INVITATION TO QUOTE

REQUEST FOR QUOTATION FOR A CONSULTANT TO DELIVER EVALUATION SERVICES FOR THE CANAL COLLEGE® PROJECT

Ref: SWT - 00117

We would like to invite you to submit a priced quotation, including any applicable VAT detailed separately, for the requirements set out below by 12 noon on Friday 10th March 2017. Your response should be emailed as canal college Evaluation Consultant Quote Ref: SWT- 0017

Please show a breakdown of costs as detailed below. No costs other than those shown in the quotation will apply.

Brief

Background

Scottish Waterways Trust's vision is that Scotland's canals create brighter futures for people, places and wildlife for everyone to enjoy and benefit from the incredible heritage, wildlife, and green and blue waterside spaces. Our mission is to connect people with the canal network with the aim of enhancing the environment and inspiring communities across Scotland.

As Scotland's only national, waterway charity, the Trust makes life better for people who are disadvantaged and who need support, whether it's helping them rebuild their confidence, gain new life skills or providing a much-needed boost on the path to work. We help people to enjoy the many treasures that our historic canals and their natural environment offer while they gain satisfaction and skills from helping us to protect and improve them.

Since Scottish Waterways Trust was established over a decade ago we have raised more than £12 million and invested in hundreds of pioneering projects, inspiring over 130,000 people to create a brighter future for themselves, their community and Scotland's waterways.

Our activities are focused on delivering benefits under the following aims:

- Environment and Heritage - conserving, enhancing and improving canalside environments and canal heritage assets in urban and rural communities giving people the opportunity to participate in and learn about the Scottish canals' rich natural and built heritage and industrial past;
- Health - developing projects which encourage the use of the canals for fun, play, physical activity and recreation and which assist people to improve their quality of life;
- Stronger Communities - using the canals to create opportunities for volunteering, community engagement and youth employability and training. Providing projects which inspire and create a generation of people who believe in and care for their canal environment and wish to participate in its future;
- Learning & skills development - inspiring the younger and older generations to participate in and engage with the Scottish Canals as an outdoor classroom; and
- Regeneration - creating positive waterside change and enhancement and developing sustainable communities.

canal college is a partnership project with Scottish Canals, the operating name of the British Waterways Board. Operating as a standalone public body in Scotland since July 2012, the British Waterways Board was established by the Transport Act 1962 and is responsible to Transport Scotland, an agency of the Scottish Government.

Scottish Canals is a public corporation funded by Scottish Government receiving grant-in-aid funding and delivering a valuable contribution to the Scottish Government's strategic objectives essential to enhancing the quality of life in Scotland.

Scottish Canals cares for five canals in Scotland: The Forth & Clyde, Monkland and Union Canals in the Lowlands, the Crinan Canal in Argyll, and the Caledonian Canal in the Highlands - they extend over 137 miles and wind through a microcosm of Scottish geography and society. They travel across the scenic splendour of the Highlands and Mid Argyll, through the sophisticated conurbations of Edinburgh and Glasgow and through some of the country's most disadvantaged communities.

About canal college

Scottish Waterways Trust {SWT} and Scottish Canals, are both committed to opening up the built, natural and cultural heritage of the Scottish canals estate in ways which enhance and improve the life of people and communities and, in turn, helps sustain and preserve the waterways for present and future generations.

canal college® is Scottish Waterways Trust's employability project, almost exclusively based outdoors and delivering 14-week programmes of heritage and employability skills to disadvantaged and marginalised 16-30 year olds. The outdoor focus is highly innovative and sets the project apart from other employability support. canal college takes place along Scotland's canals, with programme activities concentrating on developing outdoor skills, traditional construction skills and conservation skills, such as vegetation clearance, stonework, lime-mortaring and the creation of wildlife habitats.

