



Invitation to Tender

Digital Training: Falkirk Food Futures

January 2021

Forth Environment Link (FEL) is looking to work with a partner to deliver a programme of digital training to community food organisations, their volunteers and service users.

Funded by Falkirk Council, via the UK Governments Community Renewal Fund

Table of Contents

Executive Summary	2
Introduction to Forth Environment Link	2
Falkirk Food Futures	2
Digital Training	3
Funding Available	4
Timeline	4
Evaluation of Submissions	4
Documents to be Included with Submission	5
Questions	5
Appendices	6

Executive Summary

FEL is seeking professional expertise to design and deliver a programme of digital training support to community food organisations staff, volunteers and service users whom have been supporting the covid emergency or accessing emergency food provision. The consultant will be working closely with the FEL team and partner organisations NHS Forth Valley, CVS Falkirk and Falkirk Council to deliver the digital training programme of support.

The Falkirk Food Futures programme is managed by FEL, it is funded by the UK Government Community Renewal Fund (CRF). Falkirk Council is administering the fund on behalf of UK Government for the Falkirk Council area. The CRF is providing funding to help places across the UK prepare for the introduction of the UK Shared Prosperity Fund, investing in people, places, businesses and communities improving everyday life across the UK. It is therefore vital that the Falkirk Food Futures programme has a robust evaluation framework, as evidence gathered from this pilot phase will inform future interventions.

Introduction to Forth Environment Link

Forth Environment Link (FEL) is an environmental charity working across the climate action agenda to deliver outcomes which support and promote healthy people and a healthy planet. Our projects aim to increase everyday journeys being made on foot or by bike; maximise the amount of local food grown and eaten in our communities; extend the lifespan of everyday items through repair and reuse programmes; and provide meaningful volunteering opportunities to practically tackle climate change.

Falkirk Food Futures Programme

Falkirk Food Futures is a new programme, being delivered by Forth Environment Link with local partners including Falkirk Council, NHS Forth Valley, Health and Social Care Partnership, CVS Falkirk and local third sector. Falkirk Food Futures programme will work closely with communities and community organisations to address food insecurity in Falkirk and help to build a fairer resilient and sustainable food future.

Falkirk Food Futures will provide grant funding to enable local community organisations who work with those that face the greatest challenges in relation to access to sustainable and dignified food. It will also help communities to work towards a food system that is more Climate friendly by:

1. Providing funding of grants between 5k-£30k to support community food projects to get good food projects underway; and create new jobs in the food community sector
2. Delivering food education activities and events within Falkirk communities
3. Work with Falkirk community food networks to help increase skills sharing, advice and support
4. Delivering digital skills inclusion and training courses and carbon literacy courses
5. Delivering workshops to learn about community use and reuse of land for urban agriculture
6. Encouraging marginalised young people in Falkirk to engage with food programmes
7. Training marginalised young people become good food ambassadors throughout Falkirk
8. Partners working together so that Falkirk becomes a Sustainable Food Place
9. Provide links and support for Covid Emergency Food Volunteers, to access counselling and support services.

The outcomes of the Falkirk Food Future Programme are as follows:

1. Improving dignified access to nutritious, sustainable, acceptable, affordable food
2. Build capacity and/or capability within their staff or volunteer teams
3. Improve health and wellbeing via improvements in our food system and food environment
4. Provide opportunities for communities to cook, grow and eat together
5. Increase availability and use of seasonal, locally grown and produced food
6. Support the local food economy
7. Redistribute acceptable surplus food (not just any food)
8. Reduce food waste
9. Improve access to and awareness of digital networks and platforms
10. Develop community reuse/climate hubs which promote net zero lifestyles

The Falkirk Food Futures programme will run from November 2021 – June 2022 Falkirk Food Futures Evaluation Framework

The consultant will create a programme of digital training and support for staff, volunteers, whom have been delivering support to individuals accessing emergency food and wider support. The programme will also provide digital training to improve digital inclusion for those accessing services provided by the community food sector.

The reason this has been included in the Falkirk Food Futures programme is that FEL and partners, conducted a piece of research commissioned by NHS Forth Valley to better understand the local food system in context to access of sustainable and dignified food during the pandemic. One of the key recommendations coming from both community food sector itself and people with lived experience of poverty, is that, people accessing services are precluded because of both access to digital connectivity and the skills and confidence to use it. People were unable to access internet and social media platforms to understand what support is available and when, or to access other online support services or ordering food online, particularly relevant for those with mobility issues, ill health or having to isolate.

Download the full Needs Assessment report from our website.

The following brief is indicative only and can be discussed more fully before submitting a response and at the inception meeting with the successful consultant. FEL encourages the tender response to provide a detailed methodology of all proposals considered necessary to meet the requirements of this tender.

