



Empowering young people to lead change

Our Bright Future

Invitation to Tender – Evaluation 2016 - 2021

Royal Society of Wildlife Trusts, Centre for Sustainable Energy,
The Conservation Volunteers, Field Studies Council, Plunkett Foundation, vInspired,
Yorkshire Dales Millennium Trust and UpRising



Royal Society of Wildlife Trusts
The Kiln
Mather Road
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14 March 2016

**Invitation to Tender for:
Our Bright Future – Evaluation and Learning Contract**

To Whom It May Concern,

I am pleased to invite you, along with others, to tender an application for the Our Bright Future evaluation contract as described in the accompanying documentation. Your response to these requirements will form the basis of any contract the Royal Society of Wildlife Trusts (RSWT) may place.

This *Invitation to Tender* includes instructions to bidders, timescales, background information and an introduction to the project, scope of the work required and relevant annexes.

This tender is subject to the Official Journal of the European Union ([OJEU](#)) process.

You must follow the instructions in Section One when responding to this *Invitation to Tender*. The deadline for submission is **5 pm (UK time) Thursday 14 April 2016**. Failure of a bidder to provide all information required may result in rejection of the tender.

Should you decide not to proceed with an application, please destroy any documentation related to this *Invitation to Tender*.

We look forward to your application. If there are any queries regarding this tender, please do not hesitate to contact me during the period open for questions on 01636 670083 or email chare@wildlifetrusts.org.

Yours Faithfully

Cath Hare
Programme Manager, Our Bright Future
Royal Society of Wildlife Trusts

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Section One: Instructions to Bidders

Information required from Bidders

This is an invitation only. RSWT reserves the right to vary any or all parts of the information contained in the Invitation to Tender (ITT). Bidders should provide the following information:

- Company name, address and primary contact details
- Company background statement giving details of company size, structure, company ethos, how projects are handled (working with clients). Any other contractual terms and conditions in place by the company (solvency policies etc) and evidence of quality standards attained e.g. ISO 14001
- Project proposal, detailing team to undertake work, methodology in approaching project and timeline for completion of work
- A list of previous work with details of any similar evaluations undertaken
- The names and contact details of two referees that RSWT can contact to ask about previous work and working relationships
- Complete the forms contained in [Appendix Nine](#) and [Appendix Ten](#).

Tender Documents

Tenders shall be submitted in accordance with the following instructions:

- All pages of the tender shall be sequentially numbered (including any forms to be signed and returned)
- The bidder is expected to examine all of the instructions, forms, contract and specifications that comprise the tender documents. Unless the bidder provides all of the information required the tender may be rejected
- All specifications, plans, drawings, samples and patterns issued in connection with the Invitation to Tender remain the property of RSWT and are to be used solely for the purpose of tendering
- RSWT reserves the right not to disclose information that it feels would put it at a commercial or unacceptable contractual disadvantage
- Tenders, all documents and all correspondence relating to the tender must be written in English.

Clarification

If a bidder requires clarification with respect to the contents of this ITT or this ITT process, please contact Cath Hare at chare@wildlifetrusts.org during the period open for questions. Questions or requests for clarification from bidders are to be submitted to RSWT prior to the closing date for the submission of questions. All questions and responses will be published (without identifying the author of the question) save where RSWT considers the question and response to be commercially sensitive. RSWT will upload responses to clarification questions on the following site regularly and it is the bidder's responsibility to review it regularly [here](#).

Timetable

The indicative timetable for the procurement is as follows:

Key Actions	Dates
Dispatch OJEU Notice and issue of Invitation to Tender	14 March 2016
Closing date for questions	5 pm 31 March 2016 RSWT will upload responses to clarification questions here and it is the bidder's responsibility to review it regularly
Tender Submission Deadline	5 pm (UK time) 14 April 2016
*Clarification discussions held with highest scoring bidders	Week commencing 25 April 2016
Modify/confirm scores post clarifications and identification of Preferred Bidder	Week commencing 25 April 2016
Contract Award Decision Notification	Week commencing 9 May 2016
Contract work commencement date	1 June 2016

* RSWT reserves the right to carry out clarifications via email or by inviting Bidders to a clarification meeting. RSWT will only invite the top two or three (depending on closeness of scores) highest scoring bidders to attend a clarification meeting. Scores will be moderated based on any clarifications provided during this meeting.

The contract for the evaluation will be let over a period of five years, commencing in June 2016 and ending in December 2021. There may be opportunity to extend this to track a potential cohort of beneficiaries and broader environmental policy impact over a longer period of time.

Submission of Tenders

Please follow these instructions when submitting a completed ITT:

- Bidders must submit two hard copies and an electronic copy
- Two hard copies of your tender submission must be returned to the address below no later than **5.00pm UK time on Thursday 14 April 2016**
- Tenders should be submitted on A4 paper. A plain sealed envelope should be used which does not identify the bidders name. Please mark all packages for the attention of Cath Hare and reference them **Our Bright Future Evaluation Tender**.

Tender Title: Our Bright Future Evaluation Tender

Cath Hare
Programme Manager, Our Bright Future
The Royal Society of Wildlife Trusts
The Kiln
Mather Road
Newark
Nottinghamshire, NG24 1WT

Bidders are advised to submit tenders by registered mail, recorded delivery or by hand. Whatever method of tender delivery is chosen shall be entirely at the bidders' risk.

The tender must not arrive later than the date and time stipulated in the Timetable. Tenders received after that time may not be considered unless the bidder can prove that the tender was dispatched in sufficient time to meet the specified deadline.

Bidders must also email a complete electronic version of their tender to <http://bit.ly/1QK5zN8>. Electronic copies should be supplied in Microsoft Word, PDF or rich text format.

RSWT does not bind itself to award a contract or contracts and shall not be liable for any costs incurred in the production or submission of ITT. RSWT reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage or not to proceed with the procurement for any reason whatever without prior notice. Under no circumstances will RSWT or any of its advisers be liable for any costs or expenses incurred by bidders and/or their members in this procurement.

Notification of Award of Contract

The issue of a signed contract shall constitute RSWT's acceptance of the tender.

Section Two: Introduction and Background

Our Bright Future - Overview

Our Bright Future is a 33 million GBP programme funded by the Big Lottery Fund. The programme is managed by a consortium of eight organisations (for more information, please refer to the [Our Bright Future – Consortium section](#)) and led by the Royal Society of Wildlife Trusts (RSWT). This is a seven year programme that launches in March 2016 and we are looking for a Service Provider to develop and deliver our programme evaluation.

Our Bright Future will empower young people to act as catalysts for delivering long term change for the environment and their local communities. In doing so, young people will be supported to:

- Develop vital skills and knowledge
- Develop confidence and self esteem to help them into employment or further education
- Become leaders within their local communities
- Contribute to the [green economy](#).

This will be achieved through a programme of 31 projects of between three and five years duration, across the UK that will be scaled up or replicated from proven best practice enabling young people to steer and deliver environmental improvements. From this we will gather robust evidence and knowledge to inform decision making and policy at local, regional, national and UK levels. This will result in a lasting legacy of change in the way in which policy and decision makers, businesses and NGOs develop and implement ways to invest in our [social](#), [human](#) and [natural](#) capital. We will regularly bring projects together face-to-face and 'virtually' to share best practice and contribute to the overall programme's direction, in particular its evaluation and policy influencing work. We will deliver this through a structured programme of Share Learn Improve activities to support projects throughout the lifetime of Our Bright Future (for more information please refer to the [Share Learn Improve Section](#)).

Evaluation and communication of our findings will be a key activity to support our Share Learn Improve function but will also be vital in inspiring wider audiences, including young people (11-24 years of age), community stakeholders and decision/policy makers, about the benefits of investment in young people and the environment. Using emerging trends and working with young people and project organisations we will develop clear policy asks that will contribute to ensuring a lasting legacy for Our Bright Future.

