Date: 12 July 2017

Dear Sir or Madam,

TENDER FOR THE SUPPLY OF PROGRAMME EVALUATION SERVICES: BACK FROM THE BRINK PROGRAMME

Period August 2017 to January 2021

You are invited to tender in competition with others to provide the services specified above to the RSPB, who are managing this contract on behalf of eight partner organisations.

The following documents are enclosed and must be, where applicable, completed and signed on behalf of the supplier.

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| Document A | Instruction and Information |
| Document B | Back from the Brink: A Brief Introduction |
| Document C | Specification of Goods / Services |
| Document D | Company Information |
| Document E | Form of Offer |
| Document F | Terms and Conditions |
| Document G | Certificate of Bona Fide Offer |

Your tender response should be emailed to central.procurement@rspb.org.uk by 12 noon on 1 August 2017.

Only tenders submitted in accordance with the RSPB’s Terms and Conditions will be considered. Any tenders that are incomplete, or received after the time indicated may be disregarded.

If you wish to discuss any aspect of this tender prior to tendering, please email laurence.rose@rspb.org.uk up to 19 July, or nicola.hutchinson@plantlife.org.uk between 20 and 26 July. We may share our answers with other suppliers if we believe they are material to the quality of your tender. Whether or not you have any queries, in order to receive answers to queries raised by others (if any), you will need to have expressed an interest in principle on or before 26 July. To do this, email central.procurement@rspb.org.uk

Suppliers should ensure that their tenders are clear and concise and are advised that any approaches to the RSPB following the opening of tenders could lead to disqualification. If you do not wish to tender on this occasion please let us know.

Yours faithfully

**Laurence Rose**
Change Manager - Back from the Brink programme

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|  | **Document A****Instructions and information** |

1. This document is designed to be completed electronically. You are required to mark boxes, insert information or submit additional documentation in response to the questions herein. Whilst the text boxes should expand as you add text, if there is insufficient space for your response please attach a separate document clearly marked with the name of your Company, the reference number and the number(s) of the question(s) to which it relates. Please ‘sign’ this document by adding your name to the end of Document G.
2. If you are unable to comply with a request for information or provide documentation requested then a written account explaining the absence of the information must accompany the return of this tender. Please be aware that the failure to respond to any of the questions, without a written reason, may result in a negative evaluation of that element within the overall evaluation of this questionnaire.
3. The RSPB may require supplementary information or clarification or further evidence of the information given. The RSPB may wish to visit reference sites given as evidence of relevant experience.
4. The RSPB may request interviews with all or a selection of applicants or none. Applicants will be notified in due course. The ability of suppliers may also be determined by, amongst other factors, references, certification, site visits and ‘mystery shopping’.
5. Please answer the questions specifically for your company, NOT for the group if you are part of a group of companies. Please note the term “Company” refers to: Sole proprietor, partnership, incorporated company, co-operative, or voluntary organisation as appropriate.
6. During the term of this agreement and for 1 year thereafter, neither party shall solicit to work for it any person who is or was employed by the other party and who has been involved in the provision of the Services at any time during the preceding 12 months. For the avoidance of doubt, if a person who is or was employed by the other party at the relevant time responds to a publicly advertised recruitment campaign, the recruiting party shall not be deemed to have solicited that person from the other party. If either party is in breach of this it shall pay to the other party an amount equivalent to the gross salary paid by that other party to the relevant employee for the final 12 months of employment.
7. No charge will be made to the RSPB by applicants for any preparation costs accrued during the tender process, whether the applicant was successful or not.
8. You are invited to submit your best offer for the work as detailed below. The RSPB reserves the right to undertake post-tender negotiations.
9. If you require any further information or clarification regarding this tender please email laurence.rose@rspb.org.uk up to19 July, or nicola.hutchinson@plantlife.org.uk between 20 and 26 July.
10. It should be noted that in any formal contract that is subsequently entered into, reference will be made to the detailed information provided in the formal response to this tender document provided by the successful organisation. Thus answers and information given in your reply will become a binding part of the contractual relationship between yourselves and the RSPB.
11. Timetable

