



## **Provider ESF End of Contract Report Template**

You should use the sections below and submit the completed end of contract report to your ESF Programme and Delivery Adviser. A draft should be completed before the contract end date i.e {insert date} and a final version submitted within 2 months of the contract end date.

### **1. CONTRACT INFORMATION**

Name of Organisation:

Specification Title:

Project Name:

Contract Number:

Original MCV:

Latest approved MCV:

### **2. OVERVIEW OF THE CONTRACT**

- a) How did this contract perform overall? Please detail original and final achieved volumes against each deliverable contracted.
- b) Please comment on
- The differences/rationale between the original targets and the latest targets
  - Retention, completion and progression rates
  - Sectors, original sectors to be supported (as outlined in the tender specification) and those successfully engaged and reasons, if these differed from the Tender Specification.
  - What went well/what could have been improved or required changes during contract lifetime?
- c) How was the contract delivered? Were any other organisations involved and how? What was the rationale for engaging subcontractors/partners(if applicable), How did this affect project delivery positively and negatively? Please provide details.



- d) Please explain how soft outcomes achieved by participants were measured, i.e. motivation, confidence etc? (please give details of the measures and the results).

### 3. ESF PUBLICITY

How did you publicise ESF and ensure all participants knew ESF was funding the contract? How was the project marketed to referral routes, participants and companies? Describe the marketing campaigns/methods utilised, both successful and unsuccessful

### 4. HORIZONTAL PRINCIPLES

Programme Indicators	Number participants	of	Percentage achieved	Contractual percentage	target
Total Participants					
Participants without Basic Skills					
Participants with disabilities					
Participants over 50 years of age					
Participants from ethnic minorities					
Female Participants					
Participants who live in a single adult household with dependent children					
14-19 NEETs (where applicable)					

- a) How did you support and promote equal opportunities? To what extent has the activity supported your own organisation's Equal Opportunities Policies and Action Plans?
- b) How did the provision support men and women; ethnic minorities; disabled people; and any other excluded groups?
- c) If there was delivery for people with disabilities, how was support provided so they could fully take-part on the provision - for example, access to premises, transport to training sites, specialist provision (staffing and facilities) etc.

## **5. SUSTAINABILITY**

What improvements have you made on environmental sustainability since the start of your contract? This should relate to the protection of the environment, careful use of natural resources etc. How has the project contributed to your organisational sustainability action plan/s?

## **6. LEP Engagement & Initiatives**

- a) How did the provision fit in with LEP initiatives/needs? Please describe how far you involved the LEP and/or local partnerships in delivering or developing the provision, and how flexible the provision was in responding to local needs.
- b) Do you have any comments to make/issues to report on the referral mechanisms (into and from the contract) and on the links to other ESF or mainstream provision?

## **7. VALUE FOR MONEY**

Describe any good practices in your provision which improves value for money

## **8. LESSONS LEARNED**

- a) What were the main lessons learned from running this contract that would inform any future contracts of a similar nature, including recommendations where possible.

- b) What measures could be further applied to enhance the provision?
- c) Are the original objectives still feasible, i.e. would the contract be worth repeating? Outline positive and negative experiences and lessons learnt that would inform contracts of similar nature
- d) Gap analysis – has the delivery of this contract identified gaps in provision within the LEP delivery area that ESF has been unable to support? Do you have any comment/feedback on how these could be addressed

## **9. IMPACT ASSESSMENT**

- a) What impact was anticipated from this type of intervention/delivery? To what extent has the contract made an overall impact on the individuals and areas targeted?
- b) How has this contract impacted and benefited your organisation?
- c) Were there any additional benefits, outcomes or synergies that occurred?

## **10.EXTERNAL EVALUATION**

In addition to completing this form, have you carried out an external/independent evaluation?

Yes ☐ No ☐

If yes, please attach it.

## **11.DISSEMINATION**

What plans do you have to disseminate the findings of this contract?

## **12.PROGRESSION / EXIT STRATEGY**

Once ESF funding ceases to exist, how do you envisage sustaining the contract?



Education & Skills  
Funding Agency



**13. Any other comments/feedback in relation to this project**

#### **14. SIGNATURE**

To be signed by Provider:

Name:

Position:

Signed:

Date:

**When completed, this form should be returned to your ESF Programme and Delivery Adviser.**