

Invitation to quote – Development and delivery of Education for Sustainable Development projects

You are invited to submit quotes for a consultancy assignment for the Government Office East Midlands (GOEM). Closing date is 12 October 2007

The assignment aims to provide continued support to the Department Children, Schools and Families (DCSF) Year of Action on sustainable development for schools and strengthen Education for Sustainable Development (ESD) activity in the East Midlands, with a particular requirement to:

Stimulate good practice networks, linking schools with regional demand for sustainable development skills.

The remainder of this letter sets out the context of and terms of reference for the assignment.

CONTEXT

The DCSF Sustainable Schools National Framework consultation introduced eight themes to embed sustainable development in schools: food and drink, energy and water, travel and traffic, purchasing and waste, buildings and grounds, inclusion and participation, local well-being and global dimension. The Sustainable Schools National Framework focuses on ways in which sustainable development can be embedded into whole-school management practices and provides practical guidance to help schools operate in a more sustainable way.

Following on from the consultation there have been a number of very positive responses from Government. 2007 started with the creation of an Action Plan, highlighting key tasks for the DCSF and other departments to take on board. An NGO group has been tasked with helping departments to monitor and evaluate progress towards these targets. This has been followed by the release of supporting documents for the Sustainable Schools agenda, ranging from Governor's handbooks, to the Sustainable Schools Self Evaluation form. Taking action forwards in this way, aims to increase the involvement of all aspects of school communities, and to unite them to work towards this agenda together.

In August 2007 significant progress was also made to more fully engage everyone involved in designing and delivering services that impact on children's lives, through the production of a document called Every Child's Future Matters. The recommendations made within the document are for central and local government, principally DCSF and Directors of Children's Services. The report demonstrates how attention to the environment provides a powerful mode of delivery of Every Child Matters outcomes. Every Child Matters has strong social and economic inspirations, but the evidence presented in the report suggests that it may not be possible to deliver the full potential of ECM unless the environment becomes one of its leading considerations.

In support of the aims to actively increase the level of schools involved, Ministers

have agreed that each Government Office should receive £25,000 in 2007/8 to *stimulate good practice networks linking schools with regional demand for sustainable development skills*. Within the East Midlands, activities in 2007/08 will be taken forward via 3 consultancy support work packages.

The East Midlands Education for Sustainable Development (EMESD) Group has a long and varied history, a selection of which is presented in Annex 1 for information.

SCOPE OF SERVICES REQUIRED (2007/8)

In order to *stimulate good practice networks linking schools with regional demand for sustainable development skills*, suitably experienced contractors are invited to submit quotes for the supply of one, two or all three of the work packages. Submissions are welcomed from single contractors, organisations, consortiums or any combination of the above.

WORK PACKAGE 1 – Design of Interactive Sustainable Schools Website

Task	To design an interactive schools website based on the 8 doorways. To set a proforma for school case-studies and to collate and update the site.
Indicative activity	<p>Design a creative and interactive website, based around the 8 doorways, which should take into account a variety of audience, including:</p> <ul style="list-style-type: none"> • Pupils of all ages • Teaching staff • Senior Managers • Governors • Community support <p>Active links to the RCE EM website should be frequently and visibly represented throughout the schools website.</p> <p>Information for the website and case studies to be gathered taking into account:</p> <ul style="list-style-type: none"> • Geographical spread • Range of providers and practitioners • Wide range of ESD and GC practice across key stages and abilities. <p>The website should also be compliant with all accessibility standards, be designed to a high professional standard, include content management functions and be hosted on a reputable, reliable server.</p> <p>The case study proforma should be easy to access and use, include downloadable format, and personnel for responses to be sent to.</p> <p>Feed back on progress through the Sustainable Schools Working Group. On completion, evaluation of the site will need to be undertaken and information fed back to the Schools working group.</p> <p>The site will need to be maintained and there should be liaison with the providers of Work Packages 2 and 3.</p>

Funding	£8000 in 2007/08 (to include hosting and domain name charges)

WORK PACKAGE 2 – Regional Signposting and Dissemination

Task	To gather contacts of individuals and organisations, who are able to support schools across the region, and collate this information. This information then needs to be shared across the region at a number of events, through the website and via other methods of communication accessible to schools.
Indicative activity	<ul style="list-style-type: none"> • To actively access networks of providers and collate information about which organisations and individuals are able to contribute to supporting schools through each of the 8 doorways. • To liaise directly with the website team to populate the site with some of these contacts • To organise dissemination events, to give schools across the region access to these links. • To publicise in LA Education publications for each of the main authorities in the Region • To provide information to schools when requested through the website on relevant local support <p>Evaluation of these events will need to be undertaken and information fed back to the Schools working group.</p>
Funding	£6,000 in 2007/08

