

ABUNDANT BORDERS INVITATION TO TENDER

Title: Permaculture Foundation Course

Deadline for receipt of tender documents: Friday, 26 January 2018

Background

Abundant Borders (Registered Charity SC046962) is working with communities across the Scottish Borders to help alleviate household food insecurity. Our aim is to ensure that everyone, regardless of their personal circumstances, can have access to healthy, nutritious food.

Abundant Borders has recently been successful in a funding bid to Awards for All which will be used to train people how to grow food sustainably, based on permaculture principles.

Section 1: Specification

Abundant Borders is seeking to appoint a suitably qualified person to provide a Permaculture Foundation Course (PFC), for up to 15 participants.

The PFC consists of ten modules, ideally completed one module per week over a ten-week period. Participants should learn the principles of permaculture, with an emphasis on creating food forests. The PFC should give a level of understanding that can be built on by trainees who want to go on to train for the Permaculture Design Certificate. It is expected that the trainer appointed by Abundant Borders to deliver the PFC will hold a permaculture diploma.

The course is predominantly field based, with an emphasis on learning while doing. Some learning will take place in an informal, workshop style setting in The Salvation Army Citadel, Croft Road, Hawick while the majority will take place (weather permitting), at the Community Garden being created behind the Salvation Army Community Store, High Street, Hawick.

While the backbone of the course is detailed below, each course is co-created with the community of learners to ensure that learning is community led and appropriate to local needs.

Since Abundant Borders works with those experiencing food insecurity, it is likely that many, if not all, of the participants will be suffering from multiple deprivation. They may be using food banks, have physical and mental ill health and/or learning disabilities. Some of them may need support to ensure that they are able to complete the course.

The PFC is based on the following, modular, framework:

Module 1

What is permaculture?

The three pillars of permaculture: Earth Care, People Care, Fair Shares. This first module must also include a health and safety briefing including how to use tools well and safely.

Module 2

What is a Forest Garden?

Trees, shrubs and perennial food plants and why layers from canopy to ground level are important in creating abundance.

Module 3

Soil and soil types

The importance of good soil, how to maintain fertility. Composting. Ways of working less hard to produce more output.

Module 4

Site design

How to plan a site for maximum food yield. Climate and micro-climate.

Module 5

Plants

How to choose the right plants. Thinking about the different uses of plants: food, herbs and spices, natural remedies. How to harvest and grow from seeds. How to take cuttings.

Module 6

Trees

How to make use of trees: for food, for fuel, for shelter, for compost. How to grow trees and bushes from seed and cuttings. Pruning.

Module 7

The environment

Looking at our place in the natural world. Food for free.

Module 8

Buildings

How to grow indoors and in a small space. How to make buildings warmer. Sustainable buildings. Harvesting and storing food.

Module 9

Abundance

How we manage resources and create abundance. Looking at our relationship to money.

Module 10

Celebration

A shared meal to celebrate the completion of the course and to demonstrate the importance of food in social relationships. Review and planning individual next steps.

Please note that Abundant Borders has a responsibility to evaluate the impact of the course on the participants. Therefore, the successful tenderer will be required to take feedback from the participants on a regular basis on our behalf. This will include, for example, encouraging individuals to share what they hope to get out of each module and at the end discovering what they have learned and what if anything they will do differently. How this information is gathered and recorded is open to discussion with the project manager, Karen Birch, once the tender is awarded. We may also require input to producing at least one case study.

Procurement and Project Timetable

Event	Date/Time
Tender Notice posted	8 January 2018
Tender response deadline	26 January 2018
Clarification (if applicable)	w/c 16 February 2018
Anticipated contract award	23 February 2018
Training course begins	10 April 2018
Training course ends	5 June 2018

Bidders should raise any queries they have about the requirements by contacting Karen Birch on karen@abundantborders.org.uk.

We will circulate all questions raised (without disclosing the source of the enquiry) and all responses to all bidders. These will be circulated by email by Karen Birch.

In performing the services required under this contract the supplier will report to Karen Birch, Chief Officer.

Contract Value

The contract value is determined by the funding received from Awards for All and is set at a maximum of **£4,000**. Bids more than this will be excluded for being unaffordable. Please note that 20% of the evaluation criteria is allocated to price and 80% to the quality questions which are set out below.

Evaluation Criteria

	Criteria	Score
Question 1	Please tell us about your experience as a permaculture teacher including the following information: When did you qualify as a permaculture teacher; how long have you been involved in the Permaculture movement and in what capacity? How many courses have you either delivered or been involved in and to what number of candidates. Please tell us briefly about one course and any problems you encountered	30
Question 2	Please tell us of any previous experience of providing training courses to vulnerable groups and give us an example of the policies you have considered in this area	15
Question 3	Please detail what support you would be able to offer individuals who have difficulty in being motivated to attend the course, have difficulty understanding some of the concepts and/or have difficulty working within a group	20
Question 4	Please tell us what experience you have in working with community-led work and what you can bring to this requirement that would set you above others in this field	10
Question 5	How would you deal with illness or other unforeseen circumstances that would prevent you attending a scheduled class	5

20 marks will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. The cost of each bid will be converted to a score out of 20, with the lowest bid being awarded a score of 20.

80 marks are available for allocation to your response to the Quality Questions as set out in the table above.

The bidder with the highest score when the quality and price marks are added up will be the preferred bidder.

Section 2: Instructions to tenderers

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

Return of Tender

You must complete and submit your tender response/proposal with accompanying documents electronically to karen@abundantborders.org.uk by the tender response deadline of 5pm on 26 January 2018.