Our Bright Future - Outcomes

The Our Bright Future programme will empower young people (11-24 years of age) to shape their future and make a difference to the environment. In doing so, young people will have developed valuable skills and knowledge to help them into employment or further education, as well as the confidence and self-esteem to become leaders in their community and influence local decision making. Using this approach, the Our Bright Future programme will achieve the following outcomes:

- More local communities enjoy environmental improvements through activities led by young people
- Young people gain new skills relevant to finding jobs, training, volunteering opportunities or starting entrepreneurial projects that contribute to the green economy
- Young people have increased knowledge, improved social networks and improved wellbeing
- There is better evidence about how young people can improve their local environment and this evidence is used to inform wider policy and practice

The Our Bright Future programme consists of 31 projects operating across England, Northern Ireland, Scotland and Wales with individual project duration of between three and five years. Each project has funding of up to £1,000,000 for the duration of the project and range from a local focus to regional and national. Our Bright Future is a diverse programme with projects working in the rural, urban, natural and built environments. All projects have young people (11-24 years of age) at their heart but the age range engaged varies across the programme.

Country	England	Scotland	Wales	N. Ireland	UK wide	Total
No of Awards	22 (71%)	2 (6.5%)	2 (6.5%)	2 (6.5%)	3 (9.7%)	31
Value of Awards (m)	£20.9 (71%)	£1.9 (6.5%)	£1.9 (6.5%)	£1.7 (6%)	£3 (10%)	£29.4

Our Bright Future – Themes

Projects within the programme will contribute to one or more of the following themes:

- Enabling young people to gain new skills relevant to finding jobs, training, volunteering opportunities, or starting entrepreneurial projects that contribute to the green economy
- Engaging young people with their environment; inspiring and enabling action
- Inspiring communities about the environment and stimulating action and community cohesion
- Achieving a [net gain](#) in the built and natural environment across rural and urban settings

Our Bright Future Consortium

RSWT is leading a consortium of eight organisations including The Centre for Sustainable Energy (CSE), Field Studies Council (FSC), The Plunkett Foundation, The Conservation Volunteers (TCV), vInspired, The Yorkshire Dales Millennium Trust (YDMT) and UpRising.

The Consortium and Management Structure is outlined in [Appendix One](#).

Consortium Roles

For this work to be delivered effectively and maximise its impact, it requires a true partnership approach, with each partner providing skills and delivering key elements both on the ground through projects as well as within the programme. RSWT is the programme lead and each consortium member will provide skills and support to the programme and contribute to the overall programme evaluation

A [Steering Group](#) has been formed consisting of members of the consortium and young people. The Steering Group is the primary leadership group for the Our Bright Future programme, with responsibility for supporting RSWT in delivering the stated purpose and mission and objectives, maximising its impact and ensuring a lasting legacy at a UK level. Reporting to the Our Bright Future Steering Group, the [Evaluation Panel](#), made up of relevant consortium members and young people, will drive forward the research and evaluation of the Our Bright Future Programme.

Share Learn Improve

Share Learn Improve (SLI) is the programme support function of Our Bright Future which facilitates knowledge sharing and learning across the overall programme to strengthen the achievement of programmatic outcomes. It will provide focussed one-to-one support where needed as well as bringing projects and young people together to share and build upon best practice; learn from the evaluation data and external current affairs.

This area of work is predominantly aimed at project leads that are fully accountable for their project. However, SLI will complement and work with the evaluation and youth functions to ensure that Our Bright Future outcomes are achieved. Young people are encouraged to participate in SLI activities where relevant and in particular will be involved in leading the sessions or activities that focus on developing young people and ensuring young people are at the heart of each project. Please see [Appendix Four](#) to view the Share Learn Improve learning cycle.

Section Three: Work Scope

Evaluation Aims

The evaluation will support and strengthen the impact of the Our Bright Future programme by:

- Testing whether the Our Bright Future programme has achieved its long term ambitions as set out in the Theory of Change (see [Appendix Two](#)). The Theory of Change has been developed but will be refined in partnership with young people, the evaluation contractors and projects
- Providing better evidence on how young people can improve their local environment so this evidence is used to inform wider policy and practice
- Testing and evidencing whether a partnership way of working that invests in human, social and natural capital, is an effective way of delivering greater impact, and provides a solid evidence base for shaping policy asks
- Identifying best practice and ongoing improvements that demonstrate the greatest impact against Our Bright Future outcomes, in an ongoing and formative way, that will be regularly shared and drive improved performance of the Our Bright Future projects.

In addition, the evaluation will provide the following benefits:

Internally, the evaluation will help us to achieve Our Bright Future outcomes by:

- Giving the consortium, project leads and in particular young people confidence by enabling us to celebrate our impacts and achievements
- Enabling project leads and young people to see how they are contributing to the wider programme
- Foster a culture of communication, sharing best practice and learning across the Our Bright Future programme.

Externally, the evaluation will help us to achieve Our Bright Future outcomes by:

- Demonstrating the impact of Our Bright Future to all stakeholders
- Creatively communicating the impact of work led by young people through Our Bright Future and telling stories that engage and inspire others
- Increasing our credibility and influence on other third sector organisations, government departments, corporate entities, funders and decision makers.

Evaluation Workstreams and Scope

The Our Bright Future Evaluation will comprise three workstreams:

- An initial Baseline Data Assessment conducted during the first phase of project delivery (July-September 2016) – using a series of research questions based on the programme outcomes, indicators and measures of success
- An overall programme evaluation drawing on project level evaluations, baseline data and any other proposed data sources and evidence. The Service Provider will not be required to undertake project level evaluations as these will be conducted by the projects themselves or their partners
- However, the Service Provider will need to draw upon project level evaluation plans and evaluation outputs to ensure these feed into, and are relevant to the overall programme evaluation. The programme evaluation should assess both process and impact
- A programme of shared learning activity delivered to projects via the Share Learn Improve function.

Within all the questions and areas noted across the workstreams, the focus should be around establishing:

- What is working well and why?
- What is not working so well and why?
- Suggestions for how these areas and processes could be improved.

The questions listed across the workstreams are not exhaustive and bidders are welcome to highlight other areas for investigation or group questions together into themes as appropriate. These areas may also be expanded or re-negotiated as the evaluation progresses.

Baseline Data Assessment

In order to facilitate the evaluation of Our Bright Future's achievement against outcomes, there is a need for results-based evidence. RSWT requires a baseline data assessment at the beginning of the programme which launches in March 2016. The baseline data will need to be revisited during years three and five of the programme to compare the baseline data against the situation in year three and then again in year five at the end of project implementation. This will also act as a control for other factors that may influence the changes that are observed during the implementation period.

The Our Bright Future programme has developed a series of indicators related to programme outcomes ([Appendix Three](#)) – the baseline study should aim to test these indicators and determine whether refinements are necessary.

The Service Provider should develop a series of baseline questions to be used for the assessment in conjunction with the Our Bright Future Evaluation Panel. These should be based upon the Our Bright Future outcomes and indicators and should consider the following areas:

Under Outcome One: More local communities enjoy environmental improvements through activities led by young people

- The extent to which local communities currently enjoy environmental improvements through activities led by young people in project locations

- What green infrastructure and community places are currently in place in project locations
- Assess current health and wellbeing levels among stakeholders in current project locations (particularly young people 11-24 years of age).

Under Outcome Two: Young people gain new skills relevant to finding jobs, training, volunteering opportunities or starting entrepreneurial projects that contribute to the green economy

- Where relevant assess the current skills and qualifications held by young people (16-24 years of age) participating in the Our Bright Future programme as they relate to finding employment, training, volunteering opportunities or entrepreneurial projects in relation to the green economy
- Assess the current level of knowledge, confidence and self esteem among young people (11-24 years of age) and other programme stakeholders as it relates to the green economy
- Assess the current levels of training or work experience among young people (16-24 years of age) in the programme as it relates to the green economy.

Under Outcome Three: There is better evidence about how young people can improve their local environment and this evidence is used to inform wider policy and practice

- What evidence is currently available about how young people (11-24 years of age) can improve their local environment and is this evidence currently used to inform wider policy and practice?
- Relating to the above question – if evidence is currently used to inform wider policy and practice how is this currently happening?
- Assess the current levels of engagement among the Our Bright Future programme with major political parties and government departments.

Baseline Data Assessment Methodology

The choice of method should be specified by the Service Provider. However, it is anticipated that the selected method should cover the following:

- A mix of both qualitative and quantitative data
- Should include participatory methods
- An inventory of existing information
- The methods used in the study should be explained and justified in detail in the baseline plan and baseline reports
- Data source and quantity: show where the data will be accessed, and how many data sources will be used
- Location of data collection: indicate where the data will be collected (i.e. through face to face interventions, email, online data etc)
- Means of analysis: indicate which tools and methods will be used to analyse data.

