



UK Government Wales
Llywodraeth y DU Cymru



May 2022

Invitation to Quote:

Grow Llangollen Pilot Project: Project Coordinator & Training Coordinator

1 Introduction

- 1.1 Cadwyn Clwyd Cyfyngedig (hereafter Cadwyn Clwyd), in partnership with the 'Grow Llangollen' group, wish to commission consultancy to deliver a new pilot project that aims to increase the quantity and affordability of cultivated crops that are grown in and around Llangollen. There are two lots:

Lot 1 – Project Coordinator
Lot 2 – Training Coordinator

- 1.2 The consultancy services will need to be delivered by suitably experienced and skilled individual or team of individuals, or an organisation or consortium of organisations/individuals. Interested parties can submit quotes for one or both lots.
- 1.3 The Contract(s) will last until 30th September 2022 and will be on a freelance / contractual basis.
- 1.4 The client will be Cadwyn Clwyd.

2 Context

- 2.1 Cadwyn Clwyd is a not-for-profit rural development company that provides guidance, support and funding for community-led projects that seek to develop and diversify the rural economy. It is supported through EU funds, UK domestic funds and some private sector funds. The company focuses on actions that stimulate grass-root participation, partnership working and innovation to support projects for rural communities and sector groups. It works directly with local communities to assist in the development and implementation of projects that benefit the area's local economy.
- 2.2 The project is being supported through the Community Innovation Denbighshire project, a partnership project being delivered by Cadwyn Clwyd Rural Development Agency and Denbighshire Voluntary Services Council (DVSC). The activities will focus on community led local economic development and will enable geographical and sectoral communities in Denbighshire to realise and foster innovation and an

entrepreneurial attitude at the local and micro level. This UK-CRF funded project will act as a catalyst for further intervention through the UK Shared Prosperity Fund.

- 2.3 Community Innovation Denbighshire is funded by the UK Government through the UK Community Renewal Fund. The UK Community Renewal Fund aims to support people and communities most in need across the UK, creating opportunities to trial new approaches and innovative ideas at the local level. The UK government will work directly with local partners, so that the people that know their places best are front and centre of the decisions that impact their areas and lives. This Fund will also provide capacity funding to help places prepare for the introduction of the UK Shared Prosperity Fund. For more information, visit:
<https://www.gov.uk/government/publications/ukcommunityrenewal-fund-prospectus>

3 Background

- 3.1 Grow Llangollen is a project that aims to increase the quantity and affordability of cultivated crops that are grown in and around Llangollen.
- 3.2 Grow Llangollen started in 2019 as an ambition to set up a Community Supported Agriculture project. Unfortunately, the Covid pandemic made it very hard to engage people, and the scheme could not move forward. The project did, however, identify a lack of experienced growers in the area, leading to the development of this project, which aims to encourage people to re-engage with community activities, learn new skills and develop the confidence to grow and trade food in the local area.
- 3.3 Grow Llangollen now consists of a group of people who wish to address the need to increase the cultivation of food in the Llangollen area in order to make a local contribution to tackling the climate and ecological emergencies that we face. The Management Committee will be involved in many aspects of the project and will steer the activities.

4 Project Aims

- 4.1 This pilot scheme will seek to establish a larger group of people who are interested in increasing the amount of cultivated food grown and sold in the local area. It will allow us to ascertain the level of interest and needs for growers in the Llangollen area, putting us in a stronger position to apply for further funding if sufficient interest is established.
- 4.2 The aims for the pilot scheme are:
- i. To hold an initial workshop event in May/June to launch the project and to ensure that any training offered is suitable.
 - ii. To promote the ideals of the Grow Llangollen, encourage participation, and evaluate the interest in this pilot and a future project.

- iii. To engage training providers to pilot a variety of courses through the late spring / summer, in areas such as seedling care and potting on, composting, no-dig gardening methods etc.
- iv. To develop a growing space at Bryntysilio Outdoor centre to pilot training courses and community engagement approaches with the general public, existing community groups, schools and children's uniformed groups.
- v. To test the demand for small-scale growers and people with excess produce to trade in a marketplace in Llangollen, such as Drosi bikes, or the existing Fruit and Veg shop.
- vi. To produce an end of project report and an Innovation Plan, detailing detail proposals for future projects or project development. It should also detail innovative new ideas or concepts, technologies and/or approaches that could be explored or developed in a future project.