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| Invitation to Tender document sent out | 12 July |
| Deadline for all queries | 26 July |
| Tender documents to be returned  | 1 Aug 12 noon |
| Follow up references for shortlisted suppliers (where appropriate) | From 1 Aug |
| Presentations by shortlisted suppliers (where appropriate) | 9 Aug |
| Award of contract | 10-14 Aug |
| Commencement of services / orders for goods | 14-21 Aug 2017 |
| End of contract | 31 January 2021 |

1. The RSPB does not bind itself to accept the lowest or any Tender, and reserves the right to accept part only of a Tender. RSPB reserves the right to procure individual elements of the required solution from one or more supplier as appropriate.

Whilst the RSPB aims to provide feedback on failed submissions this may not always be possible, and the RSPB is under no obligation to do so.

1. Tender Evaluation Process

Tenders that fail to meet essential requirements, including considerations of feasibility within the timescale, may be excluded from consideration.

Tenders that fulfil essential requirements will be evaluated on the basis of the most economically advantageous tender, weightings as detailed below.

An exciting project proposal that includes all elements of the brief and meets our aspirations for the evaluation process. 33%

Price and price related 33%

Relevant experience 34%

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|  | **Document B****A Brief Introduction** |

**1. Back From The Brink**

“Back from the Brink is an innovative project to save our rarest and most threatened wildlife such as grey-long eared bats, pine martens, crayfish, willow tits and field crickets. Led by Natural England, the project involves Amphibian and Reptile Conservation, Bat Conservation Trust, Buglife, Bumblebee Conservation Trust, Butterfly Conservation, Plantlife and the Royal Society for the Protection of Birds. It’s the first time that so many conservation organisations have joined forces to tackle species extinction. The scope of the project is fantastic – to save 20 species from extinction and to help another 118 on the road to recovery.”

More details on the project deliverables can be found in the Activity Plan (provided) and Outcomes (provided) as set out in the Stage 2 HLF grant application form.

**2. The evaluation process**

Monitoring and evaluation are particularly important for a project such as Back from the Brink because it plans to do ground-breaking, game changing work that if successful could deliver a raft of new impacts and create a new way of working for the future. It is therefore important to properly understand what works and what doesn’t about this approach and the extent of the impacts across the outcome areas. This will enable evidence based decision making about similar programmes in the future.

The monitoring and evaluation of the BFTB project will be steered by the Monitoring and Evaluation Task and Finish group which the successful consultant/s will work with for the duration of their contract.

A Monitoring and Evaluation Framework was developed during the planning stages of the project. The purpose of this document is to provide an overall framework for monitoring and evaluation across the different evaluators, stakeholders and projects that form Back from the Brink. The Framework:

* Provides a joined-up approach to monitoring and evaluation bringing together the diverse ecological, people engagement and project delivery goals within this project
* Establishes a theory of change for the project
* Sets out the process for evaluating the programme and associated timeframes and budgets
* Identifies training and support need for evaluation and sets out a strategy for meeting these needs
* Identifies where external support is required and provides briefs for this work
* Explicitly links the evaluation monitoring process to legacy planning.

The Framework sets out how it will be supported by more detailed planning of monitoring and evaluation activity in the start-up or capacity building phase of the project. The successful consultant will guide and support this process.

**3. Key considerations for the evaluation**

**Working across multiple organisations**

The programme is working across eight organisations. Evaluation and monitoring is approached in different ways in each organisation and each partner is at a different stage in their organisational development with regards to monitoring and evaluation strategy and systems. Furthermore each organisation and project team have differing levels of experience and skills in these areas.

**Working across multiple outcome areas**

The project spans multiple outcome areas and there is a need to ensure that monitoring and evaluation is strong across them all. This will enable project leaders and evaluators to gain a good robust picture of what is happening across the whole project. Traditionally conservation organisations are strong in ecological monitoring and with some experience of evaluating people and community engagement but not such a strong organisational culture to draw from. With this in mind the evaluation framework ensures that monitoring and particularly evaluation of outcomes and impacts for the people and community focussed work is well supported, for example through external advice, good governance and training.

