GUIDANCE NOTES AND DYNAMIC
CONSULTATION DOCUMENT

A social value measurement framework for Higher Education

Social Value Portal

Contents

1. Introduction

Recognising the challenges faced by Higher Education bodies in embedding social value when procuring goods and services, a group of universities and procurement consortia was convened to form a Higher Education Taskforce.

The Taskforce's brief was to create a simple, robust and workable starting framework responsive to the specific considerations important to the sector. Supported by Social Value Portal, the Taskforce has collaborated over a number of months and explored a range of challenges and opportunities relevant to the unique status of universities as both global and local institutions.

The set of measures that has resulted from this work proposed is intended for use together with a Higher Education organisation's own Themes and Outcomes, or with the standard National TOMs set if preferred. The measure set is freely available for use, together with this guidance document – feedback on the measures themselves or this guidance is greatly welcomed and will feed into a review ahead of the next iteration of the HE TOMs.

2. What is social value?

Social Value refers to the wider financial and non-financial value created by an organisation through its day-to-day activities in terms of the wellbeing of individuals and communities, social capital created and the environment.

Social Value was first defined in legislation through the Public Services (Social Value) Act 2012 (the Social Value Act, England) which came into force in January 2013. It required all public sector organisations in England to look beyond the financial cost of a contract and consider how the services they commission and procure might improve the economic, social and environmental wellbeing of an area. This was followed by the Procurement Reform Act in Scotland (2014) and the Wellbeing of Future Generations Act in Wales (2015).

What this legislation has achieved is the embedding of the principle of social value in procurement and commissioning, acting as a strong signal to businesses contracting with the public sector that commercial outcomes will depend on how they approach social value. The Social Value Act has transformed the public sector in England by raising the importance of social value and placing it alongside quality and price as an equal partner in supplier relations, leading to a more responsible and engaged supply chain. But, as additional submission requirements are developed, there is concern that this may add another additional work burden that will make it even harder for smaller businesses and voluntary organisations to submit for and win work from the public sector.

The role of social value in public procurement was strengthened further by the issue last year by the Cabinet Office and the Department for Media, Culture and Sport of PPN 06/20, which launched a new social value model for central government. The application of social value has been mandatory for NHS England and NHS Improvement since 1st April 2021 and will be extended to the entire NHS system from 1st April 2022, with a minimum weighting of 10%.

In recent years, therefore, suppliers bidding for work across the public sector have progressively found that a coherent social value offer is needed, or they risk losing out on commercial opportunities. In some instances, procuring authorities allocate a weight to social value in tenders of 20% or higher.

Social value is not just a feature of public procurement. It is just one component of a much wider movement that encapsulates various overlapping or complementary terms such as community benefits, sustainability or – in the corporate world – Corporate Social Responsibility (CSR) and Environmental, Social and Governance (ESG). Social value provides an umbrella term that enables organisations to make a holistic assessment of their footprint in the communities where they are based and globally.

The most widely recognised global framework for social value is the UN Sustainable Development Goals (SDGs) or Global Goals, as they are currently known. Coming into force on 1st January 2016, the SDGs are a comprehensive and detailed framework of 17 Goals and 169 targets, helping both public and private organisations shape their plans in support of a sustainable future for the world.

In short, businesses nowadays are expected to do more than look to the bottom line or meet their commercial contract obligations – they need to be able to articulate clearly what additional value they bring to society beyond simply making a profit. Social value and the National TOMs provide the structure that enables them to tell this story.

At the same time, procuring authorities need to make their spending power go further. Total spend for the higher and further education sectors is estimated at £1.89bn in 2020 – a 20% value add across the sector would represent around £380m of social value.

3. The HE TOMs Taskforce

The HE TOMs is the result of a collaboration between a number of universities and procurement consortia in the Higher Education sector. Having seen the effect of adopting the National TOMs in procurement elsewhere, particularly in the local authority sector, the HE TOMs Taskforce, supported by Social Value Portal, convened to examine how this approach could be adapted for the Higher Education sector.

