



The Wildlife Trusts
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Biffa Award Programme Evaluation

Invitation to Tender December 2020

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 Environmental Body number: 415065

Introduction

The Biffa Award Board and management team is calling for organisations to submit proposals that meet its requirements for the evaluation and impact assessment of the Biffa Award programme. This invitation to tender presents an opportunity to work with the Biffa Award team in the evaluation of the programme and contribute to its lasting legacy.

Biffa Award's programme evaluation, both positive and negative, will be fed back and incorporated into future work carried out at strategic and grass roots levels by organisations and groups across the England and Northern Ireland.

The Royal Society of Wildlife Trusts (RSWT) acts as manager of the Biffa Award programme under the Landfill Communities Fund (LCF) scheme, which enables Biffa Waste Services to donate landfill tax credits, regulated by ENTRUST. ADEB (Association of Distributive and Environmental Bodies) is the representative body for organisations that work within the Landfill Communities Fund. See [Appendix A](#) for more details.

Biffa Award

Biffa Award is a multi-million-pound fund which has awarded grants to community and environmental projects across the UK. Biffa Award no longer supports applications from Wales and Scotland, funding for these countries became exempt from the scheme in 2015 and 2018 respectively. Biffa Award has been awarding grants since 1997. To date, nearly £180 million has been awarded to thousands of worthy projects.

Examples of projects include:

- Community building refurbishment – e.g. extensions, kitchens, toilets, windows, roof replacement and energy efficiency measures
- Enhancing and developing nature reserves for the benefit of endangered species and habitats
- Creating play parks, outdoor community spaces and improving sporting clubhouse facilities offering wider community benefit
- Restoration work to cultural facilities such as museums, galleries, and heritage centres
- Purchase of land for the benefit of wildlife, securing it in perpetuity

Biffa Award's main aim is to support projects which it believes are truly sustainable, delivered by local communities and other organisations which make a real difference to their communities. Its expertise is a source of support and guidance to people undertaking projects to enhance their community and the environment.

Biffa Award funding is distributed through an agreed Strategy for Giving, reviewed every three years. The following information will help the evaluator understand the changes that have been made through the last two strategy periods, 2013-16 and 2016-19. Targets have been reviewed to meet current funding criteria, adjusting where necessary to reflect income levels and Government priorities.

The Strategy for Giving period 2013-16 funded projects that met the fund's criteria under four schemes and themes. Details of the distribution targets and grants available are included below.

1. Small Grants Scheme

Themes: Rebuilding Biodiversity, Community Buildings, Recreation & Cultural Facilities

Total available funding: £525,000

Grants available: £250 to £10,000 with total project costs of no more than £30,000

2. Main Grants Scheme

Themes: Rebuilding Biodiversity, Community Buildings, Recreation & Cultural Facilities

Funding targets: 35% Rebuilding Biodiversity; 30% Community Buildings; 35% Recreation and Cultural Facilities

Grants available: £10,000 to £50,000 with total project costs of no more than £200,000

3. Flagship Grants Scheme

Themes: Rebuilding Biodiversity & Cultural Facilities

Total available funding: £1m annually

Grants available: £150,000 to £500,000 with significant contribution toward the total cost of the project

4. Partnership Grants Scheme

Themes: Rebuilding Biodiversity & Cultural Facilities

Total available funding: £1m annually

Grants available: sector proposed opportunities that meet overall strategic objectives, at the Board members discretion up to £1m

To be considered for a grant, projects had to:

- Meet the funding criteria
- Involve and show support from the local community
- Demonstrate effective partnership working (Flagship and Partnership projects)
- Provide good value for money
- Respond to an identified need

The Strategy for Giving period 2016-19 funded projects that met the fund's criteria under two schemes and three themes:

1. Main Grants Scheme

Themes: Rebuilding Biodiversity, Community Buildings & Recreation

Funding targets: 35% Rebuilding Biodiversity; 35% Community Buildings; 30% Recreation

Grants available: £10,000 to £75,000 with total project costs of no more than £200,000 including VAT

2. Partnership Grants Scheme

Themes: Rebuilding Biodiversity & Cultural Facilities

Total available funding: £1m per annum

Grants available: sector proposed opportunities that meet overall strategic objectives, at the Board members discretion up to £1m

To be considered for a grant, projects had to:

- Meet the funding criteria
- Involve and show support from the local community
- Demonstrate effective partnership working (Flagship and Partnership projects)
- Provide good value for money
- Respond to an identified need

The Strategy for Giving period 2019/22 funds projects that meet the fund's criteria under two schemes and three themes:

3. Main Grants Scheme

Themes: Rebuilding Biodiversity, Community Buildings & Recreation

Funding targets: 30 per cent of gross income

Grants available: £10,000 to £75,000 with total project costs of no more than £200,000

4. Partnership Grants Scheme

Themes: Built Environment and Natural Environment

Total available funding: 60 per cent of gross income

Grants available: £250,000 to £750,000 with Biffa Award as major funder of overall project

To be considered for a grant, projects must:

- Meet the funding criteria
- Involve and show support from the local community
- Demonstrate effective partnership working (Flagship and Partnership projects)
- Provide good value for money
- Respond to an identified need

Evaluation scope

The Biffa Award Board wants to ensure that funding has been, and continues to be, allocated correctly through the Strategy for Giving. It seeks evidence on how the scheme has impacted local communities and improved cohesion, how many hectares of land has been secured in perpetuity for the benefit of wildlife, and how many species and habitats have been protected.