**Building a culture of participatory embedded evaluation**

It is generally accepted within the evaluation profession that a culture of participatory evaluation that is embedded throughout programmes (as opposed to evaluation tacked on to the end of projects merely to fulfil funder requirements and not involving stakeholders in the process) is the ideal situation.

**Balancing breadth, depth and quality**

A good foundation of monitoring across all outcome areas has been planned however if the full story of the projects is to be told and the full extent of its impacts understood this needs to be supplemented by evaluation techniques that will provide a greater depth and qualitative data for the project. It has been identified that the project requires specific support in this area.

**Developing capacity and skills**

A good evaluation aims to leave the project team up-skilled and with a greater capacity to monitor and evaluate to a higher level in the future. The need to develop internal skills can be balanced against the need for external input by professional evaluators in the design of the approach to the evaluation process. This should be one of the legacies of a good evaluation framework. An Evaluation Trainer is required to help address this area.

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|  | **Document C** **Specification** |

*Back from the Brink* is looking for a team of consultants or a consortium to help us effectively evaluate the impacts of this landmark project and to feed into its legacy. There will be three distinct roles:

* External evaluation
* Training and mentoring
* Quality Assurance

Each of which will entail evaluation of impacts in two broad disciplines: species recovery and people engagement.

The information below is a statement of minimum requirements and is not intended to limit creative or original thinking in the preparation of proposals.

1 **External Evaluation**

The team or consortium will include one or more consultants to work with us to ensure a robust and effective evaluation of the BtfB programme. We’re looking for skills and experience in the areas of:

* Quantitative and particularly qualitative social research methods
* Measurement of programme outcomes, including people and community engagement and advocacy outcomes using a range of evaluation techniques
* Supporting teams to develop evaluation plans and choose effective evaluation tools
* Working across numerous and varied stakeholders and other consultants and clearly communicating with them
* Synthesis of data from a wide range of data sources
* Report writing to a high standard and for a range of audiences
* Development of advocacy tools to communicate evaluation results.

Outlined below are the main areas of work expected for each phase of the project.

**Capacity building phase:**

* Orientate into the project including the Monitoring and Evaluation Framework, to thoroughly understand its vision and how monitoring and evaluation forms a key foundation for the legacy. Understand the monitoring systems already put in place.
* Sit on the Monitoring and Evaluation Task and Finish Group for the direction of the contract and provide reports on progress of evaluation at each meeting (may be physical or virtual, frequency TBC)
* Provide hands-on assistance for projects in articulating deeper outcomes, an needs assessment to prioritise project level evaluation work, development of activity-based mini evaluation strategies and developing practical evaluation tools to help assess outcomes for each project; feeding into the evaluation of the overall programme. This process will build upon the existing framework for gathering monitoring data for the programme via a central outputs spreadsheet
* Liaise with the Programme’s Change Manager throughout the life of the project
* Liaise with the evaluation trainer (see below) regarding up-skilling of project teams to evaluate their activities
* Liaise with the Quality Assurance Consultant (see below) to ensure the monitoring and evaluation process is ‘joined up’ throughout the evaluation process.

**Interim evaluation:**

* Lead a process[[1]](#footnote-1) and progress[[2]](#footnote-2) evaluation of the programme to assess whether the project is appropriate, effective and efficient.
* Produce a written report interpreting monitoring and evaluation data from across all project outcome areas. The consultant will receive a report on ecological monitoring data from the Quality Control Consultant. This will need to be included within the overall summative evaluation report.
* Facilitate a group critical reflection session - this workshop will explore the findings of the review with key stakeholders e.g. core project team and discuss recommendations and how they can be taken forward.
* Give a face to face presentation of results.
* Produce materials directly based upon the contents of the report to help communicate the results of the evaluation.