The consultant will:

- Liaise with FEL staff & programme partners to understand the project concept, particularly the Community Learning Development team at the council, whom are our key partner with this aspect of the programme. They have been running pilot digital connectivity and support programmes.
- Lead the development, design and delivery of digital training with community food sector and service users.
- Train the FEL Falkirk Food Futures team on the programme, so that they can help to link and promote the service with community food sector and to help evaluate the programme.

- Consult with wider array of stakeholders including NHS Forth Valley, Health and Social Care Partnership, Third Sector Interface (CVS Falkirk) and communities:
 1. To understand if the digital training has worked, as it was intended.
 2. Did it achieve its outcomes,
 3. How effective is the delivery model at achieving outcomes for community organisation?
 4. What impact has the programme had on key stakeholders, such as emergency food providers
 5. What changes could be made to achieve the best outcomes for beneficiaries and stakeholders
- Provide a range of testimonials and case studies about the programme
- Produce and present a final evaluation summary report to FEL and partners with key findings and learnings, from those participating in the programme
- Create a risk register for the programme and mitigation plan
- Provide a timeline of actions and milestones

Funding Available

Funding of £18,000.00 has been confirmed for this project. This is inclusive of VAT.

Timeline

FEL would like to invite proposals from consultants by 28th January, midday. Proposals will then be assessed by FEL and a decision will then be made on competency and budget. Shortlisted suppliers will be invited to discuss their proposal with FEL prior to final selection.

Suppliers will be informed if they have been successful or not by email and in writing before Thursday 4th of February. The successful supplier will then be appointed on Friday 5th of February.

- Submissions should be received no later than midday on the 28th of January midday any that are submitted after this date will not be accepted
- Submissions which are incomplete in any respect will not be accepted

Evaluation of Submissions

Submissions will be assessed and evaluated in line with the timeline and criteria as set out below:

Stage 1 – Assessed on electronic submissions

Criteria	Weighting
Scope of proposal and how it meets the requirements as set out in this document	60%
Price	40%

Total	100%
--------------	-------------

Documents to be Included with Submission

1. Proposal setting out how your organisations will meet the needs and requirements as set out in this document
2. Full costing schedule breaking down the different elements and clearly showing costs in line with:
3. Project Management Costs
4. Material Costs
5. Ongoing running costs for duration of contract
6. Insurance
7. Activities related to project delivery
8. Other costs
9. Timeline and milestones
10. The following pages completed satisfactorily

Questions

Forth Environment Link will be happy to answer any questions. Please contact:

Emily Harvey

Development Manager

Forth Environment Link

Email: emily@forthenvironmentlink.org

Tel: 07545 247 489

APPENDICES

Organisational Details

Registered Organisation Name:	
Registered Address:	
Details of contact person for tender	
Phone Number:	
Web site Address:	
Company Registration Number:	
Date of registration:	
Charities/Housing Association or other registration number (if applicable):	
VAT Registration number (if applicable):	
Legal Status:	
Has the organisation traded under any other names:	

Business Conduct and History

(Pass/Fail) If Forth Environment Link deems responses submitted in this section to be unsatisfactory, they have the right to fail the application

Do any of the mandatory or discretionary exclusion criteria (see section 4/Appendix A) apply to you or your organisation?	
Does the organisation have any outstanding legal actions against it?	
Have you or your organisation ever been accused of or committed an act of grave misconduct in the course of your business or profession? In this context "grave misconduct" includes any breach of The Employment Relations Act 1999 (Blacklists) Regulations 2010	
In the last three years has your organisation: a) Had a contract terminated or been refused the opportunity to re-tender for a contract? b) Been successfully sued for breach of contract?	
Have any senior members of your organisation been involved in any firm that has been liquidated or gone into receivership?	
Within the last five years has your company been subject to any actions by the Health & Safety Executive or Environment Agency in respect of any suspected breach of legislation?	
Within the last three years, has any adverse finding been made against your organisation by an Employment Tribunal, Employment Appeal Tribunal or any court, in relation to any claim made by your current, former or potential employees?	

Financial Information

(Pass/Fail) If Forth Environment Link deem the financial risk of awarding the contract to a Bidder to be too high, they have the right to fail the application.

<p>Please provide a copy of your organisations accounts for the last two years* as an appendix. These accounts should be audited if this is a requirement for your organisation.</p> <p>*if your organisation is unable to provide two years of data please contact the Council via the Portal.</p>	
<p>Has your organisation met the terms of any banking facilities and loan agreements during the past year?</p>	
<p>Has your organisation met all its obligations to pay its creditors and employees during the past year?</p>	
<p>Is your organisation a subsidiary of another organisation?</p>	

If your organisation is a subsidiary of another organisation, please answer the four questions below:

<p>Please provide a copy of your parent organisations accounts for the last two years as an appendix. These accounts should be audited if this is a requirement for your parent organisation.</p>	
<p>Please provide confirmation of your organisations willingness to arrange for a guarantee or a performance bond if requested.</p>	
<p>Please provide the Name and Registered Address of the ultimate parent company</p>	
<p>Please provide the Registration Number of the ultimate parent company</p>	