The results of the baseline assessment should be interpreted and narrated in a standard, easy to read report format that enables all stakeholders and other users to understand the current situation of the selected performance indicators and clarify subtleties which cannot be explained quantitatively. The exact format of the report will be discussed and agreed between the Service Provider and RSWT. As this will be

a public facing document, it will also need to be available in the Welsh Language and Bidders should provision for this in their budget.

Programme Evaluation – Process and Impact

In order to achieve the aims of the evaluation, the Service Provider will need to develop an Evaluation Framework which details the methods for how the research questions will be addressed. The Evaluation Framework must take into account that individual Our Bright Future project level evaluations (conducted or commissioned by the projects) will need to feed into this so thought should be given as to how project evaluations link and connect with the overall Evaluation Framework using a common approach.

Scoping/Design Exercise (approximately 6 months, June-December 2016)

- Planning and designing the evaluation, in consultation with RSWT and its partners determining the main thematic issues of the programme (both in terms of approaches used and target groups)
- Scoping out and refining the Theory of Change, conducting the baseline data assessment, designing and piloting of research instruments and producing a clear evaluation plan
- Develop a common Evaluation Framework that individual project evaluations (conducted by the projects or their partners) can follow and feed into that informs the wider Our Bright Future programme evaluation
- Provide the opportunity for the Our Bright Future programme and project stakeholders to inform and engage with the scoping of the evaluation.

Programme Evaluation – Process (commencing January 2017)

To achieve timely, efficient and effective delivery of the Our Bright Future programme, it is critical to ensure that the appropriate management mechanisms are in place to support this. The programme process evaluation should be conducted throughout the life of the programme and begin in January 2017 following completion of the scoping exercise. When evaluating the management and learning processes of the Our Bright Future programme, the Service Provider should consider the following:

- Obtaining and sharing learning from Our Bright Future projects that are most and least successful in managing their project as part of effective project delivery. We see this being a qualitative analysis, through interviews with a sample of projects. The outcomes of these interviews will be disseminated to projects via the Share Learn Improve function managed by RSWT
- The Service Provider should contribute to this shared learning by generating ideas on how to better support the sector around young people, social and environment action
- Examining how successful the Our Bright Future programme has been in widening access to the local environment (built and rural), led by young people with protected characteristics and identifying what needs to be taken into consideration in order to widen access even further.

More specifically, the Service Provider should also consider:

- What models of tailored, joined-up partnership working have been delivered in the last five years that target young people (11-24 years of age) and the environment, and how successful these have been?
- What characteristics need to be in place to make partnerships effective?

- How did partnerships incorporate best practice to deliver effective project delivery?
- What formal and informal training and support is offered for project staff and other stakeholders, particularly young people (11-24 years of age)? How effective are the different types of training and support and how do they compare against each other?
- What range and type of organisations have been involved in the partnerships? What were the benefits and challenges of the different approaches to working in partnership?
- What factors, barriers and conditions need to be in place or overcome to successfully replicate projects nationally? And, to what extent have the projects scaled up, replicated or increased the impact of their projects?

The above questions relate to the external context, however they are structure and process related hence their inclusion in this section. The questions below refer much more to the 'internal' management and process of the Our Bright Future programme.

- To what extent are the Our Bright Future Steering Group and Evaluation Panel delivering effective strategic support to the Our Bright Future programme?
- To what extent do projects in the Our Bright Future programme feel supported by RSWT and the wider consortium in their project delivery i.e. are processes, procedures, outputs and deliverables transparent and have projects been provided with relevant information and training where necessary
- To what extent do projects in the Our Bright Future programme feel that they are kept informed, communicated and consulted with about broader Our Bright Future programme issues?
- To what extent do Our Bright Future projects feel part of a collective movement and to what extent have projects developed effective relationships with other projects in the Our Bright Future programme – are these relationships productive and beneficial to all parties, how are they benefitting from these cross project linkages and what are they learning from each other?
- To what extent do projects feel effectively and efficiently supported by the Share Learn Improve function and activity? Has this added value to the delivery of the project and if so, how? Which elements of SLI have been most beneficial and which have been least beneficial?
- To what extent have projects been able to leverage further funding as a result of participating in Our Bright Future to extend their reach and activities further?
- To what extent have the projects provisioned for long term project sustainability?
 - What plans are in place to ensure a lasting legacy once the term of the project comes to an end?
 - Will the project activity end once the funding comes to an end or will it continue, and if so, how?

Programme Evaluation – Impact (commencing January 2017)

The programme impact evaluation should be conducted throughout the life of the programme commencing in January 2017 following completion of the scoping exercise. When evaluating the impact of the Our Bright Future programme, the Service Provider should consider the following:

- Evaluation of a sample of Our Bright Future projects (rather than the entire programme) to understand what types of interventions work best and which ones work less well with certain target groups i.e. [NEET](#) (not in education, employment or training), young people and younger age ranges i.e. 11-15 years of age and why. These groups will be refined with the Service Provider. We are interested both in new evidence on groups where there is little or no evidence currently available (particularly young people) and in improving the existing evidence base for groups where evidence is patchy or lacks depth
- Examine how Our Bright Future projects can best engage with and support a small number of 'hard to reach' groups. The Service Provider will need to examine trends from the project level evaluations to establish commonality and trends around who the 'hard to reach' groups are as they may be different across the projects
- Measure soft outcomes of the sample projects such as quality and sustainability of employment (i.e. zero hours contract vs long term employment prospects), levels of confidence and self-esteem of beneficiaries in the target groups
- Explore and articulate the critical success factors (e.g. type of intervention adopted by Our Bright Future projects, delivery models, and target population) for engaging the target groups and supporting them to move towards and into employment.

The Service Provider should also consider the following research questions, whilst noting that information/evidence captured from the baselines assessment and discussions with the consortium should be used to help narrow down the list below.

Under Outcome One: More local communities enjoy environmental improvements through activities led by young people

- To what extent and what impact has engagement with Our Bright Future affected the following:
 - Green infrastructure and community places?
 - Number and quality of local environmental improvements in project areas?
 - Overall quality of local environment?
- What is the value (financial/social/environmental or otherwise) of physical positive environmental change created through engagement in Our Bright Future?
- To what extent and what Our Bright Future actions/interventions have created the greatest positive change (and which have created the least) for disadvantaged young people, their communities and the environments they live in? This question should consider:
 - Community cohesion
 - Wider community benefits
 - Attitudes of community members/young people

- Health and wellbeing of communities/young people and other Our Bright Future beneficiaries
- To what extent are there patterns or trends (if any), that depend on demographics and country/regions?
- To what extent are communities undertaking new and/or unplanned activities (if any) as a consequence of engaging with Our Bright Future?

Under Outcome Two: Young people gain new skills relevant to finding jobs, training, volunteering opportunities or starting entrepreneurial projects that contribute to the green economy

- To what extent (or not) are young people (16-24 years of age) employed in the green or general economy as a result of participating in Our Bright Future and to what extent is it 'high quality' employment (long term career prospects vs zero hours contract) i.e. temporary, seasonal, full-time, part-time, permanent, voluntary etc?
- What different routes (if any) have young people (16-24 years of age) taken to gain employment as it relates to the green economy as a result of participating in Our Bright Future?
- To what extent (if any) have young people (11-24 years of age) experienced a change in their levels of knowledge, skills and confidence, environmental perception and awareness, and increased their social/environmental networks? What actions/interventions had the greatest/least positive impact?
- To what extent (if any) have young people (11-24 years of age) increased and improved their health and well-being as a result of participating in Our Bright Future?
- What impact has Our Bright Future made on the green economy?
 - To what extent has the Our Bright Future programme increased general knowledge and awareness of the green economy among young people (11-24 years of age) engaged with Our Bright Future?
 - To what extent are young people (11-24 years of age) able to communicate and promote the green economy among their communities as a result of engaging in Our Bright Future?
 - What skills, knowledge and qualifications (if any) are needed to actively participate in a green economy among young people (11-24 years of age)?