**Summative evaluation:**

* Lead a meta analysis[[3]](#footnote-3) and impact evaluation of the programme. This will assess whether the project is appropriate, effective and efficient but will go beyond this to influence legacy and look at the project in a much wider context.
* Produce a written report interpreting monitoring and evaluation data from across all project outcome areas including all of the essentials required by the project and its funders. The report will focus upon telling the story of the project. Qualitative and quantitative data from all areas of the project will be synthesized together to create a rounded picture of the project and the impacts across its aims as well as unexpected outcomes. A report on ecological monitoring data from the Quality Control Consultant (see below) will need to be included within the overall summative evaluation report.
* Facilitate a group critical reflection session- this workshop will explore the findings of the review with key stakeholders e.g. core project team and discuss recommendations and how they can be taken forward.
* Give a face to face presentation of results.
* Produce materials directly based upon the contents of the report to help communicate the results of the evaluation.

**External Evaluation timescale**

August 2017 Consultants appointed

November 2017 Activity-based evaluation plans finalised

May 2019 Independent interim report available

January 2021 Independent summative report available

*Please confirm that all the above is acceptable, give details on how you will meet requirements, and state any areas where you are not able to meet requirements* *and state any differences in service offered*

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| Specification met? Yes[ ]  /Part met [ ]  / No[ ]  (tick as appropriate)Details       |

2.       **Training and Mentoring**

The team or consortium will include one or more consultants to work with us to deliver a bespoke evaluation awareness and technical skills programme during the capacity building stage of the evaluation process to ensure a robust and effective evaluation of the BtfB programme. We’re looking for skills and experience in the areas of:

* Quantitative and particularly qualitative social research methods
* Delivering effective and engaging training and mentoring support
* Supporting teams to develop their evaluation planning and practical skills
* Working across numerous and varied stakeholders and other consultants and clearly communicating with them.

Outlined below are the main areas of work expected for each phase of the project.

**Capacity building phase:**

* Orientate into the project including the Monitoring and Evaluation Framework, to thoroughly understand its vision and how monitoring and evaluation forms a key foundation for the legacy.
* Induction training for management, staff and volunteers on the importance of monitoring and evaluation
* Work with the other members of the team regarding the wider monitoring and evaluation programme.

**Formative evaluation and monitoring:**

In addition early on in year 2, a training programme for technical evaluation skills will be delivered to build upon the work completed in the capacity building phase. This will comprise of technical evaluation skills training opportunities that cover the following topics:

* Guidelines for good practice evaluation
* Practical training for staff and volunteers on using creative evaluation techniques to gather qualitative data
* Training for managers on communicating evaluation results effectively for motivating staff and volunteers, advocacy, leveraging funding etc.
* Practical training for staff and volunteers on effectively using traditional evaluation methods such as surveys.

In addition critical friend support for project teams will be provided by the consultant.

The successful consultant will be responsible for shaping this programme, informed by the Monitoring and Evaluation Framework and a training needs assessment to be undertaken at the beginning of the contract.

**Evaluation training timescale**

August 2017 Consultants appointed

October 2017 Delivery of induction programme

October 2018 Technical skills programme finishes

*Please confirm that all the above is acceptable, give details on how you will meet requirements, and state any areas where you are not able to meet requirements and state any differences in service offered*

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| Specification met? Yes[ ]  /Part met [ ]  / No[ ]  (tick as appropriate)Details       |

3.      **Quality Assurance of scientific method**

The Back from the Brink project comprises seven ‘Integrated Projects’ based on specific themes, for example Ancient trees; or geographical areas, for example Breckland; and twelve ‘Single Species Projects’ based on action for a particular organism, for example the Field Cricket.

