

Invitation to Tender

Monitoring, Evaluation, and Insight Development for the West Wales Sports Partnership (WWSP) Innovation Fund

(For use for procurements between £25,000 and £50,000)

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Monitoring, Evaluation, and Insight Development for the West Wales Sports Partnership (WWSP) Innovation Fund

**SUBMISSION DEADLINE:
Noon March 17th 2025**

The objective of this tender exercise is to:-

Appoint an experienced consultant or organisation to lead the monitoring, evaluation and insight development for the West Wales Sports Partnership Innovation Fund.

About Us:

The **West Wales Sports Partnership Ltd (WWSP)** is a collaborative organisation dedicated to transforming the physical activity landscape across Carmarthenshire, Swansea, Neath Port Talbot, and Pembrokeshire. By working across sectors, WWSP aims to create a more active and healthier region through insight-driven action, system-wide collaboration, and strategic investment.

This document includes the following sections:-

Section A	Instructions to Tenderers
Section B	Specification
Section C	Tender Response Requirements
Section D	Tender Evaluation Plan

Definitions and Interpretations

In this Invitation to Tender (“ITT”), except where the context otherwise requires, the following words and expressions shall have the following meanings:

“Bidder(s)”	means those suppliers/organisations who have an interest in submitting a completed tender proposal
“ITT”	Stands for invitation to tender.
“Evaluation Criteria” and “Scoring and Weightings”	means the tenders will be marked against, as further detailed within section D.
“Organisation”	West Wales Sports Partnership Ltd (WWSP)
“We”	WWSP
“Working Days”	means Monday to Friday excluding United Kingdom bank holidays.

This tender process will be managed using the following indicative timetable, which may be subject to change:

Event	Date/Deadline
Issue of RFT Document to Suppliers	
Deadline for the receipt of Tenders	Noon 17 th March 2025
Evaluation of Tenders	18 th to 21 st March 2025
Notification of Successful Supplier	24 th March 2025
Contract Commencement	From 1 st April 2025 subject to agreement

Section A Instructions to Tenderers

1. General Instructions

This ITT document is provided to enable you to prepare and submit a tender. If you are unable or unwilling to comply with this requirement, please can you inform us of the fact at the earliest opportunity in order that we may seek alternative enders. Please destroy this document if you are unable to provide a tender.

These instructions must be followed carefully to provide a compliant tender to enable a fair process for all bidders.

Any costs incurred in preparing and submitting your tender remain the responsibility of the bidder. No reimbursements will be made in preparing a tender.

Bidders are responsible for understanding the full requirements, scope and obligations of the specification. Prices submitted must take account of all obligations and no further payment will be made for misunderstanding or lack of understanding.

All Tender must be duly signed and completed.

This invitation to tender does not constitute a formal offer, contract (whether implied or otherwise) or agreement between WWSP and any other party.

All communications with regards to this tender opportunity, including enquiries or clarifications must be made to info@wwsp.wales

Tender submissions should be sent to info@wwsp.wales and titled "Tender Response Stakeholder Engagement & Co-Production of a Strategy, your Organisation name".

The validity period for tenders is 12 weeks from the Tender deadline.

2. Instructions for the Submission of Tenders

Completed Tenders can only be submitted by email to the email address listed above. Tender submissions may not be permitted after the stated deadline has passed.

Bidders should be aware that in some cases file size limits may apply in sending large files. Where this occurs tenderers are encouraged to 'zip' file accordingly or submit lower file sized documents.

It remains the responsibility of the Bidders to ensure that all Tender documents required are submitted correctly, legibly and before the deadline.

3. Confidentiality

Bidders shall not disclose they have been invited to bid, nor discuss the bid they intend to make nor canvass for its acceptance, other than with professional advisers who need to be consulted. Bids shall not be canvassed or discussed with any other Tenderer.

Section B Specification

Introduction

The West Wales Sports Partnership (WWSP) invites tenders from suitably qualified and experienced consultants or organisations to deliver a comprehensive evaluation of the West Wales Innovation Fund 2025. This will:

- Track WWSP organisational development.
- Evaluate the processes and outcomes of the WWSP Innovation Fund from initiation to completion.
- Assess the efficacy and impact of individual projects within the Innovation Fund.

This work will enhance our understanding of the sport and physical activity system across West Wales, grow our data and insight capabilities, and contribute to high-level advocacy discussions. It will also include mechanisms to ensure accountability and adherence to principles, including provisions for identifying early warnings within projects, with a clear escalation process and development of relevant mitigating actions to avoid project failure, and necessity to consider the claw back of investments.

The **WWSP Innovation Fund** was established to support organisations in developing innovative solutions to overcome barriers to participation in sport and physical activity. Rooted in co-design, and delivered through a new brave and innovative way; the fund prioritises projects/initiatives that align with key principles of being insight driven, inclusive with outcomes that enable workforce development through co-design and collaboration.

Monitoring and evaluation are critical to ensuring the fund delivers meaningful, evidence-based impact. This tender seeks to commission an expert provider/consultant to develop and implement an evaluation framework that measures outcomes, and captures learning that can inform future investment decisions of WWSP.

As WWSP moves towards a whole-systems approach, it is critical to implement robust monitoring and evaluation that:

- Captures the ripple effects of investments and interventions.
- Measures Social and Financial Return on Investment
- Provides actionable insights to inform decision-making and advocacy.
- Ensures accountability for investments.
- Strengthens the sports system's capacity to deliver sustained impact.
- Can evaluate the efficacy of the Innovation Fund Approach

Objectives

The consultancy will deliver the following outcomes:

1. Monitoring and Evaluation of the Process:

- Monitor and evaluate the new approach by WWSP, which focusses upon efficacy and leadership of the Innovation Fund and it's the processes involved in the approach against the outcomes.
- Enable WWSP to evidence Social and Financial Return on Investment
- Incorporate tools such as ripple effect mapping to capture the wider impact of investments.