Under Outcome Three: There is better evidence about how young people can improve their local environment and this evidence is used to inform wider policy and practice

- What influence (if any) has the Our Bright Future programme had on local, regional or national government policy and cross sector decision making and to what extent are Our Bright Future policy recommendations embedded in local and national government manifesto's as a direct result of Our Bright Future interventions?
- To what extent is the Our Bright Future programme delivering successful campaigns at a local level that are influencing local policies and decision making? How is this happening?
- To what extent (if any) is the overall Our Bright Future advocacy campaign creating a 'groundswell' movement in support of positive environmental change led by young people (11-24 years of age); influencing local, regional and national government policy?

- To what extent are cross sector decision makers engaged in Our Bright Future advocacy and policy work? What, if any benefit does this bring?

Shared Learning Activities

A key part of the evaluation will be knowledge sharing and learning (across the projects and the broader programme) from the results of the evaluation process as we proceed through Our Bright Future programme delivery. All shared learning activity should be developed in consultation with RSWT and disseminated to projects via the Share Learn Improve function at RSWT. With this in mind the Service Provider should aim to:

- Share real time learning on both impact and process throughout the Our Bright Future programme so that the programme can learn, refine and improve its own project delivery and overall management processes
- Design a programme of regular (six monthly) communication and shared learning activities for the Our Bright Future programme that makes best use of the information, evidence and learning generated
- We want to see a strategic approach that looks at proactive dissemination of the evidence and learning throughout the lifetime of the programme, with learning activities taking place approximately twice a year. This 'real time' learning has the potential to allow Our Bright Future projects to incorporate the experiences of others in their interventions
- Communication channels and communication methods should be designed with an understanding of what will be most effective in reaching the Our Bright Future programme as an audience. Bidders should consider 'creative communication' channels utilising a range of media
- Products should have a clear, well evidenced message and be produced with the audience – and practical application in mind. The Service Provider will work with RSWT to develop a communications plan/strategy for messaging to the Our Bright Future programme as part of the design/scoping phase.

Key Principles of Our Bright Future

- **Young people at the heart** - We will include young people in the evaluation, including the design and piloting of evaluation measures, and dissemination of findings in innovative and relevant ways. The evaluation will also be used to upskill young people in evaluation, measuring and monitoring
- **Enabling** - Any measure needs to support and enable project leads and young people to understand and learn from their own projects as well as that of the wider Our Bright Future programme throughout the duration of the programme
- **Relevant** - The measures will have to take account of the fact that 31 projects may already have existing proven (and different) ways of measuring their impacts. The Service Provider will need to establish a common measurement framework at a high level to ensure that a programme-wide evaluation can be effectively undertaken. The evaluation will have to be relevant in the context of the wider social, youth and environmental sectors so they hold weight with key stakeholders. The measures need to enable Our Bright Future to shape and influence policy
- **Timely** - We want our evaluation to be ongoing and formative so that real-time learnings can be fed into and inform the Share Learn Improve activities and ongoing project delivery. We want to draw upon emerging trends and reflect these back to the projects, and use them to shape our policy influence
- **Responsive** - The evaluation will not be permanently 'fixed', but will evolve throughout the programme, whilst maintaining overall coherence so that comparison can be made over time. We will respond to emerging trends both within the Our Bright Future programme and the external environment
- **Manageable and accessible** - It is imperative that the methods we use for evaluation do not over burden the projects, nor does the evaluation become too cumbersome that it proves difficult to interpret results
- **Accurate** - The evaluation must focus on the outcomes of Our Bright Future. Proxy measures of activity will only be included where no direct measure of outcomes achieved can be feasible or they support outcome measures
- **Audience aware** - Inspiring the public, partners, funders, decision makers, media, young people and projects will require a combination of robust data and compelling stories that connect Our Bright Future with the wider goals of society
- **Welsh Language Standards** – all published documents (reports, surveys etc) and public facing communications **must** be available in the Welsh Language and bidders will need to include provision for translation costs in their budget.

Our Audiences

We are looking to work with and engage a range of internal and external audiences as part of this programme.

External Audiences:

- Project beneficiaries – stakeholders engaged in Our Bright Future (including young people) that we want to champion the projects and brand
- Young people (11-24 years of age) – who we are targeting and who we want to empower with brand and communications activity
- Policy-makers and decision makers – who we want to inspire and influence
- Advocates and ambassadors – high profile supporters who can help us reach a bigger audience (in our target demographic)
- Media
- Community leaders
- Inspiring and engaging leaders within business, health, education, financial and judicial sectors.

Internal Audiences:

- Our Bright Future programme management team at RSWT
- Our Bright Future programme project staff (31 projects)
- Big Lottery Fund staff and trustees – funding stakeholder
- Consortium partners
- Evaluation Panel
- Steering Group
- Youth Forum.

Evaluation Design, Scope and Methods

We do not wish to constrain proposals in terms of the design and methods used. As noted below we have certain expectations, but are open to proposals that meet the aims of the evaluation contract in other ways, particularly where these are innovative or build on other relevant work. All proposals should explain the design and methods, how these complement each other and how they will produce robust, relevant evidence to meet the aims of the research/evaluation.

While we expect the Service Provider to conduct their own fieldwork, they will also have confidential access to information collected by RSWT, the consortium and the broader Our Bright Future programme. We will also make available policy papers and, subject to approval, any other internal documentation felt to be of use.

Criterion for what should be included in the proposal is contained in [Appendix Six](#).

Evaluation Reports (mid term and final)

The exact format of the reports will be discussed and agreed between the Service Provider and RSWT although it is generally accepted that reports will be no longer than 50 pages (not including annexes).

Please Note: As the evaluation reports will be published documents they must also be available in the Welsh Language and bidders should ensure they provision for translation costs in their budget.

About the Service Provider

Skills and Experience

The Service Provider should demonstrate a record of undertaking high quality research that informs project and policy development and effectively communicating the research findings to target audiences in the appropriate formats, while keeping to time and budget through good research management.

The Service Provider should detail their knowledge and understanding of the following:

- Understanding of Our Bright Future, its overall purpose, aims and programmatic outcomes
- Understanding of the aims and objectives of the evaluation and learning contract
- Suitable evaluation and research methods to capture and explore the information/data necessary to accomplish the aims of the evaluation
- Knowledge of the youth and environmental policy and practice landscape across the UK
- A previous record of working in environmental research and young people/employment would be beneficial

We would be pleased to receive proposals that demonstrate elements of critical thinking, an innovative, creative and participative approach and an awareness of the issues likely to arise in researching an area of this kind. Collaborations between organisations or consortiums are also welcomed.

Evaluation Contract Deliverable Outputs

We are looking for the evaluation to be formative. We require quarterly reporting on critical indicators alongside more detailed annual reporting. This should provide a steady stream of evidence to be shared across the programme and ensure that all our work going forward is fully evidence-based. Half-way through the programme we will have a full mid-term review as well as a final reporting phase at the end of the programme.

We require the following outputs and deliverables for the evaluation:

- An inception meeting to agree final plans and discuss information requirements with RSWT programme staff
- Attendance at a progress meeting on a quarterly basis where interim findings and/or a progress update should be presented
- Attendance at annual evaluation steering group meetings
- Brief monthly updates for the duration of the overall programme evaluation
- A mid-term and a final evaluation report for the overall programme evaluation
- Approximately two learning/sharing events per year for projects and stakeholders to be developed with RSWT as part of the Share Learn Improve function
- The Service Provider may also need to report to the Big Lottery Fund and RSWT on an annual basis via video conference to discuss progress and ideas moving forwards

- Good practice guides (approximately 5-10) based on learning from the Our Bright Future programme
- Feed into a sample of case studies developed by projects (approximately 60 per year) tracking the progress of communities and young people who have been supported through the programme
- New media approaches to sharing learning and promoting findings from the programme. **Please note:** All published documents and public facing communications must be available in the Welsh Language.

Management of the contract

The contract will be managed by a member of the Our Bright Future Programme Management Team based in Newark, Nottinghamshire.

Budget

Our indicative budget for this evaluation and learning contract is £623,000 (including VAT). Value for money will be a criteria used to assess proposals for the evaluation. This includes all fees, direct and indirect costs, expenses and VAT.

Please submit an itemised budget, using the template provided and following the guidelines set out in [Appendix Seven](#) and [Appendix Eight](#) of this Invitation to Tender.