All of these nineteen projects will be engaged in at least some of the following biologically and ecologically focused activities (public engagement, promotional work etc. is addressed separately):

* Gathering survey data to establish the current status of one or more species
* Collecting monitoring data to understand changes in population over time, either naturally or in response to some specific intervention (for example a translocation, reintroduction or change in habitat management)
* Designing and carrying out management trials to benefit target species, and drawing conclusions based on these
* Adapting existing delivery mechanisms to stem and reverse population declines
* Collecting evidence to support assertions about the delivery of project goals

The team or consortium will include one or more consultants to work with us to ensure a robust and effective scientific approach to the BtfB programme monitoring and assessment. We’re looking for skills and experience in the areas of:

* Quantitative research methods
* Supporting teams to develop robust scientific approaches
* Working across numerous and varied stakeholders and other consultants and clearly communicating with them
* Synthesis of data from a wide range of data sources
* Report writing to a high standard and for a range of audiences

Outputs and areas of work:

* To ensure that the design and implementation of the above activities is scientifically sound – i.e. projects are following established methodologies where they exist, or developing robust new approaches where necessary
* That data analysis (statistical or otherwise) is robust.
* That conclusions are founded in adequate evidence.
* To highlight shortcomings where these are found (and to recommend remedial action)
* To highlight examples of particularly good or innovative practices that could be useful more widely
* To check that gathered data and evidence is stored safely and easily accessible, and that experimental/project design and method is clearly recorded
* Work with Monitoring and Evaluation Task and Finish Group for the duration of the contract and provide reports on progress of evaluation at each meeting
* Liaise with the Programme Change Manager throughout the life of the project
* Liaise with the other team members to ensure the monitoring and evaluation process is ‘joined up’ throughout the evaluation process and provide timely interim and summative reports to feed into overall programme evaluation reports.
* To advise on any compatibility issues between the tools and processes used by the different organisations

**Evaluation assurance timescale**

August 2017 Consultants appointed

October 2017 Support to projects and programme team

May 2019 Independent interim report available

January 2021 Independent summative report available

*Please confirm that all the above is acceptable, give details on how you will meet requirements, and state any areas where you are not able to meet requirements and state any differences in service offered*

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| Specification met? Yes[ ]  /Part met [ ]  / No[ ]  (tick as appropriate)Details       |

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|  | **Document D****Company Information** |
| **1.0** | **General** |
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| **1.1** | **Registered Name**     **Trading Name (if different)** |
|  |  |
| **1.2** | **Correspondence Details****Name of person applying on behalf of the company****Address:** **Telephone:****Mobile:****Fax:****Email:** |
|  | **Registered office Address (if different from above)** |
|  |  |
| **1.3** | **Company Registration No (if applicable)****VAT registration number (if applicable)****Certificate of Incorporation number** |
|  |  |
|  |  |
| **1.5** | **Date company was founded (if a limited company, date of incorporation)** |
|  |  |
| **1.6** | **Company structure and nature of company**Please outline the nature of the company, whether it is a partnership, sole trader, plc etc.      Is the company proposed as party to the contract part of a larger organisation? If so please explain the relationship between the various parts of the organisation, up to the ultimate holding company.     Current number of full time equivalent staff currently employed by the company (not larger parent company)      |
|  |  |
| **1.7** | **Accreditation by / Membership of Trade Association(s)****Is your Company registered with any industry accreditation body? YES [ ]  NO[ ]** **If yes, please provide details:****Is your Company on any public sector Framework agreements? YES[ ]  NO[ ]** **If yes, please provide details:****Please state membership of any professional bodies/ other associations below:** |
| **1.8** | **Quality Assurance****Is all / part of your company ISO9001 Quality Assured? YES[ ]  NO [ ]** **Is all / part of your company ISO14001 Quality Assured? YES[ ]  NO [ ]** **If yes please provide copy of certification****Do you have any other Quality Assurance? If Yes, please summarise details below** |

