In-kind investment and support from businesses and private donors ok for additional investment confirmation for providers?</b></p>	
<p><b>3.11</b></p>	<p><b>Clarity around Out of Scope on page 11 title Additional BECF and DYBF</b></p> <p><b>Contents:</b></p> <p><b>Curriculum: Curriculum-based programmes and/ or services within a classroom setting.</b></p> <p><b>Question: What does this mean?</b></p>	<p>This means programmes that are delivered as part of a school curriculum or within a classroom setting are not eligible for funding through the BECF and DYBF.</p>
<p><b>3.12</b></p>	<p><b>I have now started a submission and the time showing for submission in the MYD/SmartyGrants file is 7pm, 14 November 2023. Please confirm which time is correct.</b></p>	<p>The deadline for Proposals is 5.00pm on Thursday 14 November 2024.</p>