The Service Provider should calculate VAT, if applicable, but show this separately.

The payment profile will be agreed with the Service Provider on contract award.

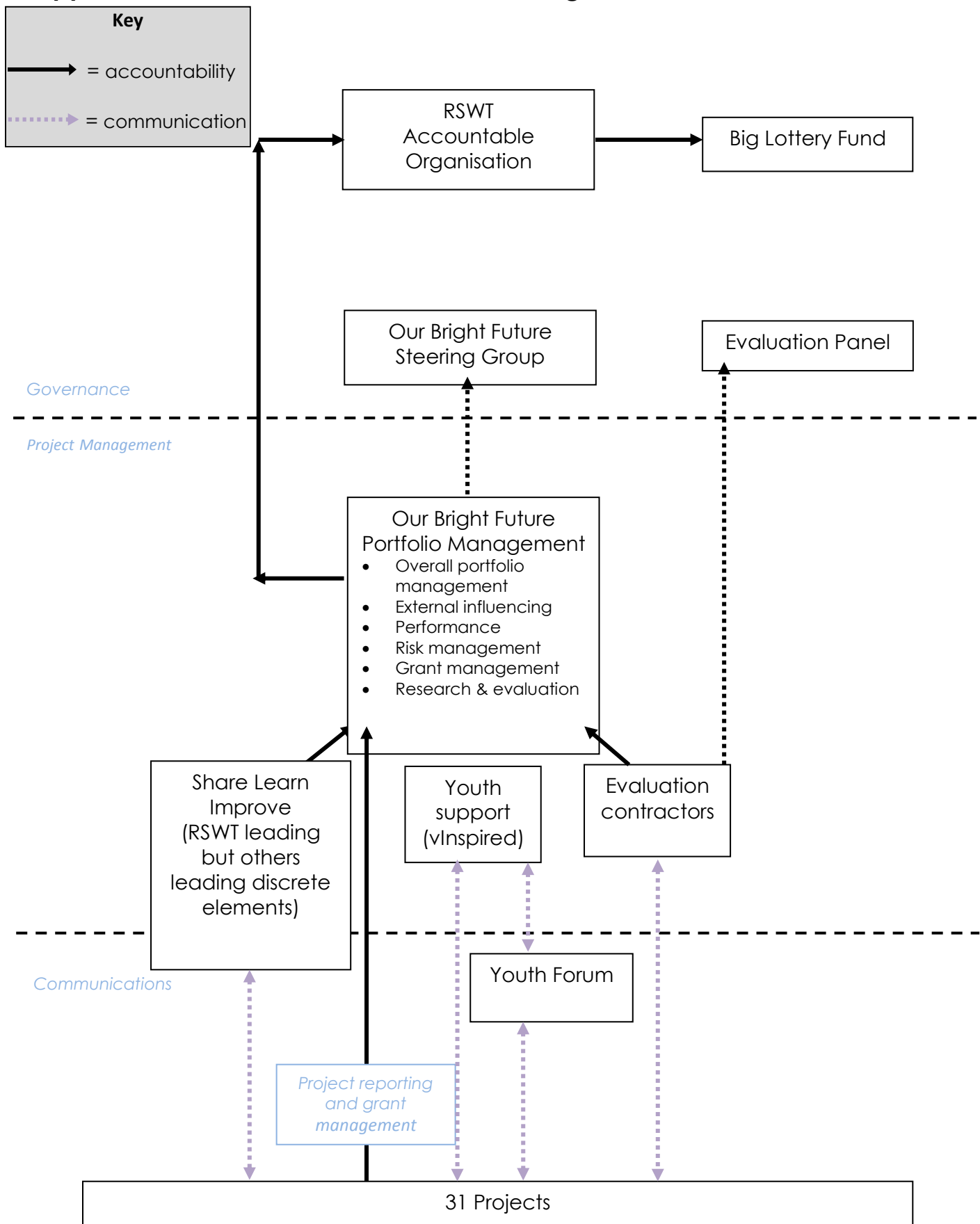
Assessment Criteria

Please see [Appendix Six](#) for detailed criteria.

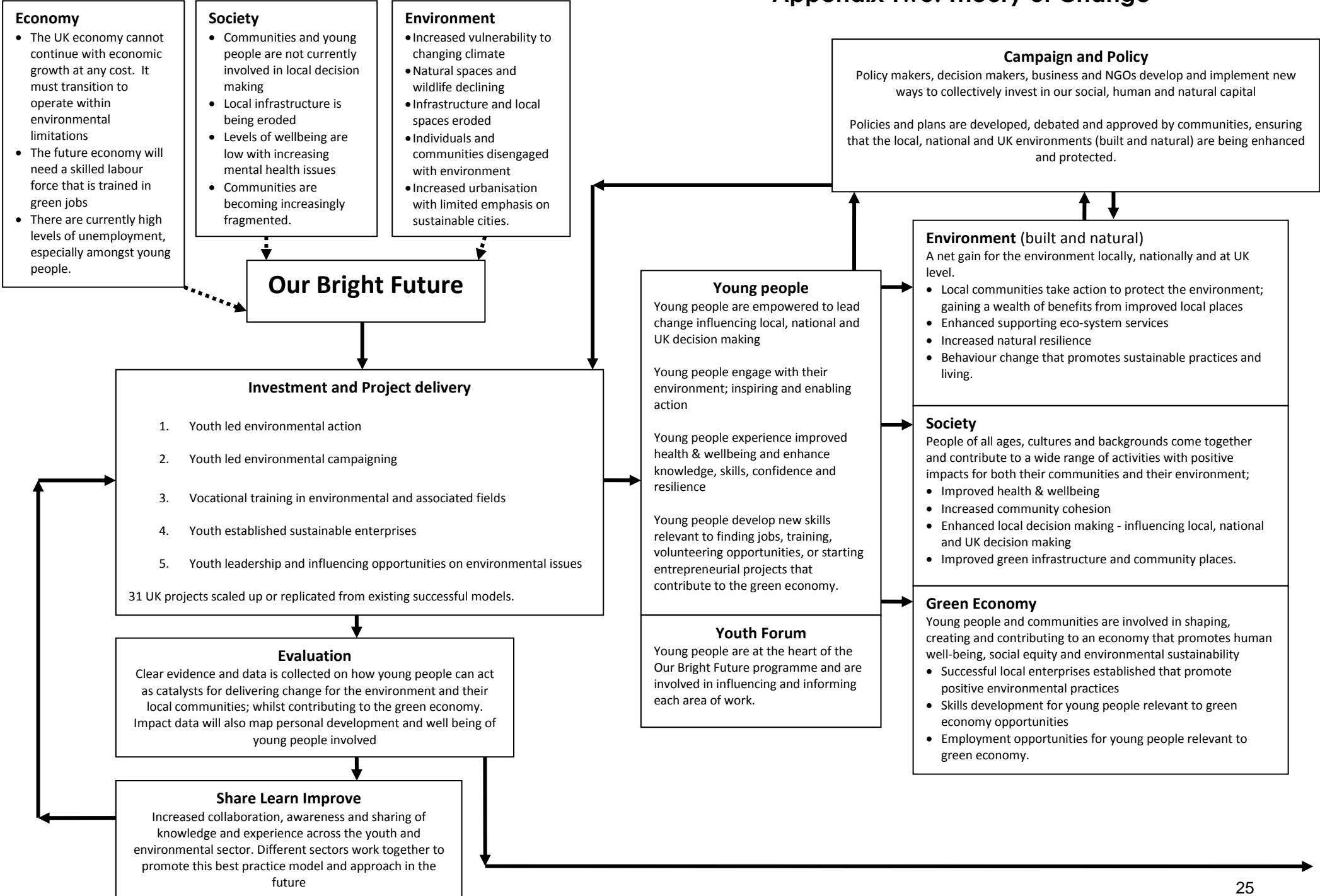
Bidders should also ensure they complete the forms contained in [Appendix Nine](#) and [Appendix Ten](#).

