



## **REQUEST FOR TENDERS**

**For**

### **Evaluation of the Community Food Initiative Programme 2013-15**

**Safe food**  
7 Eastgate Avenue  
Eastgate  
Little Island  
Cork.

3<sup>rd</sup> May 2013

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## Request for Tender

### 1. Introduction

**safefood** invites tenders from suitable parties to coordinate the programme level evaluation for the Community Food Initiative (CFI) Programme 2013-15, in accordance with the requirements specified below in Section three. The programme is funded by **safefood** and implemented by Healthy Food for All (HFfA).

**safefood** was established in 1999 under the British- Irish Agreement Act (1999), and is one of the six North-South Implementation Bodies jointly regulated by the British and Irish Governments.

The remit of **safefood** is to promote awareness of food safety and healthy eating issues on an all-Ireland basis, which includes the commissioning and funding of relevant research, the development of monitoring and surveillance procedures, the coordination of scientific cooperation including identifying and establishing laboratory linkages, public education and awareness campaigns, and the publication of independent reports of interest to consumers and other key stakeholders.

An Advisory Board and a Scientific Advisory Committee with prominent members drawn from both Northern Ireland and the Republic of Ireland supports the Chief Executive Officer.

The Headquarters are located at 7 Eastgate Avenue, Eastgate, Little Island, Co. Cork, with an additional office in the Irish Life Centre, Abbey Court, Lower Abbey Street, Dublin

The Request for Tender relates to the provision of services in the Cork Headquarters. However, it is noted, that as an independent function, the service provider will need to visit individual CFI projects across the island of Ireland (IOI) and attend meetings in **safefood**'s Dublin office, in order to provide the service.

For more information on **safefood**, please see our web site at [www.safefood.eu](http://www.safefood.eu).

## 2. Overview of the Community Food Initiative Programme

In 2008, HFfA was awarded funding from **safefood** to establish a Demonstration Programme of seven Community Food Initiatives (CFIs) on the island of Ireland (IOI) over a three-year period (2010-12). The programme was officially launched in Belfast in January 2010 and ended in December 2012. An independent evaluation of the programme was conducted and published in April 2013.

The aim of the programme was to promote greater access and availability of healthy food in low income areas, through a programme of local projects using a community development approach. Key features of the programme were:

- On-going support i.e. a programme approach, as distinct from the provision of money only, i.e. a grant scheme. Support included technical advice, training, regular networking opportunities and on-going evaluation.
- The selection process sought projects that were hosted in an established organisation with a proven track record in managing grants and projects. This allowed an immediate focus on developing the CFI itself rather than the organisation.
- All projects were located in communities of socio-economic disadvantage.
- A development worker from Healthy Food for All provided the technical support, and facilitated collective training and networking between projects. They also co-ordinated the programme and assisted in raising awareness of the programme on IOI.
- Three networking meetings were held each year to facilitate training, sharing learning amongst the CFIs and site visits.

Based on the success of Demonstration Programme **safefood** have committed funding for another Community Food Initiative Programme 2013-15. A similar approach will be taken to the demonstration programme but with a focus on families and young people and will include up to 10 CFI projects across the IOI. Each project will be awarded funding to a maximum of £35,000/ €45,000.

The vision of the CFI Programme (2013-15) is to foster positive changes in the health and nutrition of families and young people in the participating localities. Its aim is to promote greater access and availability of healthy food in low income areas, and in particular to families and young people, through a programme of local projects.

### Objectives

1. To fund a maximum of 10 community-based food projects spread across the island of Ireland, over a 3-year period, through establishment of clear reporting and administrative structures.

2. To provide technical support, collective training and facilitate networking between CFIs by
  - a. developing and delivering training for CFIs based on Demonstration Programme learning and incorporating the HFfA Good Practice Guide;
  - b. providing support, encouraging and developing funded projects through site visits, networking and training events, social media and other communication channels;
3. To encourage projects to consider long term sustainability from the beginning of the Programme by focusing on the development of an effective volunteer programme and on developing links with other local organisations
4. To promote shared learning amongst CFIs on the island of Ireland by linking the funded projects with the 7 Demonstration Programme (2010-12) projects and other CFIs through a dedicated engagement programme.
5. To identify policy and best practice lessons from the programme and to increase awareness of these among key stakeholders across the island of Ireland.

The following information is being collected as part of the programme

By **safefood** and HFfA

- Administration records on the financial processes and associated outcomes

By each CFI

- Monthly report from each project documenting basic information on activities conducted with target audience (frequency, type e.g. growing food, cooking skills course) and the profile of participants engaged in each activity (gender, age range, etc).
- Three monthly report on other activities undertaken including networking, training and supports needed and also steps towards addressing sustainability of the project. This will also include qualitative information on challenges and successes achieved by each project.

