Programme Evaluation

Invitation to Tender: **Appendices**

*Natural Neighbourhoods, Green Recovery Challenge Fund*

*National Lottery Heritage Fund*

*June 2021*



**Reference**: NN/GRCF/JUNE21

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**Commissioning Body:**

Groundwork UK

Company limited by guarantee and registered in England No. 1900511

Charity Registration No. 291558

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**Table of Contents**

[Appendix A: Selection Criteria 4](#_Toc75795019)

[Appendix B: Theory of Change 5](#_Toc75795020)

[Appendix D: Schedule of Costs 6](#_Toc75795021)

[Appendix F: Evaluation Tender Submission Coversheet 7](#_Toc75795022)

**Appendix A:** Selection Criteria

Please note that organisations failing the one or both of the *selection* criteria listed below will **not** be assessed for or invited to interview.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria Type** | **Scoring Guide** | **Max. Score** |
| **Word Count** | Selection | Pass – within word count maximumFail – over 5000 words | Pass / Fail |
| **Context and Understanding** | Assessment | 0 – no understanding of the context nor the requirements of the tender demonstrated1 – limited demonstration of the tender requirements and/or its context2 – reasonable demonstration of the tender requirements and its context. Includes reference to how the organisation meets the characteristics and expectations set out in the tender and some understanding of the heritage and social context of the programme3 – good demonstration of the tender requirements, the programme structure and its context. Includes detailed reference to how the organisation meets the characteristics and expectations set out in the tender and a clear understanding of the heritage and social context of the programme4 - excellent demonstration of the tender requirements, the programme structure and its context. Includes very detailed reference to how the organisation meets the characteristics and expectations set out in the tender, and a strong demonstration of an understanding of the heritage and social context of the programme  | 4 |
| **Methodology** | Assessment | 0 – no methodology given1 – limited methodology: no or limited timescales; little indication of methods to be used; very limited linking of methodology to research questions2 – adequate methodology: some timescales given; indication of broad methods to be used; some linking of methodology to relevant research questions3 – good methodology: clear timescales given; clear methods set out along with strong links to relevant research questions4 – excellent methodology: clear and practical timescales given; methods set out in detail with definite links to relevant research questions and named staff members5 - excellent methodology: clear and practical timescales given; methods set out in detail with definite links to relevant research questions and named staff members; organisation proposes innovative and/or tailored methodology to ensure vulnerable young people are able to participate | 5 |
| **Experience** | Assessment | 0 – no relevant experience and/or examples given1 – limited experience and/or examples given2 – moderate experience and/or examples given3 – detailed experience and/or examples given | 3 |
| **Resources** | Assessment | 0 – no detail of resource allocation given1 – limited detail of resource allocation given2 – adequate detail of resource allocation given, including named staff3 – good or excellent detail of resource allocation given, including named staff, experience, their role within the proposal and copies of CVs where relevant  | 3 |
| **Budget – amount** | Selection | Pass – tender is within budget, including VATFail – tender is over budget/does not include VAT | Pass / Fail |
| **Budget – detail** | Assessment | 0 – no budget detail given1 – budget detail limited to headline costs2 – fair level of budget detail given, including individual resource costs3 – detailed breakdown of expected budget expenditure with clear reference to programme outputs | 3 |
| **TOTAL** |  |  | **18** |

Appendix B: Theory of Change



Appendix D: Schedule of Costs

This may be recreated within the body of the tender document if wished.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Centre** | **Day Rate (if applicable)** | **Number of Days** | **Cost of This Element** | **Total Cost** |
| Researcher(s)State name of each researcher and day rate for each here *(add new row as required)* |  |  |  |  |
| Travel and Subsistence Costs |  |  |  |  |
| Other Costs (Specify) |  |  |  |  |
| VAT  |  |  |  |  |
| **Totals** |  |  |  |  |

Appendix F: Evaluation Tender Submission Coversheet

|  |
| --- |
| **TENDER DETAILS** |
| Tender reference |  |
| **YOUR ORGANISATION DETAILS** |
| Organisation Name |  |
| Registered Address |  |
| Contact staff member |  | Job title |  |
| Email address |  | Tel. no. |  |
| Registered Company / Charity number |  |
| **Business Reference 1** |
| Name |  |
| Address |  |
| Contact details |  |
| **Business Reference 2** |
| Name |  |
| Address |  |
| Contact details |  |
| **Tender Checklist** Your tender should include: |
| [ ]  Names & job roles of your evaluation team relevant to this tender[ ]  Relevant experience relating to your evaluation team members[ ]  An outline Research Plan including methodology and timescales which directly refers to the Aims, Outcomes and Scope set out in the Briefing Document[ ]  A schedule of costs in the format set out in Appendix A  |
| **SIGNATURE** |
| I/We hereby submit a bona fide tender for this work, and agree to abide by and be bound by the conditions of the brief and instructions to tenderers, and understand that this my/our tender, its contents and the brief/instructions shall form part of any contract awarded. I/we agree to prerogate the laws of England as applying to the processes of tender, award, management and discharge of contract. |
| **Name & Position**: |
| **Signature**: | **Date**: |