



Request for quotation for the supply of

Evaluation of the Growing Communities Project

16th December 2019

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A. Introduction and background

1. Garden Organic and Family Action overview

Garden Organic (GO), the UK's leading organic growing charity, has been at the forefront of the organic horticulture movement for almost 60 years. Our mission is to promote and advance the use of organic growing. We are dedicated to researching and promoting organic gardening, farming and food. We have over 20,000 members and 1,000 volunteers. Organic gardening offers great benefits for human health and wellbeing, the environment, food security and building stronger communities. GO works to enable and support people to get involved in organic growing, through research, education, demonstration gardens and practical projects, and through lobbying and campaigning. We have provided 'Growth', an overarching social and therapeutic (STH) programme, for more than 20 years at Ryton Organic Gardens.

Central to our work is our desire to educate communities about how to grow organically and the benefits of organic growing. Our outreach work includes our 'Masters' programmes, engaging expert volunteers to mentor and support novice growers in urban and rural areas across the UK, using organic food growing to bring about positive change; our education programme, working with schools to help young people learn about organic growing, healthy eating and the environment and our Sowing New Seeds project, bringing communities together through sharing and growing exotic crops. GO has been delivering volunteer programmes in Norfolk since 2006.

Family Action (partner) is a national charity that transforms lives by providing practical, emotional, and financial support to those who are experiencing poverty, disadvantage and social isolation through 130+ locally run services across England and Wales. Adult Mental Health and Wellbeing is one of our four strategic priority themes (along with Children and Families; Early Years; and Welfare Grants). We provide over 20 dedicated Mental Health, Wellbeing, and Therapeutic Services across the country. Family Action has been working in Swaffham since 1998. As well as the therapeutic community allotment and orchard project (ESCAPE) we provide a WellFamily service (initially funded by the Big Lottery, now sustainably funded by the West Norfolk CCG) that provides holistic assessments, advice, information, emotional and practical support for people aged 16+, and a "Health Champions" service for children and their families with a learning disability such as ASD or ADHD.

2. Growing Communities (Breckland and West Norfolk)

Growing Communities has been funded by The National Lottery for 3 years (March 2018 – February 2021). The project seeks to address physical and mental health issues, reduce social isolation and increase confidence/self-esteem for vulnerable, isolated and hard-to-reach residents in Breckland and West Norfolk. The project brings together 'volunteers' and 'participants' from the local community to undertake therapeutic and community gardening activities, learn new organic horticultural and life skills, and encourage improved physical and mental health, promoting healthy eating and social interaction. The project is delivered at an established community allotment site and through outreach work across the rural areas



of Breckland and West Norfolk. The key project outcomes identified in the application are as follows:

- People will gain practical organic gardening skills, knowledge on how gardening improves health & wellbeing, opportunity for qualifications
- People will have improved physical and mental wellbeing, increased confidence and self-esteem.
- People will increase social interactions and widen their social circles.
- People will have more access to and a better understanding of their local green spaces (and associated ecosystems)

B. Specification of the products and services

1. General Requirement

The evaluation is as a result of Garden Organic's contract with The National Lottery Community Fund to deliver the Growing Communities scheme in Breckland and West Norfolk.

Growing Communities is delivered by Garden Organic in partnership with Family Action, for 3 years commencing March 2018.

2. Aim of the evaluation

The evaluation must review the progress made by Garden Organic and Family Action since the project start, consider the effectiveness and impact of the programme to date, suggest areas for improvement/focus over the remaining delivery term and summarise the learning for the future. The Evaluator will be tasked of assessing the impact (with particular reference to our outcomes and indicators) and drawing out learning through a mixture of quantitative data and qualitative inputs from participants, volunteers, staff, and wider stakeholders

3. Approach and deliverables

Garden Organic requires the applicant to consider and report on the following as part of a written evaluation:

- Whether the project activity meets the original objectives and outcomes of the Lottery Application and the extent of added value achieved.
- Identify any unintended outcomes (both positive and negative)
- What difference is the project making, to who and why?
- What worked well, for whom, in what circumstances, at what time and why? What social value has been achieved?



- Is the project demonstrating value for money?
- Have the individual projects/settings made a difference to the lives of volunteers and participants involved. Is there evidence of impact within local communities?
- The effectiveness of the management, administration and co-ordination of the scheme.
- What strategic lessons can be learned from the project?
- Evaluation of the Garden Organic/Family Action partnership, processes and procedures. Is the partnership fit for purpose and robust enough for future collaborations?

A final report containing recommendations and a presentation of key findings is required. This should be focused in terms of length and include a 2-3 page Executive Summary.

It is important the report is tailored to the needs of Garden Organic and Family Action. The report should be written for an audience of staff (both operational and office functions), commissioners and potential future commissioners of the service, policy makers and other potential partners. The report should be accessible to the defined audiences, and pay particular regard to explaining findings in an understandable manner, avoiding technical jargon where possible.

If the report requires technical information, this should be presented as a technical appendix. Where the supplier does not feel this is possible they should create a plain English summary report aimed at the non-specialist audiences.

The report should utilise materials and insights gained through any qualitative work to provide quotes. At least two case studies should be included to bring the findings to life.

It is expected Garden Organic will own the work and have copyright.

C. Supplier response

The response should include:

- A detailed methodology (including data collection and analysis methods)
- Who will be involved in the work, and what each team member will be doing
- Data protection, quality and ethical considerations
- A project plan including timing of the work, key milestones & deliverables
- Budget breakdown, showing day rates for individuals where appropriate



- The supplier's experience or understanding of the lived experience of families where there are complex needs/high risks

Appendices to be supplied include:

- Information about the supplier's background/a CV and an example of previous work which is relevant to this proposed project should be attached
- Contact details (including an email address) of two referees who are commissioners or project managers of previous relevant work. Please note we may take up these references before we interview shortlisted suppliers.
- Evidence of public liability and professional indemnity insurance

D. Budget

The guide price for the work is £15,000 inclusive of VAT

E. Submission process and timetable

Closing Date for receipt of quotations: **31st January 2020.**

The evaluation must be completed by 31st January 2021.

Detailed quotes to be submitted to –

David Garrett
Sustainable Communities Manager
Garden Organic
Wolston Lane
Ryton on Dunsmore
Warwickshire
CV8 3LG

F. Scoring criteria

The criteria for judging the quotes are below and are in order of importance:

- Evidence that the tenderer has the experience, expertise and resources to work to the standards and timescale required. Applicants should clearly demonstrate that they have the specialist services to deliver the evaluation and that they have worked in evaluating Lottery funded projects in the past.
- Demonstrates that they can work with stakeholders – partners, volunteers, beneficiaries, community groups etc.



- Technical merit of tenderer's proposals.
- Local knowledge of the economic and social background to the Growing Communities project area.
- Overall assessment of suitability
- Demonstrates that they can offer Value for Money. The applicant should show in their specifications the amount of hours and the rate per hour for each element of the task.