5 Work Specification & Job Description

- 5.1 We are looking to commission a suitably experienced and skilled individual(s) (or organisation) to gauge the level of interest and identify ways to support people who wish to grow and trade more food in the area.
- 5.2 There are two elements to the work – lot 1 and lot 2 – as outlined below, each requiring a different skillset and with different deliverables. Interested suppliers may quote for one or both lots. ***Please clearly state which lot or lots you are quoting for on your submission.***
- 5.3 Lot 1 - Project Coordinator:
 - I. Hold an inception meeting with Cadwyn Clwyd and Grow Llangollen to discuss and plan the work.
 - II. Work with the Grow Llangollen group to identify and engage potential stakeholders and form working partnerships.
 - III. Assist in the organisation and running of a workshop to identify actions that will best facilitate people growing
 - IV. Collate and safely store information from participants and other interested parties
 - V. Work closely with the Training element of the pilot project
 - VI. Signpost groups and individuals to the Bryntysilio training plot
 - VII. Develop a web page and promote the project on social media and posters. The purpose of the marketing is to raise the profile of the project, attract new members and attendance at training events. All marketing and promotion must be fully bilingual (Welsh-English)
 - VIII. Research potential trading methods and present them to the group for discussion.

- IX. Develop an action plan for the preferred trading option that can be implemented for the group
- X. The consultant will be required to gather completed feedback forms from all businesses and community groups engaged and supported through the project. This feedback should feed into the end of project report.
- XI. Maintain regular communications with the client and partners, and provide progress reports as required.
- XII. Assist and support Cadwyn Clwyd and partners to collect any required data for monitoring and evaluation purposes. The consultant will be required to gather completed beneficiary forms from all businesses and community groups engaged and supported through the project. Cadwyn Clwyd will provide the consultant with the templates for these forms.
- XIII. At the end of the project the coordinator will be required to compile an end of project report and 'Innovation Plan'. The report should detail what the project achieved, assess the effectiveness of the pilot and detail what was learned. The Innovation Plan should recommend future developments and projects in an action plan. It should also detail innovative new ideas or concepts, technologies and/or approaches that could be explored or developed in a future project.

5.4 Lot 2 – Training Coordinator:

- I. Create a plan for the plot of land at Bryntysilio (approx. 100m²). This plot of land will be used by the project for training and growing.
- II. Create a training plan and deliver weekly informal sessions at the Bryntysilio site, and a minimum of 4 4 focused training sessions on targeted skills.
- III. Identify necessary resources and relay this to the group/project coordinator for purchase
- IV. Liaise with individuals and groups to arrange training / work events.
- V. Prepare and run practical work and training events.
- VI. The consultant will be required to gather completed feedback forms from all businesses and community groups engaged and supported through the project.
- VII. The consultant will be required to gather completed beneficiary forms from all businesses and community groups engaged and supported through the project. Cadwyn Clwyd will provide the consultant with the templates for these forms.
- VIII. Work closely with the Project Coordinator element

5.5 The project must be completed and the end of project report and Innovation Plan finalised by the 30th of September 2022 (schedule to be confirmed at inception meeting).

5.6 Due to current (and/or future) Covid-19 measures, project timings may be subject to change. On appointment this will be discussed with the successful applicant directly and monitored throughout the project.

- 5.7 The project could be delivered by a consortium. If this is the case, the project lead should be clearly identified. Cadwyn Clwyd will only contract with one legal entity.

6 Instructions to Quoting Suppliers

6.1 THE BUDGET AVAILABLE:

Lot 1 – Project Coordinator **£3,500 (including VAT).**

Lot 2 – Training Coordinator: **£3,500 (including VAT).**

Your quote price(s) should not exceed these figures.

To discuss this further contact deio@r4c.org.uk

- 6.2 An additional budget of **£3,250** (inclusive of VAT where applicable) will be available for the project. This is for additional costs associated with the marketing and promotion and training events. Additional training event costs might include venue hire, equipment hire or purchase, materials costs, refreshments, and any other external additional services costs (e.g. translation). Marketing and promotion costs might include design and print costs.