These reports will be forwarded to the evaluator via the development worker.

Please note that each CFI will be encouraged to self-evaluate their programmes/activities using tools and methods developed in the Demonstration Programme 2010-12.

By HFfA's Development Worker

- Minutes of any meetings related to the programme
- Six monthly reports for funders including activities related to Objectives 2-4

The overall programme is being supported by the CFI Working Group of a range of representatives from HfA, **safefood** and external stakeholders. The group will meet four times per year and will strengthen opportunities to progress the aims and objectives of the CFI Programme and to ensure the lessons learned are shared with a wide audience.

### 3. Details of requirements

The successful tenderer will be contracted to coordinate the programme level evaluation of the CFI Programme 2013-15. The programme level evaluation will investigate the programme outcomes against the objectives set above. The programme evaluation will also identify best practice learning from the programme and support the CFI working group in achieving objective 5.

The specific tasks include collating quantitative and qualitative data from the CFI projects, programme workers, development worker and external stakeholders generated over the course of the Programme as a means of monitoring its progress against the original objectives. This will include:

- Engaging with the HfA Development Worker to evaluate the programme
- Visiting the CFIs at least once during the Programme
- Collating the self-evaluations from each CFI and draw learning from these
- Assessing the support provided by development worker to projects
- Assessing networking and training outcomes (including attending at least one networking event per year which will be a good opportunity to talk to participants about how their projects are progressing)
- Assessing funding and administration aspects from commencement of programme.
- Engage with external stakeholders and assess the policy and practice implications of the programme.

Reporting schedule reports as follows:

- Six-monthly reports on the CFI Programme documenting the progress of the programme (to be provided end of June and December)
- One final cumulative report at the end of the third year which will give an overall assessment of the programme meeting its

objectives. The final report should also make recommendations for sustaining and developing CFIs on the island of Ireland.

## **4. Evaluation of Tenders**

### **4.1 Qualification Criteria**

Tenderers will be initially evaluated by reference to the following qualification criteria:

- a) Addressing in full the requirements set out in this document; Stated ability to meet all requirements
- b) Demonstrate evaluation expertise in community initiatives and food poverty awareness;
- c) Inclusion of all information requested.

Only those proposals, which satisfy all of the above qualifying criteria, will be eligible for further evaluation.

### **4.2 Award Criteria**

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender by applying the following award criteria:

- a) Comprehensive understanding of requirements in relation to the provision of requirements;
- b) Proven experience;
- c) Reference sites;
- d) Overall cost of the proposal on offer.

Award of contract may be subject to successful presentation and clarification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting and it is anticipated that this meeting will be held during the week commencing 27<sup>th</sup> May 2013.

## 5. Information Required

All tenders must include the following:

- a) Full name of business/institution and contact details including business name and telephone number, full address, telephone number, web site address (where available) and contact person dealing with this request (including contact details);
- b) Full details of staffing levels (Full-time and/or part-time) proposed to deliver the tender requirements.
- c) Name, and details of relevant prior experience, of the one designated individual with overall responsibility for delivery of the tender requirements;
- d) A list of existing customers with contact names for at least two sites where similar services have been provided;
- e) The full cost of the proposal including any appropriate breakdown. Costs should be submitted in Euro only, and VAT should be separately stated.



## 6. Conditions of Tender

- a) **Safefood** requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers;
- b) Information supplied by tenderers will be treated as contractually binding. However, **safefood** reserves the right to seek clarification or verification of any such information;
- c) Before any tender is awarded, the successful tenderer will be required to provide a valid Tax Clearance Certificate from the Revenue Commissioners;
- d) **Safefood** will not be liable in respect of any costs incurred by tenderers in the preparation of proposals or any associated work effort;
- e) Any conflict or potential conflict of interest must be fully disclosed.
- f) The tender should be emailed to [mfaughnan@safefood.eu](mailto:mfaughnan@safefood.eu) on or before 5pm **May 17<sup>th</sup> 2013**.
- g) Applicants may be required to attend a presentation / clarification meeting during the week commencing 27<sup>th</sup> May 2013
- h) Tenders delivered late will not be considered. In addition, incomplete tenders may be rejected
- i) Any queries should be emailed to [mfaughnan@safefood.eu](mailto:mfaughnan@safefood.eu) .
- j) Tenderers are advised that any responses supplied in respect of further information requested will be distributed to all other parties who have participated in this Request for Tender;
- k) The decision of **safefood** will be final.