



Healthy Food for All
access | availability | affordability

Request for Tenders

Evaluation of Healthy Food for All Development Plan 2008-2010

March 2010

Introduction

Healthy Food for All (HFfA) is an all-island multi-agency initiative which seeks to promote access, availability and affordability of healthy food for low-income groups.

We have three main objectives:

1. **To support community and sectoral initiatives** which promote availability and access to healthy and affordable food for low-income groups, with a focus on community food initiatives and direct food provision, including school meals.
2. **To develop an all-island learning network** to identify best practice on promoting healthy food for low-income groups and to develop links with similar organisations in the UK and Europe.
3. **To promote awareness of food poverty across all aspects of public policy**, with a focus on availability, access and affordability of food.

The core work of Healthy Food for All is funded by Department Social & Family Affairs, Food Safety Authority of Ireland, HSE and **safefood**. Crosscare currently houses Healthy Food for All, providing administration, accounting and HR resources to help run the initiative. On completion of a developmental phase the initiative received funding in 2008 to complete a three year Development Plan 2008-2010. As part of this plan the initiative is committed to undertaking an external evaluation of its work over this period, to assess the value-added nature of its work and to inform the next phase of the initiative. The latter will include the development of a further three-year work programme, a funding strategy and a formal management structure.

Purpose of Evaluation

Healthy Food for All invites proposals from suitably qualified individuals/organisations to develop and implement an evaluation framework for its work. The purpose of the evaluation framework is twofold:

- To provide an assessment of the work of the initiative towards the end of the development phase 2008-2010 (summative evaluation)
- The assessment will inform the planning and development of the next phase of the initiative

Research tasks

There are three research elements to the tender:

- Development of a systematic method for monitoring and reviewing the work of HFfA.
- Provision of feedback mechanisms from stakeholders (partners, policy actors and intended beneficiaries) on the work of the initiative.
- Compilation of overview report on the initiative towards the end of the Development Plan 2008-2010, assessing its achievements and identifying areas for improvement.

The evaluation will focus on the key deliverables of the workplan of the initiative under the three headings in the development plan:

1. **Community**
2. **Networking**
3. **Policy**

The evaluation should also explore the following key issues:

1. Achievement of objectives
2. Use of resources
3. Management and governance
4. Overall impact.

Resources, timescale and reporting

A maximum figure of €10,000/£8,830 (VAT inclusive) is available for this tender. The period of the work will be spread over three months, commencing as soon as possible in 2010. A draft report on the evaluation should be provided at the end of June and a final report should be provided by the end of July. The Project Coordinator will be responsible for providing the evaluator with required data. The research consultant will report directly to the Project Coordinator and will also be expected to provide updates to both the Management Committee and the Advisory Committee.

Submission of tenders

Tenders should outline the following (and should be structured according to the following headings):

- The understanding of the aim and objectives of the research task
- The research design and methodology to be undertaken
- Project plan for delivering the work, including the stages and timescale
- The key deliverables envisaged over the course of the work
- The fixed price for the contract, including a breakdown of the total number of days allocated and the cost per day
- The researcher(s) involved in the study, what their roles will be, their previous experience in evaluation, including short CVs
- Arrangements for managing the project and for reporting to HFfA
- Key dependencies in achieving the project, including inputs from HFfA
- References

Before any tender is awarded, the successful tenderer will be required to provide tax clearance details. Any conflict or potential conflict of interest must be fully disclosed. The closing date for receipt of tenders is 5pm on Friday 19th March 2010. Tenders should be submitted in electronic format, as well as in hard copy. Tenders received after the closing date will not be accepted. Incomplete tenders may be rejected. Applicants may be short-listed for interview which will take place on the week beginning 29th March 2010.

Assessment of Tenders

Tenders will be initially assessed by reference to the qualification criteria below:

- Addressing in full the requirements of the document
- Stated ability to meet all requirements
- Inclusion of the information requested

The assessment of the most economically advantageous tender will be based on the following criteria, with share of total marks indicated in brackets

- Understanding of the research assignment, the quality and appropriateness of research design, including the collation of information, the methods of analysis and the reporting formats (25%)
- Experience and technical expertise of the consultant, including all other personnel involved, and evidence of dealing with similar briefs (25%)
- Value-for-money as represented by the fixed price for the study and the quantity and quality of inputs into the research (25%)
- Timetable for completing the study and the effective and efficient use of resources, as demonstrated in the project plan (25%)

Further information

A copy of the Development Plan 2008-2010 is available on the website www.healthyfoodforall.com. Further information on the tender can be obtained from Sinéad Keenan, at (e) skeenana@healthyfoodforall.com or (p) + 353 (0) 86 3888 728.

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