The group first met in November 2020 and in the subsequent months, supported by Social Value Portal, worked together to develop a shared purpose and a common interpretation of social value to build a TOMs-based social value framework for the sector, which would be freely available to anyone who wished to use it.

The Taskforce member organisations are listed in Appendix A.

A key component of this work involved examining the National TOMs against the aims and objectives of institutions in the HE sector, developing a preferred of TOMs-based measures considered by the HE Taskforce to be both relevant and appropriate for procurement in the sector.

The result is the HE TOMs set of social value measures, designed to be capable of immediate application alongside this guidance and the broader TOMs guidance available.

This is seen by the HE Taskforce as very much a first stage of embedding social value into the sector's procurement processes, the next step being to test its application as widely as possible in the sector.

The remainder of this document describes the HE TOMs Measure set and guidance regarding their application. The measures can be found in Appendix B, and you may download and use the HE TOMs online here.

4. About the TOMs

The design of the HE TOMs is deliberately 'light touch' to benefit from the extensive development work and application experience with the National TOMs, avoid 'reinventing the wheel' and ensure comparability across different sectors of the UK economy. Consequently, some description of the key elements of the TOMs framework is necessary as part of this guidance and readers are also referred to the National TOMs guidance documents, which can be found here.

4.1. TOMs core principles

'TOMs' stands for Themes, Outcomes and Measures. This refers to the defining structural principle behind the framework, which is to draw a 'golden thread' from high level **Themes**, describe how they are best expressed in the context in which they are being applied **(Outcomes)** and what specific measurable actions can be undertaken to achieve these Outcomes **(Measures)**. Proxy values are developed for individual measures based on the available evidence. The units of measurement can then be multiplied by the proxy values to derive a social value for each Measure which can then be aggregated to derive a total social value across all measures used. This is illustrated in the diagram below.

Theme	Outcome	Measures	Units	Value
Jobs	More local people in employment	No. Young Offenders	No. people FTE	£23,119/pp FTE
Growth	More opportunities for local SMEs and VCSEs	No. Voluntary hours	No. hrs	£16.07/hr
Social	More working with the community	Spend in local supply chain	£ spent	Local Spend
	Vulnerable people are helped to live independently			
Environment	Carbon emissions are reduced	Reduced CO2e	tCO2e	£69.35/tCo2e
Innovation	Air pollution is reduced			

Total social value = Sum(Measures*Value)

The TOMs is designed as a 'long-list' of measures from which users may select a smaller subset. Any combination of measures can be used as the proxy values have been worked out for each Measure, provided that the appropriate guidance is followed (see below).

While the measures represent fixed, generalised mechanisms for valuing specified activities and are not intended to be modified on a case-by-case basis, Themes and Outcomes are capable of being (and regularly are) modified; in which case, the Measure set needs to be 'remapped' to the new Themes and Outcomes. The National TOMs, in particular (as opposed to other TOMs frameworks), has a fixed set of Themes, Outcomes and Measures, as explained in the following section.

The TOMs is evidence-based, both by design and application. The proxies for the TOMs Measures are derived from relevant datasets, and the framework will opt not to place a value on a Measure if adequate data is not available.

In use, the TOMs is available for target-setting and measurement. Reported activities against each Measure in the TOMs must be supported by adequate evidence, and extensive guidance is provided to users on evidence (see 2.2 below).

4.2. The National TOMs framework

The National Social Value Taskforce (the 'Taskforce') was established by the Social Value Portal and sponsored by the Local Government Association (LGA) in 2017. At the end of that year, it published the first National Social Value Measurement (National TOMs) Framework. This was the culmination of over 18 months' consultation with more than 40 separate public and private sector stakeholders.

The National TOMs framework is the open-source version of the TOMs, managed by Social Value Portal on behalf of the Taskforce and designed to help organisations identify and measure the social value being delivered by providing a general reporting standard for social value. It continues to evolve and adapt as approaches to social value have developed. Initially developed for procurement, it is now applied in a wide variety of contexts, including planning, measurement of operational assets, at the corporate level measurement and funding.

For procuring authorities in the Higher Education sector, it provides an easy-to-use solution that has been approved by the LGA's National Advisory Group for Procurement, is immediately available and may be applied to any project.