Building on the success of the canal college pilot, canal college 2017-2020 will expand into new geographic locations; address long-term youth unemployment, assist young people with more than one barrier to employment in key areas across Scotland through an innovative and holistic programme; recognise the needs of young people ensuring they have greater confidence and are work ready; and support participants in to positive destinations. Programmes will run in Bowling (West Dunbartonshire), Falkirk and Inverness, three times per year, each supporting 120 unemployed young people annually. canal college will commence on 8th May 2017.

What canal college will offer?

With each programme we aim to recruit 15 young people in the Lowlands, 10 young people in the Highlands and enlist two volunteer mentors per location. In addition, we propose to engage 50 people from the local community per year for each of the three locations. As a three-year project, we will deliver 27 programmes and 864 people will participate and benefit.

The objectives of canal college 2 are to:

- Provide highly innovative, hands-on outdoor learning which ensures the knowledge young people gain will be real, first-hand and unforgettable. This learning will increase participation, learning and, where possible, accreditation opportunities in the built, natural and cultural heritage sectors for young people in the West Dunbartonshire, Falkirk and Inverness areas.
- Create opportunities for young people, volunteer mentors, canalside communities and other canal users to participate in canal college activities, learning about the built, natural and cultural heritage of the canals.

Promote the prospect of ongoing engagement by continuing to care for the features that they have helped to conserve and protect.

- Increase the learning & knowledge of young people and their communities in relation to the heritage of Scotland's canals & to support and add value to the ongoing heritage works and records associated with the canals, initiate and inform new heritage projects.
- Enable disadvantaged and marginalised young people, who have little or no workplace experience and face a complex range of barriers to employment, gain new skills relevant to finding employment, training and volunteer opportunities or starting entrepreneurial projects. Mentor participants and support them in their search for employment and/or further education and volunteering opportunities.
- Reassure participants as they strive to achieve awards in recognition of their participation in canal college, including SQA Level 2 (QCF) Certificate in Cultural Heritage, SQA Level 5 qualification Working Safely Unit, John Muir Award for conservation, Saltire Volunteer Award for volunteering (or Volunteering Award for those 25+), Heritage Heroes Awards, Personal Development Awards and a canal college certificate for completing the 14-week programme.
- Increase the opportunity for volunteer mentors (over 16 years of age) to gain valuable learning, new skills and satisfaction from their contribution to canal college and mentoring participants.
- Increase the number of visitors to the canals and, in so doing, improve health and wellbeing of visitors and participants.

Evaluation Consultant Requirements

The evaluation process aims to demonstrate the changes that have taken place as a result of the canal college project, secondly it contributes to the on-going process of learning and growth by highlighting key successes and development areas and thirdly to ensure we meet the project outcomes and outputs/deliverables against the key funders; it also needs to evaluate the qualifications and positive destinations of the young people and mentors in relation to education, training or work. The evaluation should also capture partnership working, any regional differences, what difference outdoor learning has made and the effectiveness of the online learning platform delivering the SQA.

canal college processes should be designed in a way to promote reflective practice and accountability to develop an ethos of continual improvement. Naturally occurring evidence should inform appropriate improvements during the course of the programme.

It is recommended that formal reviews of strategic performance data and stakeholder feedback be held at the end of each 14-week programme using a scorecard approach to capture performance data that related directly to the strategic goals of the project. Stories from stakeholders and participants will be captured during the course of the programmes and at Celebration Events and this evidence will contribute a key element in the evaluation of more wide ranging and longer term outcomes for the project. It is especially important the Evaluation Consultant works with the key delivery organisations in the canal college project to make best use of technology, existing paperwork and deliverables.

Baseline data will be obtained from participant and volunteer application forms and this along with Programme Review data will be used by the Project Manager and Youth Workers to monitor operational performance. This data will be readily available to funders and other key stakeholders to provide evidence of the impact upon learning & skills development, soft skills, enrichment of the canal environment, and the impact upon the canal heritage legacy.

