

NDA TOMs Guidance 2020 - Help Text, Double Counting Check, Definition & Generic Evidence Requirements

**INSTRUCTIONS:**

You do not need to provide the same level of evidence for every measure - please submit whatever you have readily accessible  
 You can also upload evidence files or documents onto the Social Value Portal to support your submission - simply reference it against the corresponding measure  
 You do not need to input data for every measure on the Social Value Portal - only submit data where you have actually delivered, or plan to deliver, an activity

NDA TOMs REF	NATIONAL TOMs REF	THEME	OUTCOME/PLEDGE	MEASURE	UNIT	VALUE	HELP TEXT	DOUBLE COUNTING CHECK	DEFINITION	GENERIC EVIDENCE REQUIREMENTS
<b>NDA Full TOMs</b>										
NDA1	NT1			No. of relevant (local) people (FTE annualised) employed	no. people FTE	£28,137.00	North-West median. Please ensure that number of people employed is entered on FTE i.e. one person employed for the whole year should be entered as 0.5 per monthly period.		This is the time annual equivalent (FTE) number of people employed on the contract residing in the local area whose employment contract duration is at least one year, unless the level of duration of the contract is less in which case it is at least the overall duration of the contract (A definition of local area must be specified here, depending on the context. For contracts for a local authority the local area is defined by the local authority boundaries. For other contractors where the relevant economic, social and environmental geography spans more than one local authority, multiple adjacent local authorities could be specified, alternatively a 10-20 km radius from the project's centre can be specified (e.g. in the case of a construction project). Where a mile radius is specified, the first 3 digits of the post code for the residence of the local people employed must be collected as evidence.) To download localised figures go to <a href="https://www.census.co.uk/census111.html">https://www.census.co.uk/census111.html</a>	Records of employment including duration of contract, together with first three digits of residence post code of employees (the postcode district). Records should be made compliant with data protection issues.
NDA2	NT2			% of relevant (local) people employed on contract (FTE annualised) employed	%	£0.00	Record only		This is the percentage of graduates employed in the local (or the associated area) over the two year period after completing the graduate training programme, over the overall number of people on the graduate training programme. Please refer to the definition of local area provided above for NT1.	Records of employment of overall number of employees on the contract including the first three digits of residence post code (the postcode district)
NDA3				Number (%) of relevant graduates retained in the local workforce two years after completing the graduate training programme	%	£0.00	Record only		This is the percentage of graduates employed in the local (or the associated area) over the two year period after completing the graduate training programme, over the overall number of people on the graduate training programme. Please refer to the definition of local area provided above for NT1.	Records of employment of overall number of graduates employees in the local area including the first three digits of the residence post code (the postcode district), as well as records of the graduate training programme itself
NDA4	NT3			No. of relevant (local) employees (FTE annualised) taken on who are long term unemployed (unemployed for a year or longer)	no. people FTE	£15,965.00	The proxy value for this measure is additional to NT3, so that the jobs can be counted both as NT3 and under this measure, if both conditions apply.		The number of full-time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) benefits for at least 12 months preceding the start of the employment contract. For a definition of long-term unemployment see: <a href="https://www.gov.uk/government/publications/long-term-unemployment-the-development-of-a-uk-job-seekers-classification-instrument-wpl16">https://www.gov.uk/government/publications/long-term-unemployment-the-development-of-a-uk-job-seekers-classification-instrument-wpl16</a>	Records of employment including duration of contract should be provided.
NDA5	NT4			No. of relevant (local) employees (FTE annualised) taken on who are not in employment, education, or training (NETET)	no. people FTE	£11,636.00	The proxy value for this measure is additional to NT4, so that the jobs can be counted both as NT4 and under this measure, if both conditions apply.		The full-time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had been not in employment, education, or training (NETET) before the start of the employment contract. See the following for NETET definitions: <a href="https://www.gov.uk/government/publications/young-people-not-in-employment-education-or-training-netet">https://www.gov.uk/government/publications/young-people-not-in-employment-education-or-training-netet</a>	Number of qualifying employees, age at the time of employment, and details of period for which the employee was NETET. A contract or a report from a partnering organisation should be included when this is delivered in partnership.