The TOMs is an activity-based framework. The core framework is structured around 5 Themes, 20 Outcomes and 48 Measures, otherwise known as the National TOMs. Each Measure represents an activity that a supplier could provide _in addition to_ the delivery of the core service that they are being engaged for. Typically, this might mean jobs for those furthest from the job market, spend with local SMEs, opportunities for voluntary organisations, environmental improvements, and volunteering in the community. Each opportunity is given a value that reflects the community's fiscal and economic benefits and allows organisations to report their total contribution to society through the contract they are delivering.

The 5 Themes are as follows:

Jobs: Promoting Skills and Employment	To promote growth and development opportunities for all within a community and ensure that they have access to opportunities to develop new skills and gain meaningful employment.
Growth: Supporting Growth of Responsible Local Businesses	To provide local businesses with the skills to compete and the opportunity to work as part of public sector and big business supply chains.
Social: Creating Healthier, Safer and More Resilient Communities	To build stronger and deeper relationships with the voluntary and social enterprise sectors while continuing to engage and empower citizens.
Environment: Decarbonising and Safeguarding our World	To ensure the places where people live and work are cleaner and greener, to promote sustainable procurement and secure the long-term future of our planet.
Innovation: Promoting Social Innovation	To promote new ideas and find innovative solutions to old.

Table 1 – Themes & Outcomes, National TOMs framework 2021

As explained above, organisations can choose to adapt the TOMs to their own specific corporate objectives and rearrange the Outcomes and Measures into different Themes or modify the Outcomes themselves. However, in most cases, the Outcomes and Measures remain the same.

A series of expansions and toolkits have been developed alongside the core National TOMs framework, as follows:

- A further set of National TOMs Measures across all Themes, released as part of the National TOMs 2.0 release in February 2020
- A Real Estate Plug-in, with additional detailed measures for the built environment (predominantly under the Environment Theme)
- An FM Plug-in, with additional measures relevant to the facilities management supply chain
- A COVID-19 Plug-in, with measures designed to respond to some of the challenges of the pandemic
- The National TOMs for Wales, adapted to align with the objectives of the Welsh Future Generations Act
- The CG TOMs framework Mapping Tool (currently subject to consultation), which adapts the principles of the National TOMs to the Central Government Social Value Model.

4.3. The benefits of the National TOMs Framework

The National TOMs is an established social value framework for procurement, endorsed by the LGA and supported by Crown Commercial Service, specifically designed for target-setting and to reduce the uncertainty surrounding social value measurement for businesses. This allows them to make informed decisions based on robust

quantitative assessments, allowing them to embed social value into their corporate strategies and tailor their social value proposals for tenders.

Key benefits include:

- A consistent approach to measuring and reporting social value
- A robust, transparent and defensible solution for assessing and awarding tenders
- Continuous improvement through a standardised reporting mechanism
- Allowing organisations to compare their and their supply chain's performance by sector; and
- The opportunity to develop industry benchmarks to understand 'what good looks like'.

The National TOMs is supported by detailed guidance explaining the methodology and the application of individual measures. This guidance is principally in two documents:

- **The Measures Handbook**. This document provides a measure-by-measure description, together with the key principles of the TOMs methodology (including Plug-ins). It is well suited as a general introduction and provides sufficient detail for organisations such as public sector suppliers who need a clear reference document.
- **The Framework Document**. This document provides a more detailed and technical exposition of the National TOMs framework.

The documents, Plug-ins and toolkits mentioned above are freely available from the Social Value Portal website page.

5. Adapting the TOMs for the Higher Education sector

5.1. Overview

The key challenge for the HE TOMs Taskforce was to ensure that specific considerations for the sector were recognised while recognising the benefits of working with an established framework.

Some of the distinguishing features that needed to be recognised to ensure the solution was fit for purpose include:

- Social value derived from the core activities of universities
- Existing programmes and delivery channels for social value
- The role of universities as both global and anchor institutions (which has implications for how 'local' is defined)
- The need to focus on some key stakeholder groups (principally students)

A key consideration from a strategic perspective was how to balance 'helping society' and the need to link measures to university needs.

