



LOTTERY FUNDED



External Evaluator Contract for The Froglife Trust: Consultant Brief

Introduction

The Froglife Trust is seeking the services of a suitably qualified person/organisation to evaluate the public engagement elements of the London Tails of Amphibian Discovery (T.O.A.D) project.

Background

This work forms part of a London wide project, London Tails of Amphibian Discovery (T.O.A.D). It is a comprehensive 3 year project with the Heritage Lottery Fund (HLF) as the main funder. The project was developed in response to research undertaken by Froglife which found that over a 30 year period the UK's native toad populations have declined by 68%. In order to redress this Froglife have identified areas with stronghold toad populations in London that are threatened and will carry out a programme of work to support the population. This work includes habitat creation, restoration and the installation of infrastructure alongside a comprehensive public education and engagement programme and a land manager training programme.

Scope

This contract focuses on the public engagement elements of the project. The External Evaluator will be responsible for ensuring the following HLF 'approved purposes' are effectively evaluated:

- 12 T.O.A.D Shows taking place in 6 habitat sites over 2 years, featuring Pond Doctor Marquees, a Virtual Reality (VR) experience, mural artists designing toad focused graffiti boards, wildlife photography lessons, pond dipping, toad hunts, storytelling and arts & crafts.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

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Charity Patrons: Mike Dilger & Jules Howard



- A Wildlife Tunnel Exhibition and VR experience touring 31 London locations, including all T.O.A.D Shows and 3 large events. This will also feature an iPad-based electronic games and an interactive Toad Fact File.
- A textile artist delivering 8 workshops for 400 participants at community venues in 4 London boroughs (Islington, Tower Hamlets, Hackney and Greenwich) to produce 4 panels forming a large tapestry. Once complete, it will tour several venues, including the T.O.A.D. Shows.
- 24 Swimming with T.O.A.Ds sessions at 6 leisure centres for 1,224 participants, using a range of props to play games with families and introduce them to toads, other amphibians and reptiles.
- 18 schools (500 children) participating in citizen science workshops and crafts sessions, and performing plays to other school pupils/families/teachers. 9 schools will also enjoy the VR Experience.
- 48 allotment workshops for 920 participants across 10 boroughs (Barking & Dagenham, Barnet, Bromley, Croydon, Ealing, Haringey, Harrow, Kingston upon Thames, Redbridge and Richmond upon Thames).

The External Evaluator will be required to establish an evaluation framework, supervise data collection by Froglife staff during project delivery, and write an evaluation report at the end of the project. Froglife will publish the results of the evaluation, as well as reporting to HLF and other funders.

Requirements

Tenderers should provide:

- a Quality Statement which summarises how they will undertake the project
- a summary of their track record, with details or examples of previous similar work
- the names and contact details for 2 referees
- the number of days that they will spend on the project and their day rate. We expect bids to be approximately £5000 including VAT

Tenderers should also refer to the attached Appendix 19 – Detailed Timetable (activities specified for September/October 2018 will take place in October 2018).

The works must be completed in accordance with the approved timetable and must be within the allocated budget allocated.

Tender timetable

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An email stating Intention to Tender should be sent to Sheila.gundry@froglife.org by midday Friday 7th September 2018.

Questions concerning the tender call should be sent to Sheila.gundry@froglife.org before midday Tuesday 11th September 2018. Responses will be sent to all tenderers who have emailed their Intention to Tender.

Tenderers should submit their tender to sheila.gundry@froglife.org by midday Tuesday 18th September 2018.

A decision will be made by Monday 24th September and the work will start on 4 October 2018.

Selection Plan

Each contractor quote will be assessed as follows:

40% Quality statement
30% Track record
30% Cost

On shortlisting Froglife will contact the referees provided.

We will be scoring the Quality Statement and Track record from 0-Unacceptable to 5-Excellent, and the scoring methodology we will use is:

0	Unacceptable	Inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Very Poor	Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail to demonstrate how the requirement will be met.
2	Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be met.
3	Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but lacks details on how the requirement will be met in certain areas.

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4	Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be met.
5	Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

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