Section Four: Appendices

Appendix One: The Consortium and Management Structure



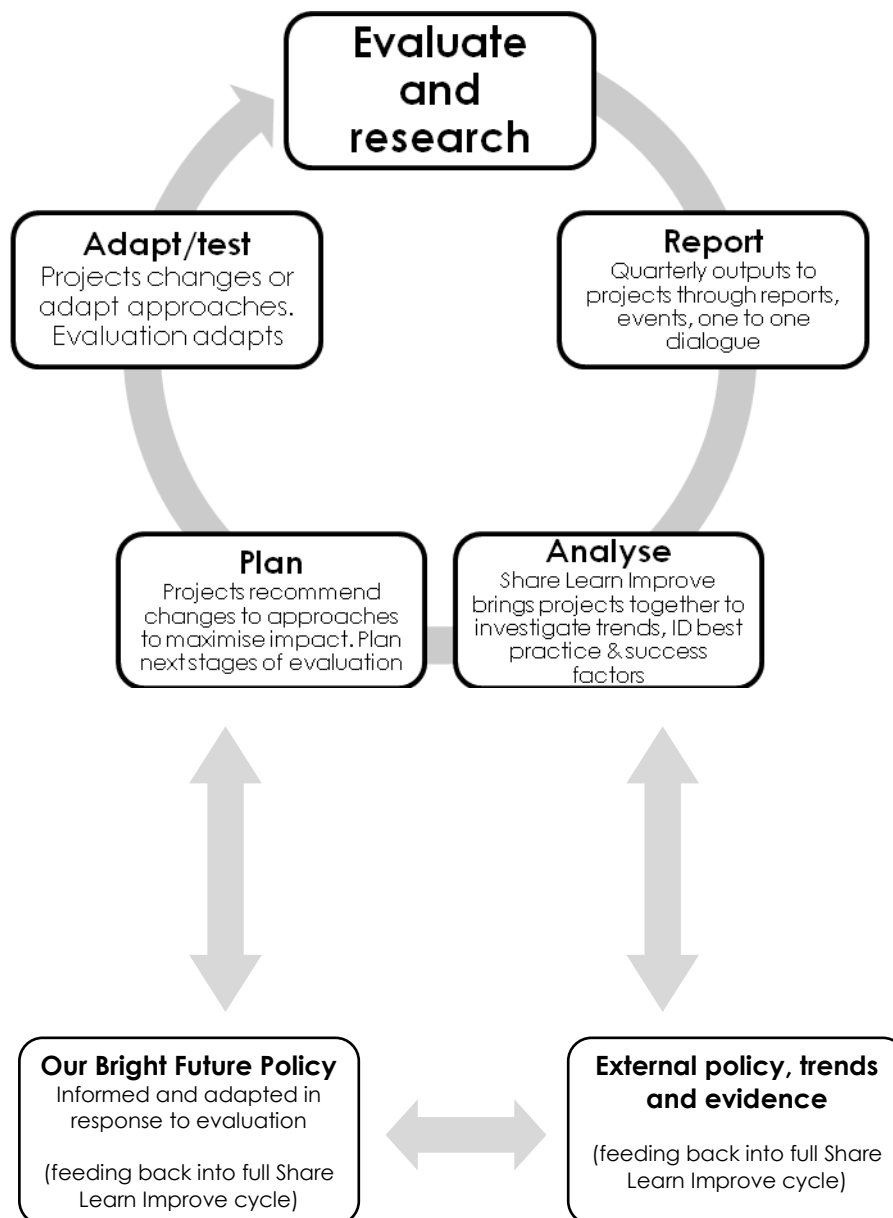
Appendix Two: Theory of Change



Appendix Three: Our Bright Future Outcomes and Indicators

<p>Project Outcome One: <i>More local communities enjoy environmental improvements through activities led by young people</i></p>
<p>Indicator One: Amount of improved green infrastructure and community places Level: Projects evidencing significantly improved green infrastructure and community places in at least 100 locations across the UK Timescale: End of Project</p>
<p>Indicator Two: A net gain in the built and natural environment across rural and urban settings Level: Projects evidencing a net gain in at least 100 locations across the UK Timescale: End of project</p>
<p>Indicator Three: Improved community cohesion and improved health and wellbeing Level: At least 20 communities state that they are more cohesive and have increased health and wellbeing Timescale: End of project</p>
<p>Project Outcome Two: <i>Young people gain new skills relevant to finding jobs, training, volunteering opportunities or starting entrepreneurial projects that contribute to the green economy</i></p>
<p>Indicator One: Number of young people with enhanced skills, knowledge, confidence and self esteem Level: More than 100,000 young people involved in projects state that they have significantly enhanced skills, knowledge, confidence and self esteem Timescale: End of project</p>
<p>Indicator Two: Number of young people gained specific training or work experience relevant to finding employment in the green economy Level: A significant number of young people (at least 50,000) gain specific training or work experience Timescale: End of project</p>
<p>Indicator Three: Number of young people started entrepreneurial jobs or FE/HE education courses towards careers in the green economy Level: A significant number of young people (at least 100) gained employment or started FE/HE courses towards careers in the green economy Timescale: End of project</p>
<p>Project Outcome Three: <i>There is better evidence about how young people can improve their local environment and this evidence is used to inform wider policy and practice</i></p>
<p>Indicator One: The amount of meaningful evidence gathered from the project activity Level: Every project generates significant meaningful evidence – yearly throughout project Timescale: End of project</p>
<p>Indicator Two: Clear advocacy plan, informed by evidence, in place and being delivered Level: Engagement with targeted policy audiences – yearly throughout project Timescale: End of project</p>
<p>Indicator Three: A clear ask is embedded within policies of new governments Level: Engagement with all major political parties and government departments around policy change Timescale: End of project</p>

Appendix Four: Share Learn Improve Model



Share Learn Improve quarterly cycle

Share Learn Improve quarterly cycle illustrating how evaluation will underpin and drive the Share Learn Improve function

Appendix Five: Glossary of Terms

Green Economy – We have applied the United Nations Environment Programme's working definition of a green economy:

"...as one that results in improved human well-being and social equity, while significantly reducing environmental risks and ecological scarcities. In its simplest expression, a green economy can be thought of as one which is low carbon, resource efficient and socially inclusive."

We expect all Our Bright Future projects and the Service Provider to work within this definition.

Net gain in the environment – One (built, natural, urban or rural) which has positively improved as a result of Our Bright Future intervention

NEET – not in education, employment or training

OJEU – Official Journal of the European Union

Human Capital – the skills, knowledge, and experience possessed by an individual or population, viewed in terms of their value or cost to an organisation or country

Natural Capital – defined by the World Forum on Natural Capital as the world's stocks of natural assets which include geology, soil, air, water and all living things. It is from this Natural Capital that humans derive a wide range of services, often called ecosystem services, which make human life possible

Social Capital – is defined by the OECD (The Organisation for Economic Co-operation and Development as "networks together with shared norms, values and understandings that facilitate co-operation within or among groups"

Steering Group – The Steering Group is the primary leadership group for the Our Bright Future programme, with responsibility for supporting RSWT in delivering the stated purpose, mission and objectives, maximising its impact and ensuring a lasting legacy at a UK level

Evaluation Panel – Reporting to the Our Bright Future Steering Group, the Evaluation Panel, made up of relevant consortium members and young people, will drive forward the research and evaluation of the Our Bright Future Programme.

Appendix Six: Assessment Criteria

Bidders are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross reference your responses to the assigned criteria numbers. Any relevant, supporting tender documentation must also be clearly identifiable by a criteria number.

Initially RSWT will evaluate your tender to see if you meet our **minimum PASS/FAIL CRITERIA** set out below.

Bidders who do not pass all the Pass/Fail criteria (A-E) below will be excluded from further consideration in the competition (i.e. their tenders will not be evaluated further and will be excluded from the competition).

