



Invitation to tender
Independent evaluator and learning partner
Climate Emergency Community Action Project (CECAP)

Background

Leeds, like many places in the UK, stands at a crossroads. Decisive action has to be taken by 2030 to ensure a safe and socially just future for its residents. This is a huge challenge, but increasingly, Leeds is rising to meet it. The last 18 months has witnessed a climate emergency declaration, Youth Strike and Extinction Rebellion protests, a roadmap to zero carbon, a new Climate Emergency Advisory Committee, a Citizens Jury a city-wide resident consultation on the Climate Emergency, and the formation of Our Future Leeds - a people-powered and social justice informed response to the climate emergency in Leeds.

Over the last 12 months, five partners, supported by 35 other Leeds based groups, developed an ambitious plan for the city, and the result was the Climate Emergency Community Action Programme, a new £2.5 million five year programme of work in Leeds funded by the [National Lottery Climate Action Fund](#). This work is being taken forward by a partnership made up of Voluntary Action Leeds, Our Future Leeds (working with Leeds Love it Share it), Together for Peace and Leeds Tidal.

The overall aim of the programme is to create a 'zero-carbon socially just Leeds by the 2030s'. We are committed to transformative, city-wide action, ensuring outcomes are socially just, co produced and organised via flat organisational structures and participatory decision making (Read the press release [here](#).)

The partnership

The programme has five 'work packages' that are working in partnership over the five years of the fund:

- Management (Work Package 1): [Voluntary Action Leeds](#) will provide organisational and management support to the whole programme.
- Movement Building (Work Package 2): [Our Future Leeds](#) will lead programme development and strategic direction. This will include facilitating city-wide stakeholder dialogue, developing a city-wide Climate Justice Action Plan and a central Climate Action Hub, hosting Climate Assemblies and Roundtables, and providing a programme of training to be used in the community hubs (because Our Future Leeds is an unincorporated organisation, it will be working through Leeds Love it Share it CIC).

- Community Hubs (Work Package 3): [Together for Peace](#) will develop and coordinate the network of community hubs and associated action plans through in-depth community engagement. The community hubs will work closely with the central city-centre hub.
- Sector and Campaign Support (Work Package 4): [Leeds Tidal](#) will provide campaign and sector support and skills across issues such as housing, transport and food which directly support the community and central hubs, along with a cross cutting role on Climate Justice.

More information about the programme can be found [here](#).

A key priority is ensuring integration and coordination across the work packages in terms of activities, paying particular attention to learning from and with the hubs, city plan, assemblies and training programmes.

Background to the programme

We are looking for an established and experienced organisation, or organisations, to be the programme's Evaluation and Learning Partner to coordinate learning, monitoring and evaluation across the whole project.

We are interested to hear from organisations interested in bidding for this work who have experience of the following key aspects:

- Monitoring and evaluation of the programme activity and processes in terms of the broader social justice benefits
- Monitoring and evaluation of carbon reduction activities

This work package is an important cross-cutting aspect of the project which evaluates and shares learning across all partners and communities as well as with other groups nationally who want to exchange and learn with us.

- **Aim:** To design, support and deliver a programme of evaluation and learning that can maximise programme outcomes and share learning within and beyond this partnership.
- **Outputs:** An overall evaluation and learning framework, Interim and final learning reports, participant workshops, structure and mechanisms for sharing learning and insights throughout the project, monitoring framework, mid-way and end of programme convention event.
- **Outcomes:** A partnership that is self-aware, self-critical and able to maximise its potential, and share its learning widely in Leeds and beyond.

It's expected that the successful partner, or partners, will work closely with Our Future Leeds, especially in terms of developing shared aims, values and working practices that can be used to enhance city-wide movement building.

A significant part of this work package is about either identifying and modifying existing frameworks, or creating a bespoke framework that can be used to monitor and better understand both the social justice and actual carbon saving benefits of such approaches. Significant climate research capacity exists within the universities in Leeds and other partners will be able to support connection to their researchers and students.

Methodology, outputs, outcomes and further considerations

The successful partner, or partners, will co-create, together with the Partnership Board, a work programme to deliver the objectives of this work package in coherence with the overall partnership project. Tasks are likely to include:

- Developing and agreeing a framework for carbon monitoring at a neighbourhood level (potentially in conjunction with academic and National Lottery partners)
- Creating an evaluation and monitoring framework for capturing the broader social justice benefits and impacts
- Exploring and capturing the trade offs and complexities between carbon accounting and social justice outcomes
- Hosting community learning workshops using appropriate styles and approaches to capture and increase learning as the programme proceeds
- Arranging external learning visits
- Creating periodic learning reports that enable early and ongoing learning to inform subsequent phases of the project
- Creating a structure and processes for sharing learning and insights within the project on a regular basis that is accessible to all and enables wide community ownership of the programme impact and future development.
- Organising a learning event mid-way through the programme and Leeds climate action convention at the close of the programme to showcase learning
- Supporting partners to consolidate actions for upscaling and next steps

Expected outputs

- Framework for monitoring key project aspects - including carbon reduction, social justice outcomes, level of city-wide and system wide change
- Framework for monitoring additional benefits
- Series of short summary reports to support development of test and learn areas
- Short annual learning reports
- End of project report
- Workshops and creative engagement activities
- Verbal reports to Partnership Board and Assembly

Expected outcomes

- Communities and project partners better understand the carbon and social justice impacts of their project choices and actions.
- Communities and project partners better understand the additional benefits of their project choices and actions.
- Communities and project partners better understand how to engage communities in climate justice action that is transformative, and meets the challenges of the climate emergency
- Communities and project partners better understand how to harness and frame local action within broader city-wide and systemic level change
- Communities and partners will be confident in the process of learning together and evaluating project activities.