It was decided that a progressive approach was required, which would involve testing a basic version of the framework to begin with and learning from experience.

Therefore, this first version of the HE TOMs is issued as a 'dynamic consultation', where the HE Taskforce is looking for organisations to pilot the framework and comment on the proposals.

We are looking for feedback from all interested parties, particularly from organisations who are willing to

incorporate the HE TOMs into their procurement processes and provide positive and negative feedback on their application.

The full list of HE TOMs is included in Appendix B at the end of this document and in the spreadsheet obtainable via the link here.

5.2. Measures for the HE sector

The proposed HE TOMs Measure set consists of 41 Measures, most of which are drawn from the National TOMs framework. Some measures are additional to the National TOMs framework and have been identified as significant for the sector by the HE Taskforce.

Certain additional measures do not currently have proxy values, but the decision has been made to include them in the initial release as Key Performance Indicators (KPIs). Depending on feedback, further work may be undertaken to develop proxy values for some or all of these measures.

There are seven new HE-specific Measures, developed to reflect HE priorities, as follows:

Reference	Measure	Unit	Proxy Value (2021)
HE1	No. of expert staff time spent supporting the procuring organisation's curriculum through guest lectures, practical workshops, site visits, case studies, research project topics, etc.	No. expert staff hours	£16.09
HE2	No. of weeks targeted for continuous professional development that have been completed during the year by relevant staff on the contract as part of a structured programme	No. weeks	Record only
HE3	Adoption of ISO20400:2017 standard for sustainable procurement on this contract	Yes / No	Record only
HE4	Support and investment provided for people to get involved in cultural events, arts, sports and heritage activities	£ invested including staff time	£1.00
HE5	Miles saved directly or in the supply chain as a result of a structured programme to reduce the number of delivery journeys required on contract	Miles saved	Record only
HE6	Single-use plastic packaging eliminated through other schemes (please specify) on the contract	Kilos	Record only

Like the National TOMs, the HE TOMs is a 'menu' or a long-list of measures. It is not expected that organisations setting targets for or reporting social value will use every measure available, each of which reflects an activity that a business can choose to commit to as part of their social value proposal above and beyond the core services it has been contracted to deliver.

HE organisations can select a subset of measures from the overall set. At a project level, businesses setting targets in procurement should be free to set targets against those measures that are appropriate to them.

HE organisations may choose to retain the **Themes** and **Outcomes** from the National TOMs framework, or they are welcome to alter these to reflect their own social value strategies and priorities, provided they align with the selected measures. However, the measures, guidance, units and proxy values must not be altered.

Appendix B includes a full list of the 41 "Higher Education" Measures with Definition, Target Guidance, Evidence Requirements, and Unit Guidance.

Appendix C is a quick guide to the basic rules around setting targets and reporting against the TOMs framework (the Dos and Don'ts). They include details on double-counting, attribution, accounting for local people and those furthest from the jobs market.

6. Applying the TOMs in practice

This section provides a simplified approach to applying the TOMs framework in procurement. Using the TOMs in procurement is very much a case of 'learning by doing' but following the steps below will enable procurement professionals to implement a coherent and effective social value strategy and manage the risks of implementation accordingly.

6.1. Overview

Successful implementation requires a consistent procurement strategy for social value both reflects the organisation's social value objectives and are consistent with supply chains' capacity. Having developed the overarching framework, the procuring organisation, therefore, needs to consider how it should be applied in practice and whether the scope of the framework should be varied according to the scale and scope of the services being procured.

The TOMs is designed to permit different areas of focus by selecting sub-sets of measures from a 'long-list', but too much variance in the measures used between tenders will create additional burdens in contract management and potential comparability issues between contracts.

The procurement stage should not be the first time that social value is considered in the lifecycle of a project. Where pre-procurement activities such as design development or a business case are undertaken, target areas of social value that align with organisational strategies should be considered. Supplier and bidder engagement are essential components of the strategy. As well as pre-tender communications on specific projects, organisations should consider running regular social value events for their supply chain outside procurement processes.