The consultants will need to work closely with Cadwyn Clwyd to utilise this budget. Cadwyn Clwyd will incur the project costs on behalf of the project. Quotations will need to be gathered for project expenditure by the consultant and provided to Cadwyn Clwyd. Where necessary, a scored procurement will be prepared. Cadwyn Clwyd will pay all suppliers directly for goods and services. Cadwyn Clwyd is responsible for issuing all Purchase Orders to suppliers relating to the project. Any request for payment for goods or services made by anyone other than Cadwyn Clwyd will not be paid by Cadwyn Clwyd. Expenditure may not be incurred by third party organisations and claimed from Cadwyn Clwyd. Cadwyn Clwyd contracts directly with service providers and will pay suppliers directly up to the total cash project value approved by Cadwyn Clwyd. Cadwyn Clwyd is not able to pay for any work undertaken for which there is no Purchase Order, we cannot pay for any work that took place before a Purchase Order was issued, and we cannot pay an invoice for more than the figure stated in the Purchase Order corresponding to that work.

- 6.2 To be considered for the work, the supplier will be required to submit a detailed quote submission with costs, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.

- 6.3 The consultant/freelancer should provide the following information in their quote submission:

Qualification Items

- i. The quote should detail the name, address, company registration number (if applicable) and contact details for the company submitting the quote. If the quote is being submitted by a consortium, the names, addresses company registration

numbers (if applicable) and contact details for all the parties should be included. All subcontractors should be detailed. The roles of all parties must be made clear. The lead contact should be identified.

- ii. Evidence to show the supplier has sufficient insurances to deliver the contract
- iii. Two references from current/recent clients.
- iv. To avoid conflicting interests, the successful consultant must disclose any other commissions that may affect this commission.
- v. A declaration that the supplier has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with Cadwyn Clwyd for the purpose of receiving favourable treatment.
- vi. The quote must be signed by the person submitting the quote; or in the case of a Company, by a person duly authorised by the Company to sign on its behalf. Electronic signatures are accepted.

Pricing Schedule

- vii. A detailed quote price with an itemised breakdown of costs to enable value for money to be assessed. Submissions must give an indication of the proposed number of days with day/hourly rates, taking into account travel, mileage and subsistence. Furthermore, a clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable. Fixed budgets (inclusive of VAT) have been secured for this project. The total overall price quoted should not exceed these values. All costs should be presented in British Pounds Sterling.

Technical Assessment Items

- viii. The quote should provide a written methodology for completing the project, identifying milestones and detailing timescales for the completion of the various elements. The methodology provided must be compliant with Covid-19 regulations and guidelines. Word Limit- 1500 words (maximum of 3-4 pages).
- ix. We encourage the inclusion of supporting infographics, such as Gantt or flow charts, to illustrate the completion of the various deliverables and tasks to set timelines (does not count towards above methodology word limit).
- x. The quote should include examples/case studies of previous relevant work. Word Limit 1000 words. (maximum of 2-3 pages)
- xi. The quote should include the name(s) and CV(s) of all personnel who will be involved in the project (does not count towards above case studies word limit). Any sub-contracting arrangements must be clearly identified.

6.4 It is the responsibility of the supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their quote.

6.5 Quotations should be emailed to:

deio@r4c.org.uk

6.6 Submissions will be assessed as follows:

Price Schedule	50%
<ul style="list-style-type: none"> • Price (50 marks) 	
Technical Assessment	50%
<ul style="list-style-type: none"> • Approach, Experience and Knowledge 	
<u>Response to the brief (25 marks)</u>	
Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered within the proposed timescales.	
<u>Experience of the Consultants (25 marks)</u>	
Relevant skills of the consultant and experience of working on similar projects.	

6.7 If computation errors are discovered in a quote submission it may not be assessed, prospective suppliers will be given 2 working days to advise of computation corrections.

6.8 The final selection of a supplier will be in accordance with Cadwyn Clwyd procurement procedures and Cadwyn Clwyd’s decision is final. Cadwyn Clwyd will not be committed to accepting any of the quotes received, or the lowest of any of the quotes received. In addition, Cadwyn Clwyd is not obliged to enter into discussion with unsuccessful suppliers.

6.9 The supplier should have a single point of contact within the organisation that is responsible for their quote and contact details should be included in the quote response.

6.10 DEADLINE FOR RESPONSES is:

2.00p.m, Tuesday 31st of May 2022

Any quotes received after this deadline will be automatically rejected.