Expected outputs from the evaluation:

- How has funding impacted on communities/biodiversity?
- Are completed projects still operating independently of Biffa Award funding?
- Have completed projects been sustainable?
- What positive impacts have been achieved from the £22.7 million allocated since the previous impact assessment in 2014 and what changes have arisen, both positive and negative with regards to the fund since the last Impact Assessment?

It will be important to consider both quantitative and qualitative elements within the evaluation.

The following examples illustrate the types of relevant quantitative and qualitative data that could be collected.

Quantitative

- number of projects funded
- number of people directly benefiting from Biffa Award related projects
- number of hectares purchased or improved for biodiversity
- number of species and habitats reintroduced or protected as a result of funding

Qualitative

- other funding secured or projects undertaken since the Biffa Award grant
- greater community cohesion
- reduction in anti-social behaviour
- increase in footfall of the amenity
- improvements to land environmental status

Evaluation design and methodology

The evaluation should be designed to address the following three main areas:

1. Projects

Grant sizes, project types, applicant group types, regional spread, number of beneficiaries, success/rejection rates.

2. Lasting Impact

How has Biffa Award funding contributed to relevant local, regional and national strategies or public policy? Has further funding been secured as a result of the grant? Has Biffa Award grant funding helped the long-term sustainability of community amenities?

3. Lessons Learnt and recommendations

Identify areas of improvement to RSWT during the evaluation period.

Share and disseminate best practice with the Biffa Award Board, other LCF funders and other external stakeholders.

It is envisaged the quantitative elements of the evaluation, particularly for section 1 above will be gathered internally by RSWT using its Grants Management System to capture the relevant information and provided to the appointed evaluator. The appointed evaluators will focus more on the qualitative elements of the Biffa Award programme. It is expected that the evaluators would undertake a more in-depth evaluation with a sample of projects including different grant size, region and type. This would allow evaluators to provide a number of in-depth case studies. We would expect the appointed evaluators to incorporate the quantitative data, collected by RSWT, into their work.

Evaluation outputs

Reporting arrangements will be agreed with the appointed evaluators. Progress reports will be required every month. They will contain work undertaken, preliminary findings, lessons learnt and a discussion of key issues.

The appointed evaluators will also be expected to produce a final report containing sufficient detail to cover the areas outlined above, plus any additional points agreed during the tendering or research process. The report should highlight examples of good and/or innovative practice from the Biffa Award programme and elsewhere. In addition, it should contain an executive summary and implications based on findings from the study.

It is expected that the results and findings of the evaluation, where appropriate and agreed by the Biffa Award Board, to be disseminated to the LCF sector, and when we advocate on behalf of the communities we support. Evaluators should consider how and by what method this can be achieved effectively.

Biffa Award seeks to work collaboratively with the appointed evaluators, while respecting their independence. The evaluators will be required to attend progress meetings as requested by Biffa Award and there will be least three progress meetings during the evaluation period.

Skills and experience

Evaluators should demonstrate a record in delivering high-quality, well-written research outputs, while meeting budget and timetable requirements through good project management. The proposal should demonstrate:

- A clear understanding of the aims of the evaluation to be carried out
- A well designed, realistic evaluation plan including appropriate evaluation methods, activities and timescales to meet the aims of the evaluation

- The capacity, knowledge and skills to carry out the evaluation and demonstrate effective arrangements for project and contract management with some experience of working on similar evaluation exercises
- Knowledge, experience and strong understanding of issues facing community groups delivering LCF projects
- A demonstrable postgraduate qualification in social research methods or equivalent experience
- Experience of successful delivery to time of programme evaluation
- A recognised environmental management system or organisational environmental policy
- An organisational Equal Opportunities policy

It is expected that the appointed evaluators adhere to good practice and ethical guidelines, particularly when working with children and young people. They will be responsible for obtaining any CRB checks for relevant staff if planning to interview children as part of the fieldwork.

Budget

£35,000 including VAT.

Please use the table in Appendix B to show the breakdown of costs across the lifetime of the evaluation.