Unless the tender process is followed by an effective contract management strategy to track delivery of social value, there is a high risk that the promised social value gains during the tender may not be fulfilled. Even where social value is delivered, unless this is reported on and verified, the procuring authority will be unable to demonstrate this added value to its stakeholders. Procurers and suppliers should have a mutual interest in reporting social value delivery, as businesses will also want to demonstrate their commitment to and capacity for social value.

A key consideration in procurement generally is to ensure that tender requirements do not create unfair barriers for smaller businesses. As with other aspects of the tender process, social value requirements can be perceived as onerous and place SMEs at a disadvantage. So the implementation process must recognise this both through the tender requirements themselves and the additional support provided.

6.2. The 7-step approach

The seven steps below summarise the key steps for integrating social value in procurement.

Step 1 – social value strategy and organisation-level framework
The organisation's social value strategy should be the reference point for the way it defines its social value 'ask' from the supply chain. From there, the organisation can agree on a measurement framework that can apply across all of its procurement activities.

It will need to decide whether to adopt the National TOMs Themes and Outcomes or develop its own set of Themes and Outcomes, taking into account the focus areas of its social value strategy.

The organisation may also wish to reduce the list of social value measures from the HE TOMs Measure set long-list to achieve more targeted outcomes.

Step 2 – project-level framework

The organisation-level framework can be tailored to meet specific project requirements. It is recommended that this is done by pre-agreeing a limited number of variations to the organisation-level framework (e.g. according to contract size or procurement category) rather than by taking out measures on a project-by-project basis, which is likely to become difficult to manage as the use of the framework increases across the organisation.

Step 3 – supplier engagement

Supplier engagement can and should happen in different ways and at different stages. Making time to brief bidders on the specific social value objectives for a project can be very helpful, but limited organisational resources may mean this is only feasible for certain projects.

General drop-in sessions or workshop sessions run outside of a specific tender process can give bidders or the established supply chain a better understanding of the requirements and more confidence in their ability to deliver.

Step 4 – tendering

As with any other part of the tender, clarity is needed regarding the form and content of the responses required, signposting areas of importance for the procuring authority and setting out the evaluation and scoring process. Standard Invitation to Tender (ITT) documentation for social value is available if required.

Different organisations will incorporate social value into their tenders in different ways. Scoring for the social value element needs to be consistent with the overarching scoring mechanism for the tender. A minimum of 10% and preferably 20% is recommended as the scoring component for social value, with quantitative target-setting a material component of the scoring. The proportion of the social value score attributed to setting quantitative targets varies, but the quantitative and qualitative elements are frequently split 50:50.

When evaluating quantitative targets, care must be taken to ensure that the targets proposed by bidders are:

- Deliverable;
- Relevant to the contract; and
- Genuinely social value added (e.g. not something that would have happened anyway).

Step 5 – contract reporting

One of the main benefits of the HE TOMs Measure set is that it enables procuring authorities to require bidders to make measurable social value commitments which can then be reported on during contract management. These should be treated as commitments and included in the contract accordingly, as should the reporting obligation on the supplier.

Step 6 – performance management

For various reasons, the supplier may not be fulfilling its social value commitments during the operational phase of the project, and the organisation will need to decide on its remedy strategy in such circumstances. The reasons may be capable of short-term remedy or the result of a more fundamental issue (e.g. the inability of a supplier to locate enough apprentices in the area).

While suppliers should only set targets during the tender that they feel they can commit to, buyers and suppliers alike are still learning about what works in terms of social value delivery and a flexible, collaborative approach is helpful, with a reasonable escalation process, even if a firm contractual backstop is ultimately required.

Step 7 – lessons learned

A key benefit of using the TOMs framework is that progressive reporting during contract delivery creates a record of social value that can further develop and refine the organisation's social value approach. The procuring authority should create appropriate mechanisms to enable lessons learned to be captured and fed back into the procurement process for future projects.

7. Key supporting information

This section provides an overview of some of the key methodological principles that underpin the TOMs. While it is not necessary to become a social value expert to apply the TOMs, a basic understanding of these principles is essential for procuring authorities and suppliers alike.