Pass/Fail Criteria

Pass/Fail Criteria A	PASS/FAIL
<p>RSWT requires the Service Provider to have a minimum of three years relevant experience successfully delivering similar projects.</p> <p>Please provide evidence of three years experience of undertaking similar projects (similar in scale, value and complexity) successfully and provide supporting references demonstrating this.</p> <p>Bidders should be prepared to speak to RSWT to confirm the accuracy of the information provided</p>	
Pass/Fail Criteria B	PASS/FAIL
<p>Financial PASS/FAIL TEST (Where the bidder is a consortium, this test will be carried out on the lead organisation who RSWT will enter into a contract with, and the lead organisation should submit the information requested below)</p> <p>Please submit a copy of your last two years annual accounts. RSWT will review these to ensure you have adequate financial standing to perform the services without putting RSWT at risk. Where we have concerns we request further information or assurance from you. Where our concerns are not addressed, you will be excluded from further participation in the competition.</p> <p>In order for us to carry out this assessment please provide copies of audited accounts and annual reports for the last two years including:</p> <ul style="list-style-type: none"> • Balance sheet • Profit & loss account and cost of sales • Full notes to the accounts • Director's report/auditor's report. <p>If you are unable to submit the information requested above</p>	

because your organisation is below the threshold for which audited accounts are required, please submit the following documents instead: <ul style="list-style-type: none"> • Balance Sheet • Profit and Loss Statement 	
Pass/Fail Criteria C	PASS/FAIL
Bidder has completed Appendix Nine and Appendix Ten and confirmed that none of the circumstances set out therein, apply.	
Pass/Fail Criteria D	PASS/FAIL
Bidder has submitted a complete tender that accords with every instruction and requirement set out in this ITT.	
Pass/Fail Criteria E	PASS/FAIL
The Bidder's Total Costs in Appendix Eight do not exceed £623,000 (including VAT and expenses) for the duration of the contract. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process.	

If you pass all of the pass/fail criteria set out above, we will evaluate your tender response using quality criteria which are set out below.

RSWT and members of the Our Bright Future consortium will evaluate your tender response against the evaluation criteria given below. Weightings are given at the end of each evaluation criterion.

Your Bid will be scored out of 100%. Each question will be scored using the methodology in the table below.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the maximum available score for this Quality Criterion (600) and multiplied by 100 to give the percentage score.

Example: Assume Bidder A scores 3 for Question 1: the formula is **3 x 10 = 30/600, 0.05 x 100 = 5% out of 100%.**

Your responses should be supported by evidence/previous successful implementation of proposed solutions for meeting our requirements.

Please note: Although criteria are numbered, this does not relate to order of importance.

No	Criteria	Weighting
1	Demonstrate a clear understanding of the Our Bright Future programme, its aims and outcomes and the contextual policy landscape as it relates to youth and the environment.	5
2	Demonstrate a clear understanding of the aims and outcomes of the evaluation and learning contract and evaluation and	10

	research methods.	
3	<p>A clear and realistic evaluation proposal that demonstrates:</p> <ul style="list-style-type: none"> • Plans for quantitative data collection at the programme level • Plans for qualitative data collection at the programme level (including an ethnographic approach where appropriate) • How the evaluation and learning activities will involve key Our Bright Future programme stakeholders • How the evaluation will adopt a formative approach to inform the Our Bright Future programme as the overall programme progresses • How the formative elements of the evaluation will align with the overall programme evaluation • A detailed, clear and realistic project plan showing scheduling of the different tasks, outputs and phases of the evaluation and learning contract • Plans for how projects will be engaged at the different stages of the evaluation and in learning activities • Proposals for how the programme evaluation will be delivered, including the development of a common evaluation framework and demonstrating clear plans for linking project level evaluations into the overall programme evaluation • Arrangements for project reporting and quality assurance • Proposals for sharing learning from the Our Bright Future programme with the overall programme, projects and key stakeholders • How the evaluation will comply with good practice in research ethics. 	55
4	The overall proposal should demonstrate good value for money, financial competitiveness and provide an annual budget that is clear and realistic. Any tenders that exceed the indicative budget of £623,000 will not be considered.	20
5	Demonstrate professionalism, quality and clarity of submission.	10
6	Demonstrate evidence of successful previous work on similar scale projects of a similar duration, highlighting ability to meet timelines and objectives set.	10
7	Demonstrate evidence of developing successful shared evaluation frameworks across a large number of projects.	10

Responses to each question above will be allocated a quality score based on the methodology contained in the table below. This score will then be multiplied by the weighting given to each question in the right hand column.

Quality Score Rating	Quality Score	Criteria
0	Poor	No response or partial response and poor evidence provided in support of it. Does not give RSWT confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Satisfactory	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives RSWT confidence in the ability of the Bidder to deliver the contract. Meets RSWT requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives RSWT a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds RSWT's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives RSWT a very high level of confidence in the ability of the Bidder to deliver the contract. Exceeds RSWT's requirements in most respects.

The Bidder with the highest score will be the preferred Bidder.

Appendix Seven: Budget guidance

RSWT and the Our Bright Future Steering Group will award the contract on the basis of the proposal that most closely meets the requirements and additional information/content which could be included to maximise success. Bidders should use the template provided below and note the following:

- RSWT is seeking an organisation that can offer the best balance between quality and cost. The selection will not be made solely on the basis of cost although value for money is an important criterion
- Bidders are required to provide a detailed breakdown of costs including daily rates for staff and possible partners who will be carrying out the evaluation contract delivery. The rates and or percentage charges entered in the budget shall be deemed to include complete provision for full compliance with the requirements of the contract
- The rates and or percentage charges contained within the budget are, unless otherwise expressly agreed between the parties, firm and fixed and will not be subject to any variation unless detailed in the contract document
- The charges must be quoted in pounds sterling and inclusive of VAT
- RSWT reserves the right to discuss and agree with the contractor a maximum sum for all expenses
- A detailed annual budget must be provided for the duration of the contract. The budget should be split under the three work areas by year – Baseline Data Assessment, Programme Evaluation and Learning Activities and split by activity under these headings. The budget should demonstrate a clear link to themes and deliverables within these areas
- Budgets should include the following:
 - Staff Time – by staff member. Daily rate and estimated project days
 - Travel costs – should be the most economic possible. Public transport i.e. train fares should be calculated using 'economy' class. First or business class travel will not be accepted.
 - Translation costs – all published documents and public facing communications must be available in the Welsh language
 - Other costs – i.e. design, materials etc
 - VAT – should be calculated at the prevailing rate (20%) where applicable but should be shown separately.

Please note: RSWT reserves the right to reject abnormally low tenders.

Please note: Any contract awarded will be based on RSWT's standard terms and conditions of contract and the Service Provider will be required to sign up to these.

Appendix Eight: Budget Template – Please insert rows as appropriate

Workstream and cost type (Years are based on calendar years)	Year 1 GBP	Year 2 GBP	Year 3 GBP	Year 4 GBP	Year 5 GBP	Year 6 GBP
Baseline Data Assessment (please break down budget by activity and cost type under this heading)						
Staff member (daily rate x no of days)						
Travel costs (per staff member)						
Welsh Language Translation costs						
Other Costs i.e. design, materials etc please specify						
Programme Evaluation – Process (please break down budget by activity and cost type under this heading)						
Staff member (daily rate x no of days)						
Travel costs (per staff member)						
Welsh Language Translation costs						
Other Costs i.e. design, materials etc please specify						
Programme Evaluation – Impact (please break down budget by activity and cost type under this heading)						
Staff member (daily rate x no of days)						
Travel costs (per staff member)						
Welsh Language Translation costs						
Other Costs i.e. design, materials etc please specify						
Shared Learning Activities (please break down budget by activity and cost type under this heading)						
Staff member (daily rate x no of days)						
Travel costs (per staff member)						
Welsh Language Translation costs						
Other Costs i.e. design, materials etc please specify						
VAT @ prevailing rate (20%)						
TOTALS						
Grand Total						

Appendix Nine: Form of Tender

Declaration – Note: The Bidder is to type the following on its own letter headed paper

Dear RSWT

CONTRACT FOR TENDER TITLE: Our Bright Future – Evaluation Contract ('the contract')

Having examined the proposed Contract comprising, we do hereby offer to enter into a Contract with RSWT on the terms and conditions in the said Contract.

We undertake to keep the Tender open for acceptance by RSWT for a period of sixty (60) days from the return date.

We declare that this is a bona fide Tender, intended to be competitive, and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that will not do, any of the following acts prior to award of this contract:

- Collude with any third party to fix the price of any number of Tenders for this contract;
- Offer, pay or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.

We understand that you are not bound to accept the lowest priced, or any, Tender

Signed:.....

Name:.....

Date:.....

In the capacity of:.....

Duly authorised to sign tenders for and on behalf of:

.....

