Invitation to Tender

**Implementation of Regional Hubs for Wild Isles Community Fund**

**Project overview**

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| **Wild Isles** | The Wild Isles project, built around a landmark natural history TV series to be broadcasting Spring 2023, is a unique partnership between WWF and the RSPB. The project aims to inspire people in the UK to value and protect nature. It will encompass a full programme of activity incorporating public engagement, mobilisation, supporter growth, campaigns, and advocacy. We are developing a first of its kind mobilisation programme built around the documentary series to inspire and activate audiences to take the urgent action needed to save the nature of our wild isles. It will also play a crucial enabling role in creating the nature-positive society so crucial to the political, economic and systems change needed to save nature and keep the world below 1.5C.  To kick start this mobilisation programme, the partnership is convening and running a participatory process in the run up to the broadcast of Wild Isles in 2023. This programme of work is called the People’s Plan for Nature (PPFN). Through a mass participatory campaign and associated citizens’ assembly, PPFN will produce a set of publicly mandated recommendations for nature-positive actions.  **Wild Isles Community Fund**  Building off the momentum of the Wild Isles documentary and the People’s Plan for Nature, RSPB, WWF, and our corporate partner are partnering to create a Community Fund that aims to catalyse action for nature in diverse communities across the UK.  This micro-grant programme will equip community groups with the funds and support to protect and restore nature at a local level. The project will benefit a predicted 20,000-50,000 people, significantly growing support for communities that have been underserved by the environment sector to-date.    The project has the following aims:   * To catalyse action for nature in diverse communities across the UK * Develop a network of communities to drive forward a nature-positive UK * Bring in new supporters to the existing nature-positive movement amongst the UK public who have been traditionally excluded   The long-term vision of the Wild Isles campaign is to make it socially, economically, and politically unacceptable todestroy nature and inspire action which brings UK nature back to life. |
| **Scope** | The purpose of creating regional hubs is to bring together communities participating in the Community Fund to learn from one another and build relationships to create mutual support for their projects and their groups.  WWF and RSPB recognize that while we have audiences for the Community Fund there is significant gaps in terms of who we cater to. We are looking to work with implementation partners that work with these missing communities to understand how we can remove barriers to entry and provide support for them throughout their project.  Specifically, we are looking for partners who work with:   * Lower socio-economic groups (LSEG) /communities (IMD 1-3) * Across all x4 UK nations   Implementation support will cover the full project implementation period, from February 2023 until its expected finalisation in June 2024. The hubs will cover the full project implementation period. |
| **Objectives** | Regional hubs will draw on their networks to identify community groups of interest and promote the fund and its resources to them. Additionally, they will assist in creating and maintaining convening networks for participating communities to meet online and in person to meet, learn and collaborate with one another. Some of the key components include:  *Promotion of Fund and Capacity Building Programme*   1. Communicating fund opportunities to local community groups who operate in LSEG areas 2. Provide support to community groups from application, through to delivery of the projects 3. Directing groups to support resources provided by fund, including capacity building and training provided by RSPB and WWF 4. Assist in identifying case studies that will be integrated into the wider Wild Isles communications campaign 5. Providing support for unincorporated community groups in one of two ways (depending on agency capabilities):  * Act as an umbrella organisation to hold funds for unincorporated groups * Provide convening opportunities to connect unincorporated groups with registered charities to apply to the fund   *Regional Convening*   1. Identify areas within the UK to act as regional hub centres for Fund participants. There must be at least one hub in Northern Ireland, Scotland, and Wales. 2. Assist in the coordination and design of a national (or coinciding regionally-based) convening event in summer of 2023 3. Connecting groups on the local level through a mixture of online and in-person events (Please indicate the number of events you can deliver in your proposal) |
| **Timeline** | Supplier chosen: w/c 13/02/2022  Research/monitoring framework designed: Feb 2023 – Mar 2023  Community Fund Hero Campaign soft launch: Feb 2023 - Mar 2023  Community Fund Public Launch: Mar-Apr 2023 (subject to BBC documentary going live)  Community Fund application window: Mar 2023 – funds depleted  Community Fund live/training/workshops: Apr 2023 – Jun 2024  End date of consultancy 30/06/2024\*  \*These are initial timelines; we will work with the successful consultant to establish the exact timeframe to assess what is realistic. |
| **Budget** | £112,500 (including VAT)  This is the total budget available to be split across all regional hubs, including those based in Northern Ireland, Scotland, and Wales. |