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| **2.0** | **Financial & Business Probity** |
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| **2.1** | **Person responsible for financial matters within your company****Name:****Position:****Telephone:****Fax:****Email:** |
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| **2.2** | **Judgements etc.****Are there any judgements, claims or suits pending or outstanding against your company?** **Yes [ ]  No [ ]** If Yes, please provide full details**Has your company ever failed to complete a contract?** **Yes [ ]  No [ ]** If Yes, please provide full details |
| **2.3** | Please answer all of the following questions as they apply to your Company’s circumstances. Please confirm that:1) being a company, no resolution has been passed or Order of the Court made for the company’s winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, nor has a receiver, manager or administrator on behalf of a creditor been appointed in respect of the company’s business or any part thereof, nor is it the subject of any proceedings for any of the above procedures, nor is it the subject of similar procedures under the law of any other state.**Confirmed [ ]  Not confirmed [ ]  Non-applicable** **[ ]** 2) being a partnership, it has not granted a trust deed or become otherwise apparently insolvent, or it is not the subject of a petition presented for sequestration of its estate.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 3) being an individual, you are not bankrupt, or have not had a receiving order or administration order made against you, or have not made a composition or arrangement or trust deed with or for the benefit of your creditors, or have not made any conveyance or assignment for the benefit of your creditors, or have not had a petition presented for sequestration of your estate or do not appear to be able to pay or to have no reasonable prospect of being able to pay a debt within the meaning of the Insolvency Act or any similar procedure under the law of any EC member state.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 4) no Directors, Partners, Associates or the Company Secretary have been involved in any Company which has been liquidated or gone into receivership.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 5) none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 6) neither the Company nor any of the Directors, Partners, Associates or Company Secretary has committed an act of grave misconduct in the course of their business or profession.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 7) all obligations relating to the payment of taxes under the law of any part of the United Kingdom or the EC member state in which the Company is established has been fulfilled**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** 8) all obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or the EC member state in which the Company is established have been fulfilled.**Confirmed [ ]  Not confirmed [ ]  Non-applicable [ ]** If you have ticked **‘Not confirmed’** for any questions above please give details here      |

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| **2.4** | Please list the names of any Director, Partner, Associate or Company Secretary who have been employed by the RSPB, giving department and dates.Please give details of any Director, Partner, Associate or Company Secretary who have a relative who is employed by the RSPB at a senior level.     Please list the names of any Director, Partner, Associate or Company Secretary who have any involvement in other Companies who provide services to the RSPB     Is any work being undertaken or likely to be undertaken during the next three years by the Company or staff within it which could give rise to a conflict of interest through acting for third parties or otherwise? If yes, please explain the actual or likely circumstances and how such potential conflicts of interest would be handled.      |

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| **2.5** | **Insurances (please supply a scanned copy of each certificate)** |
|  |  | **Insurer** | **Policy No** | **Value of Cover** | **Expiry Date** |
|  | Employers Liability |       |       |       |       |
|  | Public Liability |       |       |       |       |
|  | Prof. Indemnity |       |       |       |       |
|  | All Risks (if applicable) |       |       |       |       |

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| **2.7** | **Has your company (or any building/project you have undertaken) won any awards, accolades or recognition?****YES [ ]  NO [ ]** If yes please provide full details.      |

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| **3.0** | **Health & Safety and Environment** |
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| **3.1** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of health & safety legislation?**YES** **[ ]  NO** **[ ]** If yes please provide full details. |
| **3.2** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of environmental legislation?**YES [ ]  NO [ ]** If yes please provide full details. |
| **3.3** | Has your company been served with any enforcement or prohibition notices or been prosecuted in the past 5 years for breaches of data protection legislation?**YES [ ]  NO [ ]** If yes please provide full details. |
| **3.4** | Have any restrictive clauses in relation to your company’s Employer’s Liability, Public Liability or Professional Indemnity Insurance policies been enforced in the last 5 years due to past Health & Safety performance?YES [ ]  NO [ ]  If yes please provide full details.       |

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|  | **Document E****Form of Offer** |

**Cost**

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| Cost for providing goods/services, as outlined in specifications (Document C) | £      + VAT |
| Cost for extra work for special events etc | £      /hour + VAT |

**Added Value**

As well as any charity rate that you may be able to offer, the RSPB and its partners are always open to corporate partnerships that deliver benefit to your organisation, our partners and nature. Working as part of your CSR agenda we can provide opportunities for fundraising, secondments, interns and volunteering, offering your staff both personal and career development opportunities. We also welcome all forms of gifts in kind as valuable contributions to our work.