Contents of bids

The completed tender must contain the following items:

1. Tender proposal including:
 - a) The names, role, experience and qualifications of those who will be involved in the evaluation
 - b) A description of the relevant experience of the evaluators
 - c) A schedule of costs in format at Appendix B
 - d) The organisation's history; its corporate structure; and the range of services it provides
 - e) A summary of quality assurance procedures; where relevant, evidence of recent performance achievement and details of any accreditation awarded
 - f) A copy of the most recent audited accounts that cover the last two years of trading or for the period that is available if trading for less than two years. If these accounts are more than six months old, then a copy of the year to date internal management accounts providing the trading profit and loss balance sheet should also be provided
 - g) Details of two referees from customers, within both the public and private sectors where available, to whom you have supplied goods/services of a similar nature during the last 12 months
 - h) A copy of all relevant policies, such as safeguarding and Health and Safety
 - i) A summary of the environmental procedures as they will apply to this requirement
2. An outline Evaluation Plan including methodology and timescales including an executive summary.
3. Summary of experience or CV of personnel to be involved with the project. This will ideally be a maximum of 2 pages per person but, in order to save time, may be the standard CV of the principal investigator.
4. List of relevant publications of the principal authors

Management of contract

The Contract will be managed by Rachel Maidment, Grants Manager, working closely with Biffa Award colleagues. The Grants Manager will liaise with the Biffa Award Board on progress of the evaluation. It is likely that the appointed evaluator will be expected to present some of their findings at Board

meetings, in order to enable the Board to learn from findings and make any appropriate strategic adjustments to the programme if needed.

Timetable

It is expected that the evaluation be completed within six months of starting, with the final report being presented at that time. Evaluators should show within their proposals the intended resource and cost allocation using the Cost Breakdown table at Appendix B.

Tender proposals and bids should be submitted by 5pm on Friday 29 January 2021. Short listed candidates will be called to interview, which will be held by video conference, week commencing Monday 22 February 2021 and we expect the contract to be awarded in week commencing Monday 8 March 2021. Tenders should include an initial work plan reflecting the overall design, which will be agreed as part of any contract and discussed at an inception meeting.

Submission of bids

Bids should be sent via WeTransfer to: rmaidment@wildlifetrusts.org

The email must be marked 'Biffa Award Impact Assessment Tender Documents.

If this is not followed or the bid is received after the deadline, this will result in the tender becoming null and void.

Bids should be received at the address above no later than 5pm on Friday 29 January 2021.

Queries

Queries relating to any aspect of this tender or brief should be addressed to: **rmaidment@wildlifetrusts.org no later than noon on Wednesday 27 January 2021. Queries will not be answered after that date. Informal discussion is welcomed, and you can contact Rachel Maidment, Grants Manager on 01636 670051.**

Appendix A Background Information

The Royal Society of Wildlife Trusts (RSWT)

RSWT works throughout the UK to effect strategic protection of wildlife and the environment, managing and distributing significant funds to a range of projects and programmes.

Since 1997, RSWT has been awarding grants to environmental and community projects under the fund name Biffa Award. The fund administers money donated by Biffa Group Ltd, a leading integrated waste management business.

www.wildlifetrusts.org

Biffa Waste Services

Under the Landfill Tax Regulations 1996, landfill operators like Biffa Waste Services are liable for taxes on waste deposited in landfill sites. The Landfill Communities Fund (LCF) allows them to donate a small percentage of their tax liability to projects working to improve communities living within the vicinity of landfill sites. To date, Biffa Award has awarded grants totalling nearly £180 million to thousands of worthwhile projects. www.biffa-award.org

Landfill Tax and the Landfill Communities Fund

Any waste that is discarded which cannot be reused, reprocessed or recycled may ultimately be disposed of in a landfill site. To encourage Landfill Operators (LOs) to re-use, recycle, recover more value from waste and use more environmentally friendly methods of waste disposal, Landfill Tax is charged on each tonne of waste sent to landfill.

LOs are able to redirect a small proportion of landfill tax liability (currently 5.3%) to support a wide range of community and environmental projects in the vicinity of their landfill sites through the LCF. The LCF is regulated by ENTRUST on behalf of HM Revenue & Customs, and the projects are delivered by enrolled Environmental Bodies (EBs), RSWT is an EB.

Since its inception in 1996, over £1.56 billion has been spent on more than 59,400 projects across the UK. For further information, please visit www.entrust.org.uk or [see HMRC's general guide to Landfill Tax](#)

Entrust

On behalf of HM Revenue and Customs, ENTRUST acts to regulate all activity that takes place under the LCF. All recipients of funding from Biffa Award must be enrolled with ENTRUST as an Environmental Body.

ENTRUST's main responsibilities are to enrol Environmental Bodies, audit and inspect their activities to ensure compliance with the requirements of the Landfill Tax Regulations 1996. From 01 April 2020 the ENTRUST levy was set at 2.26%.

ADEB

Biffa Award is proud to be a member of ADEB. ADEB is the Association of Distributive and Environmental Bodies. It was established in 1999 and is the representative body for organisations that work within the LCF. Its role is to:

- Help, guide and support members with matters relating to the day-to-day running of the LCF
- Provide access to training and information on Landfill Communities Fund issues
- Share information and best practice
- Act as a collective voice on behalf of members
- Promote the LCFs availability and ongoing success

Environmental Bodies which award and receive grants through the LCF are welcome to join the organisation www.adeb.org.uk

Appendix B - Cost Breakdown

This may be recreated within the body of the tender document.

	Day Rate	Number of Days per month						Total Cost
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	
Evaluator(s) time <i>State name of each evaluator and day rate for each here</i>								
Report production costs								
Other Costs (Specify)								
VAT								
Totals								