The definition of 'local'

The TOMs framework is embedded in a sense of place, which means that the proximity of the delivery of the social value to the underlying commercial activity is important.

Higher Education institutions are unusual in that they are often global organisations and yet also important 'anchors' in their cities and regions. The significance of 'local' as a driver and the way it is defined has different considerations for universities than, say, for local authorities.

The organisational approach should be defined as part of the overarching procurement framework and applied consistently across the programme to avoid compatibility issues.

In general, one of the following approaches have been adopted to define 'local':

- Within the relevant Local Authority boundary
- X miles radius from the project
- (Less common) on a regional basis (i.e. across multiple local authorities).

HE organisations are encouraged to consider the definition of local which best suits their organisations.

It is important to bear in mind that the primary local measures in the TOMs derive their significance from a meaningful definition of 'local'. A definition that is too widely drawn might increase the headline numbers reported, but it becomes more questionable whether the activities described can be described as additive in any meaningful sense or whether the definition is consistent with an intuitive understanding of what 'local' really implies.

The challenge of organisations choosing their own definitions of local is that this does not allow for comparability. However, in the early stages of rolling out a social value strategy for a sector, coming to a common agreement on the definition of 'local' would be too difficult across the many and varied procuring organisations in the HE sector. Local Economic Value (essentially local jobs and local supply chain spend) should, in any event, always be reported separately from the other measures in the framework so that organisations can still compare the purely social elements on a like-for-like basis.

Attribution / over-claiming

One of the key principles of social value measurement is to ensure that the social value proposed or reported must be attributable to the wider activity it relates to. In other words, organisations should avoid 'over-claiming' social value.

Over-claiming can come about by:

(i)   an organisation claiming a greater share of an outcome than it is entitled to, based on its contribution; or

(ii)   an organisation claiming an outcome for which it is not directly responsible.

In the first case, the most common example of this is when an organisation claims social value for a wider spread of commercial activity than the contract being procured. For example, it may have a volunteering initiative running across its whole business and claim all of the expected volunteering across the whole business over the contract period – rather than the volunteering that can be linked directly to the contract in question.

Common examples of organisations claiming outcomes for which they are not directly responsible include prime contractors claiming social value that they expect their supply chain to deliver (such as apprenticeships) and professional services firms claiming social value for the project rather than what arises directly from their own contract with the procuring authority. For example, a professional services firm should not claim expected future carbon savings from a refurbishment project where they are providing consultancy support but won't be responsible for managing the asset.

The key test is whether the target set by a bidder can be contractualised. If it can be written into the contract as a KPI between the buyer and the supplier, then it is reasonable for the supplier (when bidding for the project) to have set this as a target. The supplier will not usually be in a position to commit social value on behalf of its supply chain in a tender (in many cases, the supply chain will not yet have been finalised). Therefore, it is not appropriate to rely on supply chain activity to set targets.

All TOMs Measures are intended to relate to the direct impacts of organisations unless the guidance explicitly states otherwise.

There may be good reason to *report* social value in a way that includes both the prime contractor and its supply chain, but at the tender stage, a bidder should not set *targets* in a tender on behalf of other organisations that cannot be committed to at that stage.

If organisations want to report the social value delivered by both the prime contractor and its supply chain, they should be aware that this will not be a like-for-like comparison with targets set during the tender phase and ensure that:

(i)   Direct social value (i.e. prime contractor only) and indirect social value can be easily separated, even if they are reported together;

(ii)   The appropriate component (i.e. direct social value only) is used for performance management purposes;

(iii)   This will not be a like-for-like comparison with targets set during the tender phase.

Further information on the principles of social value measurement can be found here.

Reporting social value in 'core' operations

The primary focus of this guidance is on implementing the TOMs in procurement. It is recognised that HE institutions may also wish to record the social value delivered across their own 'core' activities.

The TOMs is a flexible framework capable of being adapted to corporate or organisational measurement. It was initially designed for use in procurement as a way of measuring the additionality that could be created off the back of the commercial opportunity that a procuring authority creates.

