

Recycle for London

Electrical repair workshops brief

1. Introduction

Resource London is a jointly funded support programme for London waste authorities, delivered in partnership by the London Waste and Recycling Board and WRAP, the UK's resource efficiency body.

Its primary goal is to help local authorities across London achieve 50% recycling by 2020. The stated objectives of the programme are to:

- achieve the London target to recycle 50% of local authority collected waste by 2020;
- make an effective contribution to London's CO₂ emissions performance standard; and
- make a significant contribution towards England achieving its 50% household waste recycling target in 2020.

More information about Resource London can be found on our [website](#).

A key element of this 5-year programme is [Recycle for London](#), the consumer campaign which delivers both London-wide communications and borough level support to encourage behaviour change amongst London residents to help achieve our objectives.

In addition, the Resource London team delivers targeted Love Food Hate Waste and Love Your Clothes campaigns in London.

2. Background

Recycle for London has chosen to focus on different recycling themes throughout the year, each one highlighting recyclable materials or behaviours. During September through to November, the focus will be on local *repair and re-use* activities including: textiles classes, electricals repair workshops and community jumble sales.

As part of the repair and re-use focus, we would like to hold a number of electricals repair workshops in partnership with London boroughs, from mid-October through to the end of November. We are looking for organisations who are able to develop and run these workshops in different parts of London (depending on which boroughs choose to participate), with members of the public as participants.

3. The brief & requirements

We would like to hold up to 15 electrical repair workshops across London, with the events being community based and open to local residents who will be able to bring along electrical and electronic items for repair. The workshops will help:

- extend the life of electrical/electronic items by helping participants to repair their own items and providing advice and sources of further information on repairs; and
- increase awareness and recognition of the Recycle of London campaign.

We would like to work with an experienced organisation to organise and run these workshops. The successful bidder will be required to:

- Develop a plan outlining the approach that will be used to develop and deliver the community repair workshops. This should include a nominated project lead. The plan will be subject to Resource London approval;
- Provide the necessary insurances, risk assessments and equipment to run the workshops. Please note the workshops will not be expected to provide extensive electrical training but rather should provide information, tips and advice on how to repair common household items;
- Liaise with participating Boroughs to identify suitable venues and times for the workshops (please note weekday evenings or weekend events will probably work best);
- Work with Resource London and participating boroughs to promote the workshops and recruit attendees. All materials will be required to use the Recycle for London brand and adhere to brand guidelines;
- Organise and deliver a maximum of 15 community repair workshops, in partnership with participating London Boroughs. The detail of the workshops will be agreed once the successful bidder has been appointed; and
- Monitor and report on the impact and effectiveness of the events. This will include recording the number of attendees, the number of items repaired, highlights and lessons learned.

4. Contract deliverables

The contract will require the following core work elements from the appointed bidder:

- Attend a project inception meeting at Resource London's offices to discuss how the project will run and confirm the deliverables;
- Develop a plan for the organisation and delivery of the workshops including: methodology, equipment/material requirements, resource allocation and timescales;
- Organise regular updates with the Recycle for London team to review progress; and
- Provide evaluation mechanisms and feedback to assess the impact of the workshops.

5. Your response

Your response should be no more than 3 x A4 sides and focus on the requirements outlined above. Responses should include:

- The submission requirements outlined above in section 3, namely details on how the workshops would be run across the London boroughs. You must include details of:
 - any permissions, insurances, licences or certificates needed
 - event