



Request For Quotation (RFQ)

Evaluation of the LEADER Local Action Group Programmes for Cornwall

- Atlantic and Moor Local Action Group
- Coast to Coast Local Action Group
- South and East Cornwall Local Action Group
- West Cornwall Local Action Group

Date 22/08/22 V1.1

Sustainable Growth and Development
Economy and Skills



Cornwall Council Economy and Skills Service (CCES) is seeking proposals for a programme evaluation for the four Cornwall LEADER Local Action Group Programmes, which are funded through the European Agricultural Fund for Rural Development (EAFRD).

1. Background and Context

- 1.1 LEADER (a French acronym which roughly translates to Liaison among Actors in Rural Economic Development) is a community led programme established by the Department for Environment, Food and Rural Affairs (Defra) and administered through the Rural Payments Agency (RPA). The scheme is part of the Rural Development Programme for England (RDPE) and is funded through the European Agricultural Fund for Rural Development (EAFRD).
- 1.2 Defra invited partnerships covering geographic areas to develop and submit Local Development Strategies as an application for LEADER funds. Successful bids were awarded LEADER funding to deliver through local partnerships – the Local Action Groups (LAGs), supported by their Accountable Body. The aim of the LEADER programme was to enable these LAGs to allocate grant funding to local businesses and organisations in their local areas that helped to develop the rural economy. Membership of these Local Action Groups is drawn from the public, private and voluntary and community sectors.
- 1.3 Whilst approvals of the LEADER Programmes by Defra and the RPA were based on the Local Development Strategies the overall LEADER scheme criteria in terms of eligible activity, priorities and processes were set nationally by Defra and the Rural Payments Agency. These national criteria and priorities were established and issued to Local Action Groups after the Local Development Strategies had been submitted and approved.
- 1.4 The LEADER programme was split into 6 strands of activity:
 - Priority 1: Support for Increasing Farm Productivity
 - Priority 2: Support for Micro and Small Enterprises including Farm Diversification
 - Priority 3: Support for Rural Tourism
 - Priority 4: Provision of Rural Services
 - Priority 5: Support for Culture & Heritage activities
 - Priority 6: Support for increasing Forestry Productivity
- 1.5 Within Cornwall four Local Action Groups successfully bid to Defra to deliver a LEADER programme in their area. These were:
 - West Cornwall Local Action Group
 - Coast to Coast Local Action Group
 - South and East Cornwall Local Action Group
 - Atlantic and Moor Local Action Group.

- 1.6 The pictures below show the location of the four areas. More detailed Maps showing each of these areas can be found in Enclosure 1.

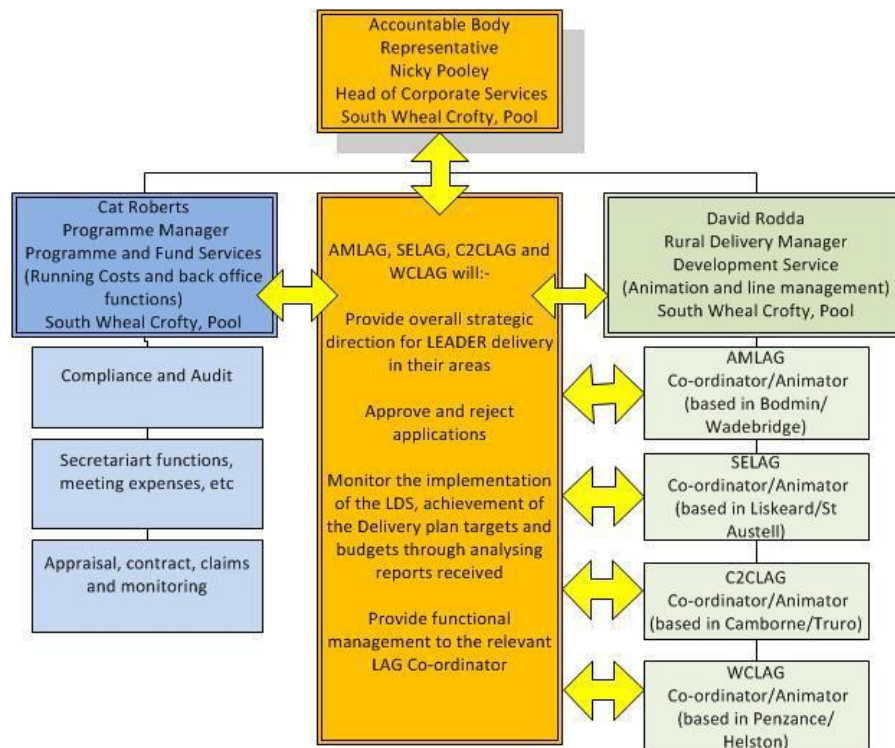


- 1.7 Cornwall Development Company Ltd (CDC) was the Accountable Body for the four schemes until 31/03/2022. On 01/04/2022 all the main activities of CDC, including these programmes, were transferred into Cornwall Council.
- 1.8 The funding awarded to the LAGs was split between the grants to projects and the Running Costs and Animation (facilitation) - RCA. The budget for RCA was capped at 22% of the overall LEADER budget.
- 1.9 The original allocation to the four Cornwall LEADER Programmes (covering grants and RCA) is shown below. These were revised following a national review by the Rural Payments Agency in September 2020. The revised splits as at September 2020 are also shown in the table below. As the four LAGs share an Accountable Body there is some flexibility to move funds between the LAGs upon scheme completion as long as the final figures do not exceed the current combined approved allocation from the RPA for the four areas.

	AMLAG	CTCLAG	SELAG	WCLAG	Total All LAGs
Total Original budget (Grants, running & animation costs)	£2,815,691	£1,546,252	£1,927,599	£1,746,569	£8,036,111
Revised total budgets as at Sept 2020	£2,544,601	£1,755,816	£1,669,277	£1,852,550	£7,822,244

- 1.10 The Cornwall LEADER Programmes commenced in the summer of 2015 and are due to be completed by 31st December 2022, with final claims for scheme delivery being submitted to the Rural Payments Agency in January 2023. Some output monitoring will continue to be undertaken by CC as the Accountable Body after that date.
- 1.11 Currently all bar two projects are financially complete. Post payment monitoring work to collect output information is also well underway and will continue to be carried out for the next couple of years. Some projects are complete in terms of post payment monitoring and are now effectively “closed” projects. As output monitoring is ongoing, this evaluation will therefore consider outputs achieved to 31 August 2022.

- 1.12 In addition to its role as Accountable Body, CDC also employed the delivery (including animation) team for the LEADER programmes. The diagram below summarises the initial organisations and the key roles i.e. the Accountable Body, the Local Action Groups (LAGs), the Programme Team and the Animators. Once the programmes reached full commitment the Project Animators and the Rural Delivery Manager ceased, leaving the other three parties (LAG, Accountable Body and Programme Team) remaining. All of those will continue to be involved until completion of the programme at the end of this year.



- 1.13 As part of the agreed delivery plans for the four LEADER Programmes a number of contracted outputs were identified. These are summarised in the table in Enclosure 2. The split between LAGs and LEADER Priorities is as originally contracted but as with the overall budget/spend, there is the ability to move these between LAGs and Priorities as long as the combined targets for the four LAGs are met.
- 1.14 Although the Local Action Groups have been run as 4 separate constituted bodies, the shared knowledge, administrative structure and source of funding means that a joint evaluation is appropriate to give a proper and thorough overview of performance and impact
- 1.15 A range of Programme Management information and supporting documents will be provided to the successful tenderer by CCES. This information will include:
- Copies of the four Local Development Strategies (Example attached in Enclosure 3) and latest annual Delivery Plan (available on request)
 - Copies of the Applicant Handbooks for the scheme, an RPA national document tailored to the individual area (Example attached in Enclosure 4)

- Programme Management information covering approved projects, summary of pipelines, financial information and output information
- Membership details for the four Local Action Groups

2. Objectives of the Programme Evaluation

- 2.1 The evaluators will investigate and report on how the four Cornwall LEADER Programmes through the Local Action Groups have made an impact in the area and evaluate performance and processes.
- 2.2 The main focuses of this Programme Evaluation are:
- To understand the extent to which the Local Action Group and its funded projects delivered the approved Local Development Strategy and the RPA LEADER Programme.
 - An assessment of the benefits of the LEADER (Community Led, bottom up) approach to delivery.
 - To identify and capture any wider outcomes and impacts of the Programme, outside of the core reported outputs.
 - To identify any lessons learned that can be used to inform future programmes, outlining what has worked well and what not so well.
- 2.3 The evaluation and its recommendations will cover the following activities.
1. Performance against contracted targets.
 2. Delivery of the Local Development Strategies.
 3. Key economic and social impacts.
 4. User perception and involvement.
 5. Effectiveness of programme administration and facilitation, process and procedures.
 6. The added value of the LAG and Leader approach.
 7. An assessment of the value for money offered
 8. Complementarity to other schemes
 9. An assessment of the programme's legacy for businesses, participants, stakeholders and the wider Cornish Rural economy.
 10. Key lessons learned and recommendations for any future "community led" schemes.
- 2.4 Suppliers are encouraged to be innovative in their proposals and design of the Evaluation to reflect the nature of the programme, suggesting any additional insights and added value they may be able to provide. The Local Action Groups and Cornwall Council are particularly interested in the strategic added value of the programme and its legacy for businesses, stakeholders and the wider Cornish economy.
- 2.5 The Evaluation will be made available publicly and will also be shared with Local Action Group members, project partners and those organisations involved in EAFRD audit and evaluation including (but not limited to) the RPA and Defra , HM Government, and the EU/EC. It may also be shared with other interested parties.

2.6 The successful supplier will be expected to consult with the project team and with stakeholders / beneficiaries as appropriate, and also to undertake any research that may be relevant and appropriate.

2.7 Two other pieces of work are also currently being undertaken which impact on this commission.

2.7.1 An update of the Local Action Cornwall website. A copy of the final evaluation report will be posted on the updated website as part of this update work, along with an infographic of the key evaluation findings.

2.7.2 Production of a number of new written and video case studies on projects supported and a refresh of the existing project case studies and updated list of approved projects. The successful supplier for the evaluation will be required to liaise with the contractor for this marketing work (case study production) to minimise recipient contact as directed by CCES staff. Key findings from the evaluation will need to be depicted in an infographic to be produced by the marketing contractor, so this information will need to be supplied to them from this commission via the CCES staff.

3 Deliverables

3.1 The successful supplier will be required to deliver, within the guidance and timescales referred to elsewhere in this document:

- An interim report to present progress and interim findings
- A Draft Final Report – a draft report including likely findings for comment and review by the Programme Team, Accountable Body and LAG members
- Key findings for the production of an infographic – information to be supplied electronically in a form that can be utilised by the marketing contractor to produce the infographic.
- A Final Report – this should cover all aspects of the evaluation as outlined elsewhere in this RFQ

3.2 The supplier will be expected to construct the reports so that they provide information about the performance of the individual LAG areas and any specific issues or benefits achieved in the individual areas, with a brief individual area summary as well as evaluating the four programme as a collective i.e. looking at the impacts in Cornwall, the value of the bottom up approach etc as a whole including any lessons learned or considerations for future programmes.

3.3 All works must be complete with the final report and final invoice submitted by 15 December 2022.

4. Budget

The available budget for this commission is £40,000 (excluding VAT). This sum must cover all the activities and expenses expected to be incurred to carry out the services, including:

- All travel and subsistence
- Resource time
- Reporting
- Planning and delivery.

5 RFQ and Commission Timetable

The timescale of the programme is from the date of signing the contract until the 31 December 2022. The timetable for submission of the Tender and completion of the works is set out below.

Milestone	Date
Publication of ITT	22/08/2022
Final Date for receipt of clarifications	1700: 30/08/2022
Final Date for response to clarifications	01/09/2022
Deadline to return the RFQ to CC	Noon: 12/09/2022
Evaluation of RFQ by CC - commencement	13/09/2022
Successful and unsuccessful suppliers notified	by 16/09/2022
Signed contract	WC 26/09/2022
Project Inception meeting	WC 26/09/2022
Interim Report including any headline for the infographic	31/10/2022
Draft Final report sent for review along with final key info for infographic	24/11/2022
Feedback from CCES Staff	01/12/2022
Final report submitted	15/12/2022
Final invoice submitted	15/12/2022
All deliverables complete and contract complete	31/12/2022

6. RFQ submission requirements

Please include the following information in your RFQ submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the supplier and Cornwall Council during the RFQ selection process, and for further correspondence.
- b. Confirmation that the supplier has the resources available to meet the requirements outlined in this brief and its timelines
- c. Confirmation that the supplier accepts all the Terms and Conditions of the Contract attached (Enclosure 5)
- d. Confirmation that the supplier will be able to meet the Corporate Requirements (see Section 7) to include confirmation that Equality and Diversity, Environmental and Data Protections policies are in place and, if successful, supporting documentation will be provided as evidence
- e. Confirmation that the supplier holds current valid insurance policies as set out in Enclosure 5 Section 1 and, if successful, supporting documentation will be provided by the supplier as evidence
- f. Conflict of interest statement (7.4)

6.2 The supplier to provide a proposal of how they will meet all of the requirements in sections 2 – 3. This should cover the following:

- a) Overview and business continuity arrangements
- b) Track record
- c) Delivery Team (limit of one page of A4 per team member)
- d) Methodology/approach

6.3 The supplier to provide a Budget proposal. Please provide a fixed fee for this commission to exclude VAT but include all travel and expenses broken down as per the table below:

Price/ activity	Number of people	Number of days	Cost Per hour £	Cost Per Day £	Cost £	Staff grade ¹
Programme Evaluation						
Total Cost £						

Notes:

1. Staff Grading – please use the staff grade descriptions below
2. Add additional lines as required

Staff grading characteristics

Grade	Indicative characteristics
Trainee Consultant	Graduate with technical competence relevant to the requirement specified by the client.
Junior Consultant	Demonstrable experience in a wide range of projects in their specialist field. Evidence of client facing experience and support services to wider consultancy projects. Typically we would expect a person within this category to have had relevant exposure.
Consultant	Notable experience and in-depth knowledge of their specialist field. Evidence of a wide range of consultancy projects and client facing experience. Support work in process and organisational design and leading workshops and events. Typically we would expect a person within this category to have relevant experience.
Senior Consultant	Substantial experience in their specialist field and in a consultancy/training role. Previous experience in project management and working in a wide range of high quality and relevant projects. Familiarity of the issues/problems facing public sector organisations. Typically we would expect a person within this category to have proven experience.
Principal Consultant	Substantial experience in their specialist field and in a consultancy/training role. Sound knowledge of the public sector and current policy and political issues affecting it. Previous experience in project management on at least three major projects, preferably in the public sector and using the PRINCE2 or equivalent method. Typically we would expect a person within this category to have significant, proven relevant experience at an expert level.
Managing Consultant	Substantial experience in their specialist field and in a consultancy role. In depth knowledge of the public sector and of current policy and political issues affecting it. Previous experience in project management on at least five major projects, preferably in the public sector and using the PRINCE2 or equivalent method. Typically we would expect a person within this category to have significant, proven, industry recognised experience at an expert level.
Director/ Partner	Substantial experience in their specialist field and in a consultancy role. In depth knowledge of the public sector and of current policy and political issues affecting it. Previous experience in project management on at least five major projects, preferably in the public sector and using the PRINCE2 or equivalent method. Typically we would expect a person within this category to have significant, proven, industry recognised experience at a leadership level.

7. General conditions

7.1 Equality and Diversity (see also Enclosure 5)

Cornwall Council is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful supplier will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The supplier will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

7.2 Environmental Policy (see also Enclosure 5)

Cornwall Council is committed to sustainable development and the promotion of good environmental management. It is expected that the successful supplier will be committed to a process of improvement with regard to environmental issues. The supplier will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

7.3 Data Protection (see also Enclosure 5)

The contractor will comply with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European Union legislation relating to privacy.

The supplier will be required to provide a copy of their Data Protection policy and privacy statement if successful in securing this contract

7.4 Conflict of Interest. Suppliers must provide a clear statement with regard to potential conflicts of interests. Therefore, please confirm within your RFQ submission whether, to the best of your knowledge, there is any conflict of interest between your organisation and Cornwall Council that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Cornwall Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

8. RFQ clarifications

Any clarification queries arising from this RFQ which may have a bearing on the offer should be raised by email to:

catherine.roberts@cornwall.gov.uk

in accordance with the RFQ and Commission Timetable in section 5.

Responses to clarifications will be anonymised and provided to all those that have been requested to provide a response to this RFQ through Contracts Finder

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other RFQ documents or as to any other matter or thing to be done under the proposed contract shall bind Cornwall Council unless such representation is in writing and duly signed by a Director/Partner of the supplier. All such correspondence shall be returned with the RFQ Documents and shall form part of the contract.

9. RFQ Evaluation Methodology

Each RFQ will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

RFQ returns will be assessed on the basis of the following RFQ award criteria

Ref 6.1 Covering Letter	Submission of an acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Scored Sections		
Ref 6.2 Quality – 65% (maximum marks 100)		
Quality Area	Evaluation Criteria	Marks
Overview and business continuity arrangements	Please outline: <ul style="list-style-type: none"> Your business structure and the services you deliver relevant to this commission What business continuity arrangements will be in place to ensure delivery in the event of expected or unexpected contingencies, including but not limited to staff unavailability, loss of information technology, loss of premises, and receivership/administration/insolvency 	10
Track record	Please set out your track record of undertaking evaluations and summative assessments on similar projects and programmes	20
Delivery team	Please provide details of staff who will undertake/contribute to the work, including relevant experience that each of them has	20
Methodology/ approach	Please set out your proposed methodology / approach to this commission, including: <ul style="list-style-type: none"> Your understanding of the requirements Your proposed evaluation methodology What if any research you would propose to undertake 	50

	<ul style="list-style-type: none"> What tasks or stages you would envisage as forming part of the work Your proposed timescales for the various tasks/stages identified 	
Ref 6.3 Price Ref– 35% (Maximum marks 54)		
A Fixed Fee for this work (excl VAT) including travel and other expenses.	<p>The bidders' prices will be scored on a comparative basis. This will be done by recording the lowest price submitted by any of the bidders then, for each bidder, dividing this lowest price by the bidder's price and then multiplying it by the allocated weighting of 54. The equation set out below explains this in a simpler way:</p> $(\text{Lowest Price} \div \text{Bidder's price}) \times 54 = \text{Score}$	

Price/ activity	Number of people	Number of days	Cost Per hour £	Cost Per Day £	Cost £	Staff Grade
Programme Evaluation						
Programme Evaluation						
Total Cost						

12. Assessment of the RFQ

The reviewer will award the marks depending upon their assessment of the applicant's RFQ submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to

		provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the RFQ assessment period, Cornwall Council reserves the right to seek clarification in writing from the supplier s, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Cornwall Council is not bound to accept the lowest price or any tender. Cornwall Council will not reimburse any expense incurred in preparing RFQ responses. Any contract award will be conditional on the Contract being approved in accordance with Cornwall Council's internal procedures and Cornwall Council being able to proceed.

13. Award

Any contract awarded as a result of this RFQ process will be in accordance with the attached Cornwall Council Consultancy Agreement (see Enclosure 5).

14. RFQ returns

Please submit the RFQ document by email as per section 5

Please send by email to

Catherine.roberts@cornwall.gov.uk

with the following wording in the subject box: "RFQ response to LEADER Programme Evaluation -[enter your company name here] Strictly Confidential"

Suppliers are advised to request an acknowledgement of receipt when submitting by email

15. Disclaimer

The issue of this documentation does not commit Cornwall Council to award any contract pursuant to the RFQ process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Cornwall Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Cornwall Council and any other party (save for a formal award of contract made in writing by or on behalf of Cornwall Council).

Supplier s must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their RFQ responses. Information supplied to the supplier s by Cornwall Council, or any information contained in Cornwall Council 's publications is supplied only for general guidance in the preparation of the RFQ response. Supplier s must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Cornwall Council for any loss or damage of whatever kind and howsoever caused arising from the use by supplier s of such information. Cornwall Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Cornwall Council liable for any costs or expenses incurred by supplier s during the procurement process

Enclosures.

1. Local Action Group Area Maps
2. LEADER Output Targets
3. Example of a Local Development Strategy
4. Example of a LEADER Applicant's Handbook
5. Cornwall Council's standard consultancy agreement