NDA6	NT5			No. of relevant (local) employees (FTE annualised) taken on who are rehabilitating young offenders (18-24 y.o.)	no. people FTE	£22,342.00	The proxy value for this measure is additional to NT5, so that the jobs can be counted both as NT5 and under this measure, if both conditions apply.		The full-time annual equivalent (FTE) number of employees taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams: <a href="https://www.gov.uk/youth-offending-teams">https://www.gov.uk/youth-offending-teams</a> . Jobs are not to be counted for other agencies carrying out specific programmes, may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: <a href="https://www.gov.uk/what-are-rehabilitation-periods">https://www.gov.uk/what-are-rehabilitation-periods</a>	Number of qualifying employees, age at the time of employment. A contract or a report from a partnering organisation should be included when this is delivered in partnership.
NDA7	NT6			No. of relevant (local) jobs (FTE annualised) created for people with disabilities	no. people FTE	£15,166.00	The proxy value for this measure is additional to NT6, so that the jobs can be counted both as NT6 and under this measure, if both conditions apply.		The full-time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: <a href="https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions">https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions</a>	Records of employment of overall number of qualifying employees on the contract, including contract type and duration.
NDA8	NT7			No. of hours dedicated to supporting (local) unemployed people into work through a co-ordinated programme, by providing career mentoring, including mock interviews, CV advice, and careers guidance (over 24 y.o.)	no. hrs/ no. attendees	£19,62	This measure should not be double counted with NT7.		This is the number of staff hours dedicated to one to one or group employment support specifically for people under 24.	HR report of number of staff involved, hours and attendees, including record of attendees age.
NDA9	NT11	Sustainable Income	To improve access to sustainable income, by increasing skills, knowledge, opportunities and access to opportunities	No. of hours dedicated to supporting (local) unemployed people into work through a co-ordinated programme, by providing career mentoring, including mock interviews, CV advice, and careers guidance (over 24 y.o.)	no. hrs/ no. attendees	£129,62	This measure should not be double counted with NT7.		This should be a systematic way of recording the activities taken on with the primary school nursery or club.	HR report detailing the partner school, nursery or club including staff involved, activity duration and confirmation from the school, nursery or club after the visit (e.g. could be a note from the staff working there).
NDA10				Early years primary and nursery support (e.g. breakfast clubs, "breakfast" etc.)	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour		This should be a result of a measurable programme with a clear and defined structure of the support it is going through.	Report detailing the partner schools or colleges including staff involved, activity duration and confirmation from the school.
NDA11	NT8			General engagement or support to enable general engagement with local young people through educational outreach e.g. delivering careers talks, curriculum support, literacy support, safety talks (No. hours, includes preparation time)	no. staff volunteering hrs	£16.07	This measure should not be double counted with NT17 and NT29		This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided.	HR report detailing the partner schools or colleges including staff involved, activity duration and confirmation from the school after the visit (could be a note from the school).
NDA11a				No. pupils in the programme, annually (e.g. STEM Gals4id programme)	no.	£0.00	Record only		This is the number of pupils taking part in the specified education support programme. Please provide a description of the programme and pupils not in the programme, in relation to the local benchmark. Please refer to the definition of local area provided above for NT1.	Report detailing the partner schools or colleges, a description of programme & confirmation from school.
NDA11b				Attainment rates in relation to (local) benchmark (i.e. before intervention)	no.	£0.00	Record only		This is the attainment rate, e.g. no. GCSE grades achieved, relating to the local benchmarks before the programme specified above (NDA11a) has been put into place. Please refer to the definition of local area provided above for NT1.	Report detailing the partner schools or colleges, a description of programme & confirmation from school.
NDA11c				Attainment gap per Pupil Premium pupil against (local) benchmark	no.	£0.00	Record only		This is the attainment rate gap, e.g. no. GCSE grades achieved, between pupils involved in the above stated programme (NDA11a) and pupils not in the programme, in relation to the local benchmark. Please refer to the definition of local area provided above for NT1.	Report detailing the partner schools or colleges, a description of programme & confirmation from school.