The programmes will be delivered through a variety of training partners including, Barnardo's Scotland, Archaeology Scotland, eCom Scotland, Developing Nation and Scottish Canals, etc.

Film and photography will be used as much as possible to gather feedback from participants and other stakeholders and to provide evidence of the impact on the canal-side environment and heritage. Stakeholder feedback will also be sought to monitor the impact upon the canal-side environment through electronic surveys. The qualifications will be delivered and assessed via an online learning portal.

Key Areas of Work

An Evaluation Consultant will be appointed to work with the project team, liaise with the Partners, collate and analyse data, create an interim report, conduct destination analysis of participants 6 months after the end of the programme, and provide the final report for the funders by May 2020. The interim & final report could include:

- Executive summary
- Planned outputs and outcomes matched to each funding agreement
- Actual outputs and outcomes against funder expectations
- Employment & training outcomes
- Additionality outcomes
- Review of what went well and why? – what didn't work and why?
- How much of the difference would have happened anyway without the project
- Summary of lessons learned and what might be done differently next time

A copy of the Summary & Full Evaluation Reports for the pilot project are available. Scottish Waterways Trust staff will be responsible for the completion and return of any funder progress reports required after May 2020 but the evaluation consultant will be required to input in to the funder reports during the 3-year project.

The evaluation needs to be visual, practical and easy for the young participants to engage with. It needs to fit with the structure of the programmes and the qualifications -attached and will need to cover three geographical locations -3 per year over 3 years. The evaluation process needs to work with the qualifications & the programmes and to add very little in terms of extra paperwork for the staff or participants. The evaluation must cover stakeholder views, young people, mentors, staff, partners and providers.

Reporting

The Consultant will be commissioned by Scottish Waterways Trust (SWT) but will report to the Project Team which will consist of representatives from SWT, Scottish Canals, Partners, Communications Consultant, etc.

Budget

The Budget for this project is not expected to exceed £25k excluding VAT.

Timeline

canal college commences	May 17
Evaluation Consultant Appointed	May 17
Project Team Meetings – every 2 months [first 6 months	
Quarterly Funder Reports	
Interim Evaluation Report	Jan 2019
Submit Final Evaluation Report	May 2020

Quotation Returns

Quotes are invited that provide details of the following:

- The Consultant CV
- Relevant experience
- Details of two referees
- Proposed approach and methodology
- Capacity to undertake study within timescale
- Fee proposal

Evaluation

We will award this contract on the basis of **most economically advantageous proposal which will be identified through application of the following evaluation criteria:**

40% Price and 60% Quality Overall Split

Price		
	The proposed fee should be based on the elements of work specified in this document. You should clearly outline cost for each element of work within the pricing matrix.	100
Quality		
	Breadth & range of experience of similar type of designs (provide summary details of previous projects of a similar size and nature that you have undertaken and contact references)	30
	Methodology and approach	20
	Understanding of objectives, including project scope and deliverables	20
	Quality of team assigned (C.V's) indicating key skills	20
	Ability to deliver a project of this size and nature within the time-frame	10
		100

Pricing Schedule

Tenderers are required to complete the following proforma showing all of the costs associated with their tender. Any additional costs will not be considered.		
Pricing Element (A day rate is based on a 7 hour working day.)	Total No. hours/ element	Price (excl VAT)
Breakdown of costs		
		£ £ £

By providing us with a quotation you agree to be bound by SWT's Terms and Conditions of Purchase (copy available on request) which will apply to any contract awarded to you after you have provided us with your quotation.

Please note that SWT are not bound by any quotes submitted and can reject in part or total the Proposal submitted by you.

Deadline

Full and detailed proposals should be emailed to **rose@scottishwaterwaystrust.org.uk by 12 noon on Friday 10th March 2017.**

Documents Available on request

canal college Activity Plan

canal college Training & Learning Plans

canal college Evaluation Summary and Full Report 2013-15