Appendix Ten: Declaration

Important Notice: RSWT is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action subsequently taken. The information provided will be taken into account by RSWT in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box	
	Yes	No
Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in the Public Contracts Regulations		
Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State		
Your organisation is guilty of grave professional misconduct, which renders its integrity questionable		
Your organisation has entered into agreements with other economic operators aimed at distorting competition		
Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures		
The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41 that cannot be remedied by other, less intrusive, measures		
Your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions		
Your organisation: <ul style="list-style-type: none"> Has been guilty of serious misrepresentation in supplying the information required for the verification 		

<p>of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</p> <ul style="list-style-type: none"> • Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 		
<p>Your organisation has undertaken to:</p> <ul style="list-style-type: none"> • Unduly influence the decision-making process of the contracting authority • Obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure • Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award 		

Appendix Eleven: Procurement Terms and Conditions

General Notices

The terms set out in this section shall apply equally to the Bidder, its actual or potential sub-contractors and other third parties, consulted by the bidder in relation to this procurement framework and it is the bidder's responsibility to ensure that those sub-contractors and other third parties abide by such terms and any agreements entered into with RSWT.

Disclaimer

- While reasonable care has been taken in preparing the documentation provided by RSWT to the bidder during this procurement framework, the information within the documents does not purport to be exhaustive or to have been independently verified. RSWT does not accept liability or responsibility for the adequacy, accuracy or completeness of any information within the documentation. It is the bidder's sole responsibility to undertake whatever investigation it considers to be appropriate in order to verify the accuracy of any information provided to it by RSWT and to query any ambiguity, whether actual or potential
- No claims for compensation or any additional payment shall be allowed on the grounds of misinterpretation of any matter relating to the procurement framework on which the bidder could reasonably have satisfied itself by a visit to RSWT's premises or such other means as may have been appropriate, including undertaking due diligence
- No representation or warranty, express or implied, is or will be given by RSWT or any of their representatives, employees, agents or advisers with respect to the documentation or other items provided by RSWT to the bidder during this procurement framework or the information on which they are based
- Bidders are advised that nothing in the documentation provided by RSWT to the bidder during this procurement framework or any communication made between the bidder and RSWT or RSWT's representatives, employees, agents or advisers during the procurement framework, shall be taken as constituting an offer to contract, a contract or an agreement or representation between RSWT and bidders or any other party. For the avoidance of doubt no binding contract or other understanding will exist between RSWT and any bidder unless and until a formal written contract between RSWT and a bidder is signed
- RSWT does not bind itself to accept any proposal submitted or any subsequent document issued in connection with this procurement, nor to accept alternative proposals made by a bidder, nor to enter into any contract as a result of this procurement framework.

Procurement Costs

Bidders are responsible for and will bear all costs, expenses and liabilities incurred by them as a result of this procurement exercise, whether or not they are appointed to the framework, regardless of whether any contract is awarded or not and regardless of whether or not the procurement programme proceeds, is cancelled or is changed.

Due Diligence and Co-operation of Incumbent Suppliers

- Information regarding the due diligence activity to support this project will be made available on request
- Any information or data provided to the bidder during the due diligence process will be deemed to be RSWT's confidential information
- The bidder should notify RSWT promptly of any inaccurate or incomplete information and RSWT will use reasonable endeavours to obtain additional information or clarify the information where appropriate
- While reasonable care has been taken in collating the due diligence information, the information provided does not purport to be exhaustive or to have been independently verified. RSWT does not accept liability or responsibility for the adequacy, accuracy or completeness of such information.

Procurement Framework Meetings

- Bidders may be called to framework procurement meetings following submission of their bids for clarification questions, presentations or other processes to assist with the decision making processes. Bidders will be notified of the specific date and requirements of any such meetings nearer the time
- Should any bidder be unavailable to attend a procurement framework meeting and need to cancel their attendance, RSWT will attempt to rearrange the meeting within the predefined and published timetable. However RSWT will be under no obligation to rearrange such a meeting
- Should RSWT be unavailable to attend a procurement framework meeting and need to cancel their attendance, RSWT will rearrange the meeting where possible within the predefined and published timetable. If however, this is not possible, RSWT may extend the period of the framework procurement to accommodate the meeting. In this instance RSWT will inform all bidders in writing of the change to the timetable via the e-sourcing portal.

Reservation of Rights by RSWT

RSWT reserves the right, without limitation, to:

- Change any aspect of, or cease this procurement
- Cancel the procurement framework
- Vary the process without notice (including the timetable set out in this ITT or elsewhere)
- Amend the scope and/or conditions of the process
- Amend any documentation provided by RSWT to the bidder; and/or
- Seek further clarification of the information contained in the bidder's response and further assurance as to the bidder's resources, capability and commitment
- RSWT reserves the right to reject or disqualify a bidder where:
 - Any of the circumstances under Regulation 23(1) or 23(4) of the Public Contracts Regulations 2006 implementing Article 45 of the EC Directive 2004/18 applies to the Bidder at any stage during the Framework procurement
 - The bidder is guilty of misrepresentation in relation to any material contained in its Proposal or Final Tender and/or any communications made during this Procurement Framework
 - There is a conflict of interest arising between RSWT and the bidder.

Commercial Confidentiality

- All documents and information provided by RSWT are, and shall remain, the property of RSWT. Use by bidders of these documents and information shall be solely for the purpose of submitting a tender and participating in this procurement framework
- Bidders may only release the content and subject matter of the documents and information to third parties on a 'need to know' basis, with prior approval in writing of RSWT
- Subject to any protective marking to the contrary, any documents and information provided by a bidder in relation to this procurement framework will be treated by RSWT as 'Commercial in Confidence' and will not be disclosed by RSWT to any other parties
- RSWT's obligations of confidentiality contained in this ITT shall not apply or shall cease to apply to any document or information provided by a bidder that:
 - At the time of its disclosure by the bidder is already in the public domain or that subsequently enters the public domain other than by breach of the terms of this ITT by RSWT
 - Is already known to RSWT at the time of its disclosure by the bidder; or
 - Is received by RSWT from a third party, in a manner not subject to obligations of confidentiality, at any time after the date of its disclosure to RSWT by the bidder
 - Is developed independently by RSWT; or
 - Is required to be disclosed by law.

Copyright

Any documentation provided by RSWT to the bidder during this procurement framework, inclusive of all attachments, appendices, and any subsequent correspondence or communication in writing relating to the procurement framework, represent original or other proprietary material of RSWT, may be subject to Crown Copyright, and may not be reproduced, altered or revised in any manner or form unless prior, express, written permission has been obtained from RSWT.

Solicitation and Non-collusion

Bidders may not canvas or solicit or offer any gift or consideration whatsoever as an inducement or reward to any officer or employee of any person acting as an adviser to RSWT in connection with the evaluation of any proposal or tender in relation to this procurement framework.

RSWT intends to manage this procurement process in a competitive environment in order to achieve value for money. RSWT will take whatever action it deems necessary including the disqualification of bidders if it discovers or suspects any form of collusion at any stage in the procurement process.

Freedom of Information

The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs) provide statutory rights of access to information held by or on behalf of public authorities under certain circumstances. RSWT is obliged to meet its responsibilities under FOIA and under the EIRs. As a consequence any reports that RSWT generates regarding this procurement framework may be disclosed in response to requests made under FOIA or under the EIRs.

If a bidder discloses any information to RSWT which the bidder believes is exempt from disclosure under FOIA or the EIRs the bidder must notify RSWT in writing at the time of disclosure. A bidder may not declare the whole of any proposal or tender submitted to RSWT during this procurement framework as exempt. The bidder must designate the specific information which it considers to be potentially exempt, and it must provide specific reasons in support of each exemption together with the duration for which each exemption is deemed to apply. Claims for indefinite exemption will not be accepted. All decisions about the disclosure of information provided by or on behalf of the bidder will be made at the sole and absolute discretion of RSWT.

Destruction of RSWT Material

If, during any stage of the procurement framework, a bidder ceases to participate further for any reason in the procurement framework it shall destroy or return to RSWT, at the RSWT's option, all documents and information, including electronic files, relating to the procurement framework. Destruction will be carried out by the bidder and confirmation of its completion shall be reported to RSWT in writing by a duly authorised representative of the bidder.