Suppliers should provide details of any associated added value features/services/gifts in kind available to the RSPB and its partners under the terms of this Tender. (Attach separate document if needed).

Please note, added value donations will not be part of the criteria we use to decide on which supplier to choose.

**Proposed Project Team**

Please indicate personnel expected to carry out management and delivery of this contract with the RSPB and the Back from the Brink partners, and their areas of responsibility. Include summary CVs for the Partner/Director in overall charge of the commission and of your proposed team, including technical qualifications and details of experience. (Attach separate document if needed)

**Approach to the Project**

What would be your approach to this project (including methods, any management and control procedures, quality assurance, resources etc.)? (Attach separate document if needed)

**References**

Suppliers are requested to provide details of three references from their existing clientele, supplying full name, address, telephone number, fax number, email address, contact name, period of Contract and the estimated annual value of the Contract. In supplying this information, Suppliers shall have granted the RSPB permission to seek such information as deemed necessary, in relation to the Suppliers performance with their nominated references.

Reference 1

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| --- | --- |
| Company Name |       |
| Address |       |
| Telephone No |       | Ext       |
| Email |       |
| Contact |       | Dates of work       |
| Nature of work done |       | Value of contract       |

Reference 2

|  |  |
| --- | --- |
| Company Name |       |
| Address |       |
| Telephone No |       | Ext       |
| Email |       |
| Contact |       | Dates of work       |
| Nature of work done |       | Value of contract       |

Reference 3

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| --- | --- |
| Company Name |       |
| Address |       |
| Telephone No |       | Ext       |
| Email |       |
| Contact |       | Dates of Work       |
| Nature of work done |       | Value of contract       |

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|  | **Document F****RSPB Terms and Conditions** |

The basis of the contractual agreement between RSPB and the applicant is detailed in the [‘RSPB Terms and Conditions of Purchase of Goods and Services’](http://www.rspb.org.uk/Images/tcpurchase_tcm9-132467.pdf) – please click on this link to download. In applying for this tender you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)

The RSPB expects that all suppliers it works with to adhere to certain ethical and environmental standards. Please download the [RSPB Ethical and Environmental Procurement Policy](http://www.rspb.org.uk/Images/RSPB_Ethical_and_Environmental_Procurement_Policy_tcm9-417093.pdf) and tick this box if you agree to be bound by its terms and conditions  **[ ]**

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|  | **Document G** **Certificate of Bona Fide Offer** |

We certify that this offer is made in good faith, and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement of arrangement with any other person. We also certify that we have not, and we undertake that we will not:

1 a) communicate to any person other than the person inviting these offers the amount or approximate amount of the offer or proposed offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain insurance quotations required for the preparation of the offer;

b) enter into any agreement with any other person that he shall refrain from making an offer or as to the amount of any offer to be submitted;

2 pay, give or offer or agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in 1 a) or 1 b) above.

We acknowledge that if we acted or shall act in contravention of this certificate, the RSPB will be entitled to cancel the agreement and to recover from ourselves the amount of any loss and expense resulting from such cancellation.

I state that everything in this tender submission is truthful, that if found to be untruthful the RSPB can terminate any agreement between the RSPB and the company formed on the basis of this tender, and we will pay to the RSPB any loss or expenses the RSPB suffers as a result of such untruthfulness, whether an agreement is entered into or not.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not.

|  |  |
| --- | --- |
| Signed  |       |
| On behalf of |       |
| Date |       |

**Please note: a name added in an electronic document is functionally equivalent to a signature.**

1. A process evaluation examines how the project structures and systems are working and in this case the level of partnership working and where there is room for improvement. [↑](#footnote-ref-1)
2. A progress evaluation examines how the project is achieving its objectives through outputs and emerging outcomes. [↑](#footnote-ref-2)
3. A meta analysis takes the results from a number of evaluations and synthesizes the results to provide an overview. [↑](#footnote-ref-3)