NDA12				Expert, qualified engagement or support to enable expert, qualified engagement through a coordinated programme with (local) young people through educational outreach e.g. delivering careers talks, curriculum support, literacy support, safety talks	no. staff expert hrs	£96.11	Please ensure that this covers only the staff time where there is directly transferable and relevant professional expertise for the area or which the advice is being given.	This measure should not be double counted with NT15 (NDA46 or NDA17)	This is the number of staff expert hours dedicated to educational outreach through a coordinated programme. To be counted as 'expert hrs' the person delivering them must be qualified in the subject they are delivering advice on.	HR report of number of staff involved, hours and attendees, including record of attendees age.
NDA13	NT10			No. of (local) 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.	no. weeks	£207.40	This measure should not be double counted with NT9		Only apprenticeships supported to completion should be counted. For a description of the qualification levels see: <a href="https://www.gov.uk/learn/apprenticeship-qualification-levels-overview">https://www.gov.uk/learn/apprenticeship-qualification-levels-overview</a> . For finding a registered qualifications see: <a href="https://www.gov.uk/find-a-registered-qualification">https://www.gov.uk/find-a-registered-qualification</a> . The social value proxy is appropriate for opportunities that are not for academic purposes.	Records of employment. Evidence should identify the accredited training provider, the type and the level of the apprenticeship. Apprenticeship completion certificates must be provided after the completion date.
NDA14	NT12			No. of weeks spent on meaningful work placements or pre-employment course for (local) people; 1-6 weeks student placements (unpaid)	no. weeks	£158.23	This measure should not be double counted with NT13		Work placements indicate a temporary work experience within a company, including e.g. working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students of duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks from 1 to 6 for each student work placement should be registered. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a>	Records of employment or work book. All work placements should have a record of the industry based experience gained, a specified type (school/college/university) and duration the report to the school should be included.
NDA15				No. of weeks spent on meaningful local work placements or pre-employment course (minimum 5 days) for people who are Not in Employment, Education or Training (NIET) (unpaid)	no. weeks	£158.23	This measure should not be double counted with NT12 or NT13		Work placements indicate a temporary work experience within a company, including e.g. working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students of duration of 1 to 6 weeks (typically unpaid) given to a person who is Not in Employment, Education or Training should be registered here. The cumulative number of weeks should be registered. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a>	Records of employment or work book. All work placements should have a record of the industry based experience gained, a specified type (school/college/university) and duration the report to the school should be included.
NDA16	NT13			Meaningful local work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	no. weeks	£158.23	This measure should not be double counted with NT12		Work placements indicate a temporary work experience within a company including e.g. working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The total number of work placements longer than 6 weeks should be registered. Only placements paid at least minimum or national living wage, as per government regulations, should be included. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a> and here: <a href="https://www.gov.uk/guidance/national-minimum-wage-rate">https://www.gov.uk/guidance/national-minimum-wage-rate</a>	Records of employment or work book. All work placements should have a record of the industry based experience gained, a specified pay type (minimum wage, national living wage, higher wage) and duration.
NDA17				Building local business capacity through provision of expert business advice to SMEs and social enterprises, including business start-ups and micro-businesses (e.g. digital support/financial & business advice/legal advice/HR advice/bi support/N&S, etc.)	no. staff expert hrs	£96.11	Please ensure that this covers only the staff time where there is directly transferable and relevant professional expertise for the area or which the advice is being given.	This measure should not be double counted with NT15 (NDA26 or NDA12)	This is the number of staff expert hours dedicated to your supply chain and SMEs in relation to improved business, skills and competencies, digital programmes or pro-bono support.	HR report and confirmation from beneficiary to be provided.
NDA18	NT18			Total relevant incremental revenue for LOCAL businesses	£	£0.61	Ensure that this LOCAL spend value excludes all 'LOCAL SME' spend	This measure should not be double counted with NT14 or NT19	Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be considered for the relevant geographical area and based on the project's supply chain.	Finance report to be provided including invoices and post codes for the eligible suppliers.
NDA19	NT19			Total relevant incremental revenue for LOCAL SMEs	£	£0.61		This measure should not be double counted with NT14 or NT18	Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with SME suppliers that are based within the local area. A local multiplier figure for the Construction industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be considered for the relevant geographical area and based on the project's supply chain.	Finance report to be provided including invoices and post codes for the eligible suppliers.