**Proposals and consultant selection**

Proposals should be maximum 5 pages (or 10 slides) in length and include:

* Your approach and proposed method to address the Project Objectives and Outputs.
* A project plan detailing proposed scope and timeframes for deliverables.
* Details of relevant experience and networks of community groups in LSEG areas.
* A fee proposal including total days and day rates for each member of staff who will work on the project, and any non-staff/travel/ancillary costs, including any applicable charity discounts
* Names and CVs of all staff who will work on the project, and proposed roles (can be beyond the 5 pages).
* Indication of acceptance of WWF-UK’s standard terms and conditions (available on request), or submission of your own for review by our legal team.
* Completion of the WWF Sustainable Procurement Questionnaire
* Completion of the WWF Supplier Security Assessment

**Response to specification**

**Response to requirements**

The information below is a statement of minimum requirements and is not intended to limit creative or original thinking in the preparation of proposals. WWF and RSPB will assess proposal based on the following criteria:

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| **Relevant experience** | Please describe your previous experience of delivering similar projects and importantly, your network and connection to local communities in LSEG areas. |
| **Approach to the Project** | What would be your approach to this project (including methods, any management and control procedures, quality assurance, resources, sustainability considerations etc.)? |
| **Risks and Issues** | Please highlight any issues (risks or opportunities) you anticipate in delivery of this scope of work, and how you would mitigate these. |
| **Diversity,** **Equity, and Inclusion** | Please highlight how you will embed Diversity, Equity, and Inclusion into delivery of the project and your experience of doing so. |
| **Management** | The supplier shall be required to provide regular management information to WWF and the RSPB. Suppliers are therefore required to submit within their Tender offer examples of management information available to WWF and the RSPB, and specifically how you will monitor progress against our project objectives. |
| **Proposed Project Team** | Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and WWF and their areas of responsibility. |
| **Cost/Budget** | Please indicate the full cost and budget breakdown of your proposal. All costs should be inclusive of VAT, expenses, and staff costs. |
| **Added Value** | You are welcome to indicate any added value that you see your organisation(s) providing that would further the success of this project. |

**Responding as a joint venture or consortium**

We encourage collaboration and are open to joint proposals on this project. Respondents to this Expression of Interest may take the form of sole legal entities or may wish to combine to form consortia, joint ventures, unincorporated associations, or partnerships. This may, for example, apply to entities who feel that alone they do not have the experience, capacity or capability to address the size and scale of the requirements.

The following additional instructions apply to Bidders who put forward a joint approach:

* A Lead Party must be identified that shall submit a response on behalf of all Parties to the JV/consortium;
* The Lead Party shall be responsible for all communication during the procurement process;
* Joint respondents must submit a structure diagram identifying the roles and relationships between the Parties including all relevant companies, their respective parent or ultimate holding companies. The structure should ensure that, as a minimum, legal obligations and liabilities are borne by an entity or entities which satisfy the financial and economic requirements;
* The declaration statements enclosed below should be completed and signed by all Parties together with written confirmation from each Party that they authorise the Lead Party organisation to act on their behalf in relation to this procurement exercise;
* If awarded a Contract, each of the Parties shall be jointly and severally responsible for the due Planning of any contract.

**Partial Response**

If you feel your organisation is best suited to deliver a portion of this work, for example, the management and delivery of one regional hub in a specific location, you are welcome to submit a partial proposal. Please indicate this and how you would look to work with partners to deliver this programme. Please indicate if you would prefer to act as Lead Party or supporting party for working with other Regional Hub agencies.

**Additional documentation**

As part of your application, please also share any relevant document detailing your organisational policies on the following:

* Safeguarding
* Data protection
* Diversity, Equity, and Inclusion

Interested parties should send their letter of intent with the relevant documents as detailed above to the contact below by email not later than **January 27th, 2023, at 23.00 GMT**. Applications received after that will not be considered.

Successful proposals will be alerted with their invitation to pitch no later than February 1st**, 2022.**

Pitches will take place **w/c**  **February 6th, 2023.**

**Contact:**

If you would like any further information to support your application, please do not hesitate to contact

Alison Enchelmaier, Community Engagement Manager.

Final submissions should also be submitted to Alison Enchelmaier.

Email : aenchelmaier@wwf.org.uk

Email subject : WILD ISLES COMMUNITY FUND REGIONAL HUBS IMPLEMENTATION CONSULTANCY