6.11 Quotes should be open for acceptance for up to ninety days after the quote deadline date.

6.12 If required, interviews will be arranged in the week starting 30th of May.

DATE	ACTION
Tuesday 17 th of May 2022	Invitation to quote issued
Tuesday 31 st May 2022 (12.00 p.m.)	Deadline for submissions
2nd of June	Appraisal of quote submissions and offer of contract
September 30 th 2022	End of contract

Timings may be subject to change

7 Terms and Conditions

7.1 The client will be Cadwyn Clwyd Cyfyngedig

- 7.2 All material produced will be owned and copyright to the client. Copyright of all reports, any digitised information and photographs produced and any intellectual property rights will remain with the client.
- 7.3 The successful supplier will be obliged to enter into a written agreement with Cadwyn Clwyd for the delivery of the Contract. Cadwyn Clwyd has the right to terminate the Contract if not satisfied with progress made by the consultant at any point during the duration of the project.
- 7.4 Before commencing the contract, the successful supplier will be required to complete a Risk Assessment. This Risk Assessment will need to take into account Covid-19.
- 7.5 The successful supplier undertakes and agrees to execute and complete the works in accordance with the Quote Documents, Terms and Conditions of contract and good industry practice.
- 7.6 The successful supplier confirms that the works will be undertaken in accordance with the dates included in the quote documents, unless otherwise agreed by the parties.
- 7.7 The consultant will be required to liaise closely with the Cadwyn Clwyd Officer overseeing the project, provide updates when requested and assist with the evidencing of project activity and outputs.
- 7.8 Adequate insurances must be held by the successful supplier at all times. At least the following are required:
- Employers' liability coverage with a limit of indemnity of not less than £10,000,000 any one occurrence. (If the contractor / consultant is one person and they do not employ anyone else, then Employers' liability coverage is not required).
 - Public liability coverage with an indemnity limit of not less than £2,000,000 any one event.
 - Professional indemnity coverage minimum £250,000 any one occurrence.
- 7.9 The supplier shall notify Cadwyn Clwyd if they become bankrupt, insolvent or undergo a change in control after submission of its proposal but before the awarding of the contract, which shall constitute sufficient grounds for Cadwyn Clwyd to not award the contract to that supplier.
- 7.10 The information provided in all quote submissions must be correct and accurate. Any false information may result in the rejection of a submission. In the event of false declarations or information being discovered after the award of any contract, any contracts awarded may be rescinded.
- 7.11 This project has been made possible by funding from the UK Government through the UK Community Renewal Fund (CRF). The UK Community Renewal Fund is a UK Government programme for 2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for

the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment.

- 7.12 Projects must comply with Cadwyn Clwyd and UK Government publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and / or the General Public. It is a requirement that Cadwyn Clwyd be informed of public relations initiatives relating to projects supported by Cadwyn Clwyd, and that Cadwyn Clwyd must sign off any prepared press releases before circulation. All printed and digital materials for public consumption must be signed off by Cadwyn Clwyd before publication.
- 7.13 Cadwyn Clwyd treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation. You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> which explains how we safeguard your personal rights.
- 7.14 The successful supplier will be required to comply with all Welsh guidelines, regulations and laws relating to Covid-19 in delivery of the contract. Failure to adhere will result in the withdrawing of the contract.

8 Payment

- 8.1 The appointed consultant may have their fee paid in instalments on the completion of agreed stages of the Project to the satisfaction of Cadwyn Clwyd. The supplier may submit a proposed Programme of Work and Payment Schedule in their proposal. The final payment schedule will be agreed at the inception meeting between Cadwyn Clwyd and the successful supplier.
- 8.2 Cadwyn Clwyd cannot provide any up-front payments to Contractors / Consultants / Suppliers. All payments must be based on the completion deliverables and project stages. The suppliers must be able to evidence the work undertaken and completed on submitting invoices to Cadwyn Clwyd. Payment cannot be released without such evidence.
- 8.3 After competing all of the services to the satisfaction of Cadwyn Clwyd, the consultant will need to ensure all invoices are sent to Cadwyn Clwyd for payment before the 14th of October 2022.
- 8.4 Cadwyn Clwyd's payment terms are 30 days.

9 Further Information

- 9.1 To request further information, please contact

Deio Jones
Tel: 07946 306 163
Email: deio@r4c.org.uk
Web: <http://www.r4c.org.uk>