WORK PACKAGE 3 – School Case Studies and Action Research

Task	To gather case studies from across the region to an agreed format for the website. To carry out action research projects with a representation of schools across the region to document experiences of implementing the ESD agenda.
Indicative activity	<p>Gather school case studies to be produced and provided in an agreed format to the website team. Taking into account:</p> <ul style="list-style-type: none"> • Primary, Secondary and Special Schools • Urban and Rural locations • Spread across the region <p>Money could be available to encourage schools to participate.</p> <p>To carry out small action research projects in a Primary, Secondary and Special School to document their experiences of implementing the ESD agenda. This should take into account issues such as:</p> <ul style="list-style-type: none"> • Successful projects • Barriers to success • Doorways that need more support • Thoughts on how support is best received • Sustainability of ESD work in schools

	Evaluation of these case studies will need to be undertaken and information fed back to the Schools working group.
Funding	£6000 in 2007/08

SUBMISSION OF QUOTES

Submission Format

Only submissions using the Annex 2 format will be accepted. Wherever possible, applicants are asked to limit description of services to 2 sides of A4, with no appendices permitted.

The description of services should address the following:

- methodological approach;
- work programme and timetable;
- track record;
- brief details of the person(s) who will undertake the work;
- Fees including any expenses. Please provide full breakdown and specify if VAT is included in the price. If you do not state it we will assume that the price is VAT inclusive.

Outputs

Indicative outputs are addressed in the Work Package descriptions (Page 3). Final outputs will be agreed with the successful applicant during the Project Inception meeting.

Criteria for selecting consultants

Due to the **time-critical nature of the work**, the criteria for selecting the contractor for this assignment will include:

- 1 Ability to deliver agreed outputs and issue final invoices 31 March 2008
- 2 Value for Money
- 3 Delivery (including capacity and capability to deliver by March 31 2008)
- 4 Understanding of ESD principles and practices
- 5 Familiarity with the East Midlands educational sector
- 6 Willingness to work with regional networks with complementary agendas (e.g. Healthy Schools, Year of Food and Farming in Education, British Council Regional Network for International Learning, East Midlands Network for Global Perspectives in Schools)

Payment and contractual arrangements

Payment for the contract will be delivered on a 50% up front, 50% on satisfactory completion of duties basis.

SUBMISSION OF TENDERS

Please e-mail tenders by 16.00 on 12 October 2007 to the four people listed below who will form the assessment panel for this tender exercise.

John Perry – point of contact for clarification (if unavailable please speak with the any of the other contacts below)

Senior Manager, Government Office for the East Midlands
john.perry@goem.gsi.gov.uk
T. 0115 971 2704

James Luger

Sustainable Development & Environmental Policy Advisor
East Midlands Development Agency
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T. 0115 988 8304

Helen Trilling

Co-Chair of RCE Schools Working Group
International Links Coordinator, Leicestershire County Council
htrilling@leics.gov.uk
T. 0116 305 8209

Rohini Corfield

Co-Chair of RCE Schools Working Group
Manager of East Midlands Network for Global Perspectives in Schools
Rohini.Corfield@skillshare.org
T. 0116 257 6606

Timetable - This assignment will be subject to the following fixed timetable:

Project stage	Date
Closing date for receipt of quotes	16:00 12 October 2007
Assessment of quotes against criteria	Between 15 and 19 October 2007
Successful/unsuccessful applicants notified	By 22 October 2007
Project inception meeting/Start of contract to deliver work packages	ASAP after 29 October 2007
Progress/review meetings	To be agreed, and to form part of the Sustainable Schools Working Group (of the EMESD group) reporting schedule
Submission of final invoices	Early March 2008
Final project submission/completion	On or before 31 March 2008

Additional information for applicants is provided in **Annex 1**

Relevant information

“*Securing the Future* - the UK Government Sustainable Development Strategy” can be found on DEFRA’s website www.defra.gov.uk

DfES SD policy and action plan: www.dfes.gov.uk/aboutus/sd

Sustainable Development Commission’s Every Child’s Future Matters
<http://www.sd-commissions.org.uk/>

The Government’s response to the Sustainable Schools Consultation
http://www.teachernet.gov.uk/sustainableschools/news/news_detail.cfm?id=123