However, the use of the TOMs has expanded outside procurement, including for business cases, early-stage planning and later in the operational phase. An important complement to this 'whole life cycle' approach to social value is the ability to report social value corporately.

It is important to recognise that there is a qualitative distinction between looking for additional social value for predetermined commercial spend and examining the social value intrinsic to an organisation. A key challenge in this context is identifying additionality – in other words, what goes beyond the core purpose of the organisation. An assessment of the delivery of an organisation's core purpose is likely to be driven by other reporting requirements and will also require consideration of the investment cost needed to deliver that core purpose.

Together, additional social value and the value delivered through the organisation's core purpose can be considered its social value 'footprint'.

Social Value Portal will be issuing further guidance on adopting the TOMs for corporate-level measurement in the near future; in the meantime, organisations in the HE sector can begin incrementally by building up components of their overall social value footprint.

7.1. Existing programmes and delivery channels

Organisations in the HE sector tend to have established channels and programmes to facilitate the delivery of social value within areas considered important and relevant to the procuring body and the local area. The HE Taskforce is keen to encourage procuring organisation to signpost existing channels by publishing a list of programmes or supported VCSEs for the successful supplier to work with.

In principle, this can be done:

- At individual measure level (there is space for this in the measure set)
- As a general list, which can be included in the ITT wording

Procuring bodies should also consider whether to provide additional guidance relating to engagement with any organisations (who may not wish to be approached).

7.2. HE Procurement categories and relevant measures

The HE sector procures across a wide range of categories for all types of products and services. The HE Measures are intended as a 'menu' to choose from, and presented with the framework for a tender. Suppliers should be encouraged to use measures that are relevant to them given the nature, duration and value of the contract as well as important to the procuring organisation.

To simplify this process, the HE Taskforce has mapped which measures are most relevant to 12 standard Procurement HE codes, the detail of which can be found within the spreadsheet in Appendix B.

- Professional Services (R)
- IT and Telecoms (K Q S)
- STEMED & Labs (D E L)
- Broadcast and AV (A)
- Estates (M W)
- Soft FM (H Y)
- Travel and Transport (T V)
- Office Consumables & Printing (Q P)
- Library, Museums & Publications (B N)
- Furniture and Sport (F G)
- Catering (C)
- Energy and Utilities (J)

7.3. Useful resources

- Measures handbook
- YouTube videos
    - o Portal demo for members
    - o Portal demo for procurement
    - o Portal demo for bidders/suppliers

Appendix A: HE Taskforce Members

University of Manchester

University of Edinburgh

Higher Education Procurement Association

University of Kent

London Universities Purchasing Consortium

University of Strathclyde

North Eastern Universities Purchasing Consortium

Cambridge University

Advanced Procurement for Universities and Colleges

The University Caterers Association

Sheffield Hallam University

University of Salford

University of Sheffield

Southern Universities Purchasing Consortium

North Western University Purchasing Consortium

Queen Mary University London

Social Value Portal

Appendix B: Version 1.0 Higher Education TOMs Measures (From National TOMs 2021)

To download the suggested SVP TOMs for HE, along with the relevant guidance and proxy values, please click here.

See below the list of measures.

