



ANNEX 15 - SROI Action Plan Format in ROK LV3

SROI Action Plan (PvA) Format

You may include relevant illustrations and photographs throughout the Action Plan. You may use your own design entirely; however, the chapter structure will remain unchanged.

Take into consideration: 'Non-experts' need to understand what you want to achieve (impact), how you are going to achieve it (pathways), with what resources (effort, energy, finances), and how you present the 'evidence' (input and outcome).

*The chapters for the Action Plan are listed below.
These chapters do not all have to start on a separate page in your PvA; this is left to the supplier's layout preferences.*

The chapters are printed in blue.

1. Cover page

Free form

The following information must be included: Framework agreement, Parcel/Parcels, Supplier name, Date, Version

2. Schedule of PvA and deadline

*The Action Plan must be submitted to the SROI contract manager of the Framework Agreement 6 months after the contract has been definitively awarded.
(raisa.van.elshuis@minienw.nl)*

3. Diagrammatic summary

Present in a diagram: your SROI processes/phases in processes + expected impact and financial accountability (1) how many people are guided towards and into sustainable employment, and (2) how much (physical/financial) effort do you put into this.

Maximum 1 A4 in landscape or portrait format

4. Table of contents

Self-explanatory.

5. Intrinsic motivation

What currently motivates your organisation to focus on SROI, and what are you already doing in this area?



SROI – contact person and feedback

6. *In this chapter, you indicate who the specifically designated SROI contact person is who monitors your SROI obligations for this Framework Agreement, makes any necessary adjustments, and maintains regular contact with the Client regarding the status of the agreement (and how you will ensure continuity in fulfilling your SROI obligations if this contact person is unable to perform their duties due to circumstances).*

7. SROI processes: putting people first

In this chapter, you will focus on:

- 1. how SROI processes are/will be embedded in your business operations;*
- 2. how to reach the 'right' SROI candidates for your programme(s);*
- 3. how you supervise these candidates;*
- 4. who you involve in this;*
- 5. how you ensure that they find sustainable employment; and*
- 6. how (and for how long) after placement your organisation pays attention to the well-being of the (former) SROI candidates;*
- 7. In addition, you will discuss the safeguards you are putting in place to ensure the success of your project (including in the event of upscaling or downscaling).*

8. Financial accountability

How do you justify the percentage you will allocate to your projects (as specified in the tender) and how (form/content) do you periodically report back on this justification?

The SROI valuations we use are as follows¹:

Target group*	Social Return valuation	Terms and conditions
Work experience placement (WEP)	€750 per work experience	While retaining benefits
Vocational Work-based Learning Placement BBL (Vocational Training Programme)	Gross annual wage value	
School-based Vocational Internship BOL/PPO (Vocational Education Pathway)	€7,000 per completed internship	
Special Secondary Education Internship VSO/practical training (Special Secondary Education)	€7,000 per completed internship	
Banenafspraak (Wajong, WSW, Garantiebaan), WIA, WAO	Gross wage value x2	Candidate included in the UWV target group register
WW, Participatiewet,	Gross wage value	At least 3 months

¹ This SROI valuation is based on an 'average' of the various and different so-called 'building blocks' used within the central government/municipalities/provinces, and applies exclusively to this procurement procedure.



NUG-er (<1 year)		unemployed
WW, Participatiewet, NUG-er (>1 year)	Gross wage value x1.5	At least 12 months unemployed

Bonus

Permanent employment	€40,000 one-off payment	Permanent contract
55+	€10,000 per year	Provided that they belong to one of the above SR target groups

**For contractors without a business based in the Netherlands, an equivalent alternative may be applied to each type of target group if the given target group cannot be interpreted in exactly the same way in the country where the business is based. In this case, the contractor is responsible for justifying the equivalence of the alternative.*

- Activities to prepare the SROI candidate for securing sustainable employment, such as job application courses, language training, etc. (in consultation with the Client): actual costs of the training/including supervision costs, max.

€100 per hour;

An SROI candidate may be included in the SROI accountability if they were employed less than 4 months prior to the award and are not/will not be listed under any other obligation.

All amounts mentioned (excluding activities) include supervision costs.

By 'SROI candidates' we mean people from the target group: Banenafspraak, WIA, WAO, WW, Participatiewet, NUG-er, status holders, early school leavers, ex-prisoners and ex-uniformed personnel. (Other possible SROI candidates after consultation with the Client.)

Non-compliance

If the contractor fails to meet the deadline for submitting the PvA, the following measures will be taken.

1. A warning if the PvA is not submitted to the contract manager on time. This warning specifies a 30-day calendar period within which it must be delivered.
2. If, after the expiry of the 30 calendar-day period, the PvA has not yet been received by contract management, exclusion from mini-competitions and single contracts will follow for at least 3 months.

The following passage describes the measures to be taken in the event that the contractor fails to achieve the required SROI of 2.5%.

1. If, at the first measurement point, it is found that the 2.5% requirement is not being met, the contractor must submit an improvement proposal to ensure that the requirement is met at the next measurement point.
2. If, at the second measurement point, the supplier has still not met the 2.5% requirement, they will also be excluded from mini-competitions and single contracts for at least 3 months.



3. If the contractor bases its SROI report on target groups that do not fall within the aforementioned proposals, the client will receive an improvement proposal within 30 calendar days outlining how the contractor expects to continue meeting the 2.5% requirement in the following period by addressing the correct target group.