“Sustainable development indicators in your pocket 2005” can be found on
<http://www.sustainable-development.gov.uk/performance/indicators-home.htm>

Sustainable Schools (TeacherNet)
<http://www.teachernet.gov.uk/sustainableschools/>

Year of Food and Farming 2007
http://www.teachernet.gov.uk/sustainableschools/news/news_detail.cfm?id=120

Global Gateway – Bringing an international dimensions to schools
<http://www.globalgateway.org.uk/Default.aspx?page=624>

Independent SD advisor and watchdog:
www.sd-commission.gov.uk

Learning and Skills Network (LSN) Sustainable Development
<http://www.lsneducation.org.uk/sustainability/links/index.aspx>

WWF Learning (supporting learning for sustainability)
<http://www.wwflearning.org.uk/wwflearning-home/>

The East Midlands Integrated Regional Strategy (IRS)
http://www.emra.gov.uk/publications/sust_dev.asp

East Midlands Regional Centre of Excellence Site
www.rceem.org.uk

More details about UN Regional Centres of Expertise in ESD can be found on:
<http://www.ias.unu.edu/research/educationsd.cfm>

BACKGROUND TO REGIONAL ESD ACTIVITY AND GROUPS

- 1994** The Government Office for the East Midlands, stimulated by Derbyshire County Council's Local Agenda 21 activity, initiated a Regional Environmental Education Forum including representatives from schools, colleges and youth education sectors
- 1990 – 2000** Several environment and business networks were established with link to workplace education for sustainable development, including the Environmental Industries Forum, East Midlands Business Resource Efficiency Network, East Midlands Action Group on the Environment and the East Midlands Business Environment Club
- 2000** The East Midlands Network for Global Perspectives in Schools was established. This is a partnership of organisations actively involved in promoting global citizenship and sustainable development.
- 2002** The English Regions Network and the East Midlands Regional Assembly commissioned four Sustainable Development projects, one of which reviewed and evaluated the breadth and quality of education for sustainable development materials within schools.
- 2003** The Further Education Partnership for Sustainability (FEPs) was a collaboration of East Midlands Further Education Colleges which developed and promoted learning and skills for sustainable development.
- 2003** The East and West Midlands Cross-Regional ESD Forum was collaboration between the FEPS pilot project and the West Midlands ESD Forum. A series of meetings were held in March/April 2003 to explore the benefits of cross-regional approaches to ESD.
- 2004** De Montfort University carried out action research in 5 secondary schools on education for sustainable development, sponsored by the Promoting Sustainable Development Group of the East Midlands Regional Assembly
- 2004** The East Midlands Education for Sustainable Development (EMESD) Group was established with the purpose of influencing policy and practice at all stages of education and to build the capacity of stakeholders and providers within the school-based, adult and community-learning sector.
- 2005** Following the launch of the UN Decade for ESD in the UK, a new group of educational organisations was established to discuss taking forward plans for an RCE in the East Midlands
- 2006** It was agreed that the East Midlands Regional Centre of Expertise Group and the East Midlands Education for Sustainable Development (EMESD) Group be merged into a single body. The EMESD Group set up five flexible Working Groups – Communications and Website, Sustainable Schools, Higher Education, Regional Centre of Expertise, Resources and Funding

2007

The Sustainable Schools working group organized the East Midlands Sustainable Schools Agenda Launch Event, attended by DCSF and SDC members.

East Midlands became the first Regional Centre of Expertise in the United Kingdom, and one of 35 globally. Members and their organisations are committed to taking action to support the UN Decade of Education for Sustainable Development (2005 – 2014). The RCE East Midlands Group will research and promote education for sustainable development and global citizenship in schools, colleges, universities as well as in youth, community and business education.

Quote for Provision of Services

Tender title: DEVELOPMENT AND DELIVERY OF ESD PROJECTS

Tender No:

Name of consultancy	
Address	
Name of Key provider of service (if different from above)	
Tel no	
Fax No	
E mail contact	

Project Costs	
Expenses	
Totals for Project	

A breakdown of your pricing structure should be included in the body of your submission.

Signature of principal of consultancy.....

Date

Tender title: **DEVELOPMENT AND DELIVERY OF ESD PROJECTS**

Name of consultancy			
Methodological approach and schedule of activity			
▶↓ Value for Money	▶↻ Delivery (including capacity and capability to deliver by March 31 2008)	▶↵ Understanding of ESD principles and practices	▶↔ Familiarity with the East Midlands educational sector
(1-5)	(1-5)	(1-5)	(1-5)
			TOTAL