NT Theme	NT Outcome	REF	Measure	Unit
Jobs: Promote Local Skills and Employment	More local people in employment	NT1	No. of local **direct** employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	No. people FTE
		NT1c	No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed **through the supply chain** as a result of your procurement requirements	No. people FTE
		NT2	**Percentage** of local employees (FTE) on contract	%
	More opprtunities for disadvantaged people	NT4	No. of employees (FTE) hired on the contract who are **Not in Employment, Education, or Training (NEETs)** as a result of a recruitment programme	No. people FTE
		NT6	No. of **disabled** employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE
		NT7	No. of hours of support into work provided to **unemployed people** through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	No. hrs (total session duration)*no. attendees
		RE58	Percentage of employees who are from **Ethnic Minority groups**	%
	Improved skills	NT8	No. of staff hours spent on **local school and college visits** e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)	No. staff hours
		HE1	**No. of staff expert hours spent supporting the procuring organisation's curriculum through guest lectures, practical workshops, site visits, case studies and research project topics, etc.**	No. staff expert hours
		RE10	No. **site visits** for school children or local residents	No. of visits
		NT9	No. of weeks of **training opportunities** on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks
		HE2	No. of weeks targeted for **continuous professional development** that have been completed during the year by relevant staff on the contract as part of a structured programme	No. weeks
		NT10	No. of weeks of **apprenticeships** on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks
	Improved skills for disadvantaged people	NT9a	No. of weeks of **training opportunities** on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LISTNT9a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No. weeks
		NT10a	No. of weeks of **apprenticeships** on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LIST NT10a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No. weeks
	Improved employability of young people	NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (**internships**)	No. weeks
Growth: Supporting Growth of Responsible Regional Business	More opportunities for local MSMEs and VCSEs	NT15	Provision of **expert business advice** to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours
		NT18	**Total amount** (£) spent in **LOCAL supply chain** through the contract	£
		NT18a	Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	£
		NT19	Total amount (£) spent through contract with **LOCAL micro, small and medium enterprises (MSMEs)**	£
		NT19a	Total amount (£) spent with local Micro and Small enterprises within your supply chain through the contract	£
	Improving staff wellbeing and mental health	NT20 /	No. of employees on the contract that have been provided access for at least 12 months to **multidimensional wellbeing programmes** that include flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues)	No. employees provided access
		NT21	**Equality, diversity and inclusion** training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees
	Reducing inequalities	NT58	Number of employees FTE on contract to have pay raise to **Real living wage** or higher (on a renewed contract or TUPE)	No. people (FTE)
	Ethical Procurement is promoted	NT22	Percentage of procurement contracts that includes commitments to **ethical procurement**, including to verify modern slavery and other relevant requirements.	%
		HE3	Adoption of ISO20400:2017 standard for sustainable procurement on this contract	Yes / No
		NT43	Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of **modern slavery** and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)	£ invested including staff time
		NT60	Number of people employed in the supply chain to identify and **manage the risk of modern slave**ry occurring in the supply chain, in relation to the contract	No. people (FTE)
Social: Healthier, Safer and more Resilient Communities	Art and culture exposure is facilitated	HE4	Support and investment provided for people to get involved in cultural events, arts, sports and heritage activities	£ invested including staff time
Environment: Decarbonising and safeguarding our world	Carbon emissions are reduced	NT31	Savings in **CO2 emissions** on contract achieved through **de-carbonisation** (specify how these are to be achieved)	Tonnes CO2e
		NT64	Contribution made on the contract to own **carbon offset fund** (when it has been demonstrated said carbon cannot emission cannot be reduced within the contract's timeframe)	£
		RE39	Carbon savings from **energy efficiency** measures on site (e.g. increased use of renewables)	Tonnes CO2e
		RE40	Embodied Carbon reductions in CO2e emissions against baseline	Tonnes CO2e
		RE62	**Carbon offset fund payments** against new developments (payments into external carbon offset funds e.g. through S106)	£
	Air pollution is reduced	NT32	Car miles saved on the project as a result of a **green transport programme** or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	Miles saved
		NT33	Car miles driven using **low or no emission** staff vehicles included on project as a result of a green transport programme	Miles driven
		HE5	Miles saved as a result of a schemed reduction in the number of delivery journeys	Miles saved
	Resource efficiency and circular economy solutions are promoted	NT70	**Single-use plastic packaging eliminated** through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract	Kilos
		HE6	**Single-use plastic waste eliminated through schemes not covered in NT70 (please specify) on the contract**	Kilos
	Sustainable procurement is promoted	NT35	Percentage of procurement contracts that includes **sustainable procurement commitments** or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)	% of contracts
	Social innovation to safeguard the environment and respond to the climate emergency	NT53	Innovative measures to safeguard the **environment and respond to the climate emergency** to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources

HE TOMs Guidance – JANUARY 2022

Appendix C: Dos and Don'ts for the SVP TOMs

Please click here to view the Dos and Don'ts principles of the SVP TOMs framework.