NDA20	NT4	Resilient Economies	Enable resilient economies, by enabling growth in the capacity, diversity and capability of our local economies.	Total relevant incremental revenue for VCSEs	£	£0.12		This measure should not be double counted with NT18 or NT19	This is the incremental investment in the wider economy triggered by the contract or project in place, e.g. developing or building a new branch in the local area, or an increased employment of local people on the area to complement the new spend and in relation to the £ invested.	Finance report to be provided including a sample of invoices. A complete collection of invoices should be requested.
NDA21				Abstract [£] inward investment into local area, including matched funding	£	£1.00		This measure should not be double counted with NT14, NT18 or NT19	This is the incremental investment in the wider economy triggered by the contract or project in place, e.g. developing or building a new branch in the local area, or an increased employment of local people on the area to complement the new spend and in relation to the £ invested.	Finance report to be provided, with evidence of the direct connection with the contract/project in question, and a breakdown of £ spent.
NDA22	NT3			Percentage of contracts with the supply chain on which Social Value commitments, measurement and reporting are required (not relevant to funding impact measurement)	% of contracts	£0.00	Record only	This measure should not be double counted with NT22 and NT35.	This includes quantitative measurements in terms of social value delivered, monitoring and measurement mechanism for delivery (e.g. the National Themes, Outcomes and Measures system or equivalent).	Record of relevant measurements in contracts where applied. Report of social value delivered using the TOMs methodology or equivalent with the supply chain, when available.
NDA23	NT4			Initiatives aimed at making local communities safer or reducing crime or anti-social behaviour.	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with NT5, NT6, NT17, NT25, NT28 and NT29	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.80 per hour, as per 2017 ONS guidance (updated to 2017/2018 prices). A detailed description of the relevant initiatives should be provided, together with a method statement and a work plan. When support is being provided as part of a wider company programme (e.g. a nation-wide initiative or collaboration with a Charity) attribution should be taken into account (please see the tool kit guidance document for worked out examples on attribution).	Finance report including both £ and staff time invested and detail on the initiatives from partner organisation when there is one). There is an expectation for independently assured and audited reports to be provided.

Ref. OVA 2020 tab

Ref. OVA 2020 tab

ND424	N736			Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with NT12, NT17, NT22, NT28 or NT29	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for supporting staff initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £14.80 (2017/18 price) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a note on any work done. When support is provided as part of a wider company programme (e.g. a nation-wide initiative or collaboration with a Charity) attribution should be taken into account. Please see the tool kit guidance document for worked out examples on attribution.	Programme report including both £ and staff time invested, and detail on the initiatives from partner organisation when there is one). There is an expectation for independently assured and audited reports to be provided.	
ND425				Initiatives or interventions taken to promote good mental health or that increase access to effective mental health support	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with NT16, NT17, NT26, NT27, NT28 or NT29	This must be a structured programme, e.g. one-to-one or group support in relation to promoting good mental health practices, e.g. this could include community initiatives, support for carers, group work, individual placement and support service (IPS) schemes to support people with mental illness or recovering from mental illness to get back to work.	Programme report including both £ and staff time invested, and detail on the initiatives from partner organisation when there is one). There is an expectation for independently assured and audited reports to be provided.	
ND426	NT15	Thinking Communities	Support thriving communities by supporting sustainable activities that create self-reliance and independence	Provision of expert business advice to VCSEs as organisations and directly to individuals in the community	no. staff expert hrs	£96.11		This measure should not be double counted with NT7, NT8, NT11, NT17, NT29, NT34 or NDA17	This expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting voluntary Community or Social enterprises or SMEs. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the tool kit guidance document for worked out examples on attribution.	HR report including a list of names of the companies.	
ND427	NT16	Environment	Carbon emissions are reduced	Equipment or resources donated to VCSEs (£ equivalent value)	£	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with N17 or NT28	This could be e.g. donating a van to a community organisation, or the use of office accommodation, etc. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the tool kit guidance document for worked out examples on attribution.	Evidence of donation to be provided.	