2. Project Evaluation:

- Design and implement an approach to evaluate individual projects funded through the Innovation Fund (no more than 10) up to a collective value of £240k external investment.
- Ensure that the evaluation captures lessons learned, best practices, and the scalability of successful initiatives.
- Include measures and mechanisms for identifying early warnings within projects, appropriate escalation and mitigation process', to avoid project failure, and necessity to consider the claw back of investments.

3. Advocacy Support:

- Provide a final report with clear insight, evidence and recommendations that can inform future decision making within the WWSP and also be used as an advocacy tool for the power of sport and physical activity, and the difference WWSP and our investment partners are making across the region.

Scope of Work

- Engage with WWSP staff, partners, and stakeholders to co-develop the frameworks which may be bespoke per project but feed into a wider evaluation framework of WWSP .
- Review existing data, reports, and relevant policies.
- Develop and test monitoring and evaluation tools and methodologies.
- Deliver training or capacity-building sessions for WWSP staff and partners as required.
- Produce clear, actionable reports and presentations
- Work closely with WWSP Executive Team to align the work to other workstreams

Deliverables:

Key deliverables include:

1. A comprehensive Monitoring and Evaluation Framework and agreed approach of the Innovation Fund and its projects.

2. Tools and templates for project evaluation and storytelling that the region can use beyond the scope of the Innovation Fund
3. Ongoing high level oversight of the delivery of the projects alongside WWSP staff, providing continuous evaluation and feedback in order for improvements and changes to be made by WWSP and partners, in an agile way throughout this project and for future commissions.
4. Mid-point report with High level learnings
5. A Final report summarising findings, insights, case studies and recommendations for future rounds of funding and learning.

Section C- Tender Response Requirements

Instructions for completion

Interested consultants or organisations are required to submit the following information within a succinct proposal.

Where submitting appendices in response to a particular question, those appendices should be clearly marked for which section they refer to. Appendices should be used as supplementary information only (i.e. where relevant copies of insurance certificates or qualifications / accreditations etc).

Submission Requirements

Within your tender response, set out your approach to:

- Your understanding of the specification and our need together with a detailed proposal outlining your approach to the work
- Provide a short description of your company/organisation and set out all the relevant accreditations and certifications you hold relevant to the requirements, including levels of insurance.
- CVs of key personnel involved, including any partner consultancies and how you will ensure they also deliver a quality service.
- Examples of similar projects undertaken.
- A detailed delivery timeline
- A detailed budget breakdown
- References from previous clients which are relevant to this tender.
- Please reference if submitting a proposal against any other open WWSP tenders/or request for quotations.
- Please provide a copy of your supplier Terms and Conditions of Contract.

Budget

Up to £35,000 (including VAT, travel and expenses)

Please set out a breakdown of your costs for the services outlined in your proposal.

Form of Offer

Please include the following page/text as an appendix to your Tender:

We (**Bidder**) hereby offer to provide the services as described within the Specification, at the prices submitted in our Tender offer.

We understand and acknowledge by signing this agreement it is legally binding on both Parties

We confirm that all prices submitted and tendered are inclusive of all costs, inclusive of VAT.

Prices set out in the tender shall be valid for 12 weeks from the date of tender submission.

We confirm that the Tender response is accurate and remains valid.

We confirm that should any part of the details provided in the Tender response change during the course of this procurement process of thereafter we will provide immediate notification to WWSP.

We confirm that we have not or will not canvassed/canvass or sought/seek to influence any employee, director, trustee or adviser of WWSP in relation with this tender submission and the eventual award of the contract.

SIGNED.....

ON BEHALF OF.....

DATED

Section D Tender Evaluation Plan

Evaluation

The following "Evaluation Criteria" and "Scoring and Weightings" applies to all Tenders received

QUALITY: Method Statements		
Criteria		Weighting % (within overall Tender Evaluation)
Quality	Understanding of the sector, project objectives and scope across the Region of West Wales	20%
	Track record and evidence of delivering similar work packages on suitable scale and on time within the last 24 months	10%
	Proposed methodology of the work package, approach, timeline for delivery and added value	40%
	Sub TOTAL	70%
Price	Cost-effectiveness and value for money against WWSP budget	30%
Total		100.00%

Each Area will be scored out of 5 in accordance with the schedule below and then weighted to reflect the percentages above.

For example: Understanding of the Sector ... scoring 3 out of 5 on the scale below will get 12% out of a possible 20% ($3/5 * 20$).

Score	Rating	Criteria for Assessing Score
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0	Unacceptable	Does not meet any of the requirements.
1	Very Weak	Insufficient information provided / unsatisfactory.
2	Poor	Fails to meet the minimum standard, some major concerns
3	Acceptable	Satisfactorily achieves the minimum standard, acceptable, no major concerns
4	Very Good	Exceeds the requirements, good, full and robust response, gives confidence and will bring added value/benefit
5	Excellent	Considerably exceeds requirements, outstanding, and will bring significant added value/benefit, shows innovation and there is full confidence in response.

Price

The price score will be calculated as follows. The lowest price submitted receive the full 30% score and the following formula will be used to calculate the % score for the other bidders:-

Lowest price/bidders price x 30% x100

Award of Contract

The contract award notification will be communicated to all bidders via email as per the timetable set out within the ITT above.

Mobilisation and Implementation

It is intended that the contract will be implemented as soon as reasonably practical, upon agreement between WWSP and the successful Bidder.