Budget and timeline

There is a total budget of £200,000.00 across the five years of the programme allocated for learning and evaluation, as set out below. This covers all costs including preparation, data collection, report writing, responding to comments and redrafting as well as travel costs, VAT and all other incidental expenses.

This budget relates to the direct costs associated with this work, however the successful partner(s), will also be able to work alongside and within other planned activities, e.g. Assemblies and Roundtables, Community and Central Hubs, and this will enable them to add additional value using budgets allocated to other partners.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	2020/21	2021/22	2022/23	2023/24	2024/25	
Budget	£16,000	£44,000	£45,000	£46,000	£49,000	£200,000
Expected activities	Framework development for evaluation, learning and carbon monitoring; External learning visits.	External learning visits; Community learning workshops.	Community learning workshops. Mid point learning event	Community learning workshops	Community learning workshops; Final Learning report and launch; Leeds Climate Action convention national gathering.	

Specification

We are inviting proposals from consultancy firms, individuals and ad hoc consultancy teams. We understand different partners may have different specialisms, and so we are interested to hear from organisations interested in bidding for specific elements of the work, who are open to working within a learning partnership.

The successful partner(s) should demonstrate some or all of the following experience, skills and capacities;

- Have a clear understanding of issues around carbon reduction, climate emergency and social justice
- Be comfortable working towards outcomes that are complex, transformative and often disruptive
- Have experience in learning and evaluating activities in the community sector
- Understand the role of a learning partner and be able to put clear systems in place for capturing and feeding back learning
- Be experienced at data handling and management in a safe way and in compliance with GDPR
- Be skilled at developing creative and accessible methods of capturing qualitative information as well as hard data across a range of issues, sectors, and locations.
- Have relationships and contacts to enable them to bring in others to support this work as appropriate.

Application and selection process

Applicants should submit a proposal, not exceeding six pages. The proposal should show your approach to meeting the specification and how you plan to deliver the output and outcomes. The following areas must be included in the proposal:

- Background: your experience of working in communities and familiarity with issues of climate emergency and social justice, as well as learning from and evaluating complex system change
- Evaluation design and methodologies: describing the evaluation methodologies that will be used to collect and analyse data, the data types and sources, and the data collection tools. Your choices should be justified with reference to the quality of evidence you expect to generate and its limitations (please reference any evidence standards you will use, if applicable)
- Activities and deliverables: providing a high level project plan to address the requirements set out in this brief
- Budget: to achieve all deliverables outlined in this brief, including any day rate, all anticipated incidental costs and VAT. If bidding for part of the contract, your proposed budget with an allocation for each year

In addition to the max six page proposal, please provide:

- CV / qualifications of all members of the proposed team - describing all relevant experience and expertise. (If working as a team, provide evidence of past collective work, or a statement of collaborative working arrangements. If working as a sole trader, please provide evidence of previous work undertaken in a paid capacity).
- References - two references from former clients.
- Example work - an example of written work (ideally an evaluation or similar).

The bids will be assessed on the following criteria:

- Commitment to and experience of our approach and intended outcomes
- Experience of evaluating social justice outcomes and carbon reduction
- Track records of the individuals involved
- Rigour, credibility and creativity of proposed approach to the work and the methods proposed;
- Writing and communication skills of the individuals involved;
- Value for money (cost relative to the expected utility and quality of the process and outputs);
- Added value bidders are able to bring through previous experience of evaluating relevant projects.

Applicants are asked to submit their full proposal for this evaluation by **9am on Wednesday 18 November 2020**. Please send proposals to: hannah.bailey@val.org.uk

General process information

- We reserve the right to modify the Evaluation Brief at any time. In the event this is necessary, the modified portion will be provided to all parties who have expressed an interest as soon as possible.
- We reserve the right to reject any and all full proposals submitted.

- It is anticipated that a list of finalists will be selected and interviewed in person / virtually by a Panel made up of partners and key stakeholders prior to a decision being made.

Statement on diversity

The partnership behind this work is committed to implementing a climate justice perspective at all levels of our work, whether local, city-wide, national or global. This means continuing to learn about how our working culture, communication and behaviours make possible (or limit) our ability to enact change centred on our values of equality and social justice. It also means acknowledging and responding to the problems and limitations that a lack of organisational diversity amongst our team presents for ensuring a socially just, liveable and sustainable city for all.

As such, we greatly encourage - and hope to receive - applications from organisations with perspectives informed by a diversity of lived experience (whether relating to race, gender, disability, class or other identities). The successful bidder will be selected purely on the basis of how well they fit the specification, as judged by their application materials and their interview performance. Where two or more bidding organisations are judged to be of equal merit, priority may be given to an applicant less well represented in our partnership.

The Climate Emergency Community Action Programme is funded through the National Lottery Climate Action Fund