ND428	NT17	Environment	Carbon emissions are reduced	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	no. staff voluntary hours	£16.07		This measure should not be double counted with NT16, NT24, NT25, NT27, NT28, NT29 or NT34	Volunteering is defined by the International Labour Organisation (2005) as 'unpaid non-compulsory work that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the tool kit guidance document for worked out examples on attribution.	HR report including a list of names of the organisation supported, description of the range of activities and intended purpose.	
ND429	NT28	Environment	Carbon emissions are reduced	Donations or in-kind contributions to local community projects (£ & materials)	£ value	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with NT16, NT24, NT25, NT28 or NT27	This could be a cash donation or the equivalent value of in-kind contributions, e.g. donating a van to a community organisation - that has been made for a specific community project. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the tool kit guidance document for worked out examples on attribution.	Financial report and evidence of donations to be provided. There is an expectation for independently assured and audited reports to be provided.	
ND430		Other Measures (FBO)	Other measures (FBO)	Time allowed by organisation for its staff to volunteer in the community	hours	£0.00	Record only		This is the provision in an employer's employment contract for time allowed for staff to volunteer.	Example employment contract to be provided.	
ND431	NT34	Other Measures (FBO)	Other measures (FBO)	Voluntary time dedicated to sustainably maintaining and improving public spaces, creation or management of green infrastructure, increasing biodiversity, or keeping green spaces clean	no. staff voluntary hours	£16.07		This measure should not be double counted with NT16, NT17, NT26, NT27, NT29 or NT32	See previous definition of volunteering time (NT29). Relevant initiatives might include e.g. creating specific equipment for maintenance of community parks and green spaces, etc. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the tool kit guidance document for worked out examples on attribution.	HR report and letter of completion from organisation supported, along with photographic evidence where and if relevant.	
ND432	NT31	Other Measures (FBO)	Other measures (FBO)	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	tonnes CO2e	£69.35	New to NDA 2020 TOMs	This measure should not be double counted with NT32	Percentage of contracts with the supply chain that includes requirements on sustainable procurement. Sustainable procurement is defined in Procuring the Future as "...a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only for the organisation, but also for society and the economy, whilst minimising damage to the environment. Sustainable procurement tools have: <a href="https://www.gov.uk/guidance/sustainable-procurement-tools">https://www.gov.uk/guidance/sustainable-procurement-tools</a>	List requirements and contracts where applied.	
ND433	NT32	Other Measures (FBO)	Other measures (FBO)	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	£0.03		This measure should not be double counted with NT31 or NT33	Those could be resulting from cycle to work programmes for employees or sustainable company transport provided for employees on the project, or carpooling initiatives. Attribution should be taken into account when programmes span beyond the project.	Detail of different programmes including how car miles have been saved. There is an expectation for independently assured and audited reports to be provided.	
ND434	NT33	Other Measures (FBO)	Other measures (FBO)	Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme	miles driven	£0.02	New to NDA 2020 TOMs	This measure should not be double counted with NT32	Those benefits are expected to be delivered as a result of transport programmes. Examples of evidence would be fleet reports or mileage logs. There is an expectation for independently assured and audited reports to be provided.	Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.	
ND435		Other Measures (FBO)	Other measures (FBO)	Volunteering with environmental conservation initiatives or engagement of multi-stakeholder and advocacy initiatives around environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions	no. staff volunteering hrs	£16.07	New to NDA 2020 TOMs	This measure should not be double counted with NT6, NT7 or NT34	Voluntary hours attributable to the contract generalised environmental and biodiversity conservation and towards sustainable management projects for both marine and terrestrial ecosystems.	Provide a list of donations and projects supported on the contract, together with information on what the anticipated impacts were and an explanation of the Monitoring and Evaluation processes (see <a href="https://www.gov.uk/guidance/monitoring-and-evaluation">https://www.gov.uk/guidance/monitoring-and-evaluation</a> )	
ND436	NT35	Other Measures (FBO)	Other measures (FBO)	Percentage of government contracts that include sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer) (not relevant to funding impact measurement)	% contracts	£0.00	Record only		List requirements and contracts where applied.	Specify the total number of government contracts on this contract and the total number of contracts that have included sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or equivalent statement.	
ND437		Other Measures (FBO)	Other measures (FBO)	Develop a measurable plan with time-based outputs that supports the delivery of our collective impact objective with sustainable activities	Yes/No	£0.00	Record only		This is the development of a measurable plan to support the delivery of our collective impact objectives, in relation to sustainable activities.	Copy of development plan to be provided.	
ND438		Other Measures (FBO)	Other measures (FBO)	£ value invested in Capacity Building, e.g. brokerage, on strategic programmes, excluding provision of expert business advice to local VCSEs and Social Entrepreneurs	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with NT16, NT24, NT25, NT28 or NT27	This could be, for example, the upskilling and training for your supply chain and SMEs in relation to improved business methods, marketing, operations or other business support.	Finance report, HR report and confirmation from beneficiary to be provided.	
ND439		Input Based Funding	Sustainable incomes	£ value invested in projects below the threshold to support sustainable incomes	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with £ invested under any other measure	The threshold is the £ threshold for small projects to be reported on individually when improving access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities.	Confirmation of spend to be provided.	
ND440		Input Based Funding	Resilient economies	£ value invested in projects below the threshold to support resilient economies	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with £ invested under any other measure	The threshold is the £ threshold for small projects to be reported on individually when enabling resilient economies, by enabling growth in the capacity, diversity and capability of our local economies.	Confirmation of spend to be provided.	
ND441		Input Based Funding	Thriving communities	£ value invested in projects below the threshold to support thriving communities	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with £ invested under any other measure	The threshold is the £ threshold for small projects to be reported on individually when supporting thriving communities by supporting sustainable activities that create self-reliance and independence.	Confirmation of spend to be provided.	
<b>NDA Thriving Communities TOMs</b>											
CT1	NT28 / NDA29	Thinking Communities	Support thriving communities by supporting sustainable activities that create self-reliance and independence	Adjusted input cost	£	£1.00	Calculate Social Value Add for activities with known measures as an average, and apply to this	This measure should not be double counted with this	This should be a cash donation or the equivalent value of in-kind contributions, e.g. donating a van to a community organisation - that has been made for a specific community project. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the tool kit guidance document for worked out examples on attribution.	Financial report and evidence of donations to be provided. There is an expectation for independently assured and audited reports to be provided.	
<b>NDA Resilient Economies TOMs</b>											
ET1	NT1 / NDA1	Sustainable Incomes	To improve access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities	jobs created	no. people FTE	£28,137.00	Calculate Social Value Add for activities with known measures as an average, and apply to this	This measure should not be double counted with this	The full time annual equivalent (FTE) number of people employed on the contract reading in the local area whose employment contract duration is at least one year, unless the overall duration of the contract is less (in which case it is less than the overall duration of the contract). (A definition of local area must be specified here, depending on the contract. For contracts for a Local Authority the local area is defined by the Local Authority boundaries. For other contracts where the relevant economic, social and environmental geography spans more than one Local Authority, multiple adjacent Local Authorities could be specified. Alternatively a 10-30 mile radius from the project's centre can be specified (e.g. in the case of a construction project). When a mile radius is specified, the first 3 digits of the post code for the residence of the local people employed must be collected as evidence.) To download localised figures go to: <a href="https://www.nomisweb.co.uk/articles/FBO.asp">https://www.nomisweb.co.uk/articles/FBO.asp</a>	Records of employment including duration of contract, together with first three digits of residence post code of employees (the postcode district). Records should be made compliant with data protection issues.	
ET2		Resilient Economies	Enable resilient economies, by enabling growth in the capacity, diversity and capability of our local economies	Adjusted input cost	£	£1.00	Calculate Social Value Add for activities with known measures as an average, and apply to this	This measure should not be double counted with ET3 or ET4	This is the adjusted input cost for the contract or project in question.	Confirmation of spend to be provided.	
ET3	NT18 / NDA18	Resilient Economies	Enable resilient economies, by enabling growth in the capacity, diversity and capability of our local economies	Economic Multiplier	£	£0.61		This measure should not be double counted with ET2 or ET4	Please refer to the definition of the local area for reporting on NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham MFTS 3 has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LMI methodology - where a local multiplier should be provided for the relevant geographic area and based on the project's supply chain.	Finance report to be provided including invoices and cost codes for the eligible suppliers.	
ET4	NDA21	Resilient Economies	Enable resilient economies, by enabling growth in the capacity, diversity and capability of our local economies	Inward investment including matched funding	£	£1.00		This measure should not be double counted with ET2 or ET4	This is the monetary investment in the wider economy triggered by the contract or project (e.g. developing a building a new branch in the local area, or an increased employment of local people on the area to complement the low demand and in relation to the £ invested.	Finance report to be provided, with evidence of the direct connection with the contract/project in question, and a breakdown of £ spent.	
<b>NDA Small Grants TOMs</b>											
SG1		Input Based Funding	Sustainable incomes	£ value invested in projects below the threshold to support sustainable incomes	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with this	The threshold is the £ threshold for small projects to be reported on individually when improving access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities.	Confirmation of spend to be provided.	
SG2		Input Based Funding	Resilient economies	£ value invested in projects below the threshold to support resilient economies	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with this	The threshold is the £ threshold for small projects to be reported on individually when enabling resilient economies, by enabling growth in the capacity, diversity and capability of our local economies.	Confirmation of spend to be provided.	
SG3		Input Based Funding	Thriving communities	£ value invested in projects below the threshold to support thriving communities	£ invested including staff time	£1.00	Please measure staff time at £16.07 per hour	This measure should not be double counted with this	The threshold is the £ threshold for small projects to be reported on individually when supporting thriving communities by supporting sustainable activities that create self-reliance and independence.	Confirmation of spend to be provided.	
<b>NDA Sustainable Incomes TOMs</b>											
SE1		Input Based Funding	Sustainable incomes	Adjusted input cost	£	£1.00	Calculate Social Value Add for activities with known measures as an average, and apply to this	This measure should not be double counted with SE1	This is the adjusted input cost for the contract or project in question.	Confirmation of spend to be provided.	
SE2	NT1 / NDA1	Sustainable Incomes	To improve access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities	jobs created	no. people FTE	£28,137.00	Calculate Social Value Add for activities with known measures as an average, and apply to this	This measure should not be double counted with SE1	The full time annual equivalent (FTE) number of people employed on the contract reading in the local area whose employment contract duration is at least one year, unless the overall duration of the contract is less (in which case it is less than the overall duration of the contract). (A definition of local area must be specified here, depending on the contract. For contracts for a Local Authority the local area is defined by the Local Authority boundaries. For other contracts where the relevant economic, social and environmental geography spans more than one Local Authority, multiple adjacent Local Authorities could be specified. Alternatively a 10-30 mile radius from the project's centre can be specified (e.g. in the case of a construction project). When a mile radius is specified, the first 3 digits of the post code for the residence of the local people employed must be collected as evidence.) To download localised figures go to: <a href="https://www.nomisweb.co.uk/articles/FBO.asp">https://www.nomisweb.co.uk/articles/FBO.asp</a>	Records of employment including duration of contract, together with first three digits of residence post code of employees (the postcode district). Records should be made compliant with data protection issues.	
SE3	NT1 / NDA4	Sustainable Incomes	To improve access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities	No. of relevant (local) employees (FTE annualised) taken on who are long term unemployed (unemployed for a year or longer)	no. people FTE	£18,965.00		This measure should not be double counted with SE2 and under this measure. If both conditions apply	The number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) benefits for at least the 12 months preceding the start of the employment contract. For a definition of long term unemployment see: <a href="https://www.gov.uk/government/publications/predicting-benefit-likelihood-of-long-term-unemployment-the-development-of-a-job-seekers-classification-instrument-wp116">https://www.gov.uk/government/publications/predicting-benefit-likelihood-of-long-term-unemployment-the-development-of-a-job-seekers-classification-instrument-wp116</a>	Number of qualifying employees, together with contact details for the referring agency or the partner organisations. Records of employment including duration of contract should be provided.	
SE4	NT4 / NDA5	Sustainable Incomes	To improve access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities	No. of relevant (local) employees (FTE annualised) taken on who are not in employment, education, or training (NETs)	no. people FTE	£13,636.00		This measure should not be double counted with SE3 and under this measure. If both conditions apply	The number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been not in employment, education, or training (NETs) before the start of the employment contract. See the following link for a list of categories included: <a href="https://www.gov.uk/government/publications/benefit-likelihood-of-long-term-unemployment-the-development-of-a-job-seekers-classification-instrument-wp116">https://www.gov.uk/government/publications/benefit-likelihood-of-long-term-unemployment-the-development-of-a-job-seekers-classification-instrument-wp116</a>	Number of qualifying employees, age at the time of employment, and details of period for which the employee was NET, a contact on a partner organisation should be included when it is delivered in partnership.	
SE5	NT7 / NDA8	Sustainable Incomes	To improve access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities	No. of hours dedicated to supporting (local) unemployed people into work through a co-ordinated programme, by providing career guidance, including mock interviews, CV advice, and careers guidance (over 24 x 60)	no. hrs*no. attendees	£175.62		This measure should not be double counted with NT11	This is the number of staff hours dedicated to one to one or group employment support specifically for people under 24 x 60	HR report of number of staff involved, hours and number of attendees.	
SE6	NT11 / NDA9	Sustainable Incomes	To improve access to sustainable income, by increasing skills, knowledge, aspirations and access to opportunities	No. of hours dedicated to supporting (local) unemployed people into work through a co-ordinated programme, by providing career guidance, including mock interviews, CV advice, and careers guidance (16 - 24 x 60)	no. hrs*no. attendees	£175.62		This measure should not be double counted with NT7	This is the number of staff hours dedicated to one to one or group employment support specifically for people under 24 x 60	HR report of number of staff involved, hours and number of attendees.	

SE7	NT12			Expert, qualified engagement or support to enable expert, qualified engagement through a coordinated programme with [local] young people through educational outreach e.g. delivering careers talks, curriculum support, literacy support, safety talks (No. hours, includes preparation time)	no. weeks	£96.11			Work placements indicate a temporary work experience within a company, including e.g. working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students of duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a>	Records of employment or work book. All work placements should have a record of the industry based experience gained, a specified type (school/college/university) and duration. The report to the school should be included.
SE8	NT10 / NDA13			No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organization to completion in the following year - level 2, 3, or 4.	no. weeks	£207.40			Only apprenticeships supported to completion should be counted. For a description of the qualification levels see: <a href="https://www.gov.uk/what-different-qualification-levels-mean/overview">https://www.gov.uk/what-different-qualification-levels-mean/overview</a> . For finding a registered qualification: see <a href="https://www.gov.uk/Find-a-registered-qualification">https://www.gov.uk/Find-a-registered-qualification</a> . The social value proxy is appropriate for opportunities that are not for existing employees.	Records of employment. Evidence should identify the accredited training provider, the type and the level of the apprenticeship. Apprenticeship completion certificates must be provided after the completion date.
SE9	NT12 / NDA14			No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	no. weeks	£158.23		This measure should not be double counted with SE10	Work placements indicate a temporary work experience within a company, including e.g. working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students of duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a>	Records of employment or work book. All work placements should have a record of the industry based experience gained, a specified type (school/college/university) and duration. The report to the school should be included.
SE10	NDA15			No. of weeks spent on meaningful local work placements or pre-employment course (minimum 5 days) for people who are not in Employment, Education or Training (NET) (unpaid)	no. weeks	£158.23		This measure should not be double counted with SE10	Work placements indicate a temporary work experience within a company, including e.g. working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students of duration of min. 1 week (typically unpaid) given to a person who is not in Employment, Education or Training should be registered here. The cumulative number of weeks should be registered. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a>	Records of employment or work book. All work placements should have a record of the industry based experience gained, a specified type (school/college/university) and duration. The report to the school should be included.
SE11	NT18 / NDA18	Resilient Economies	Enable resilient economies, by enabling growth in the capacity, diversity and capability of our local economies	Economic Multiplier	£	£0.61		This measure should not be double counted with SE1	Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be considered for the relevant geographical area and based on the project's supply chain.	Finance report to be provided including invoices and post codes for the eligible suppliers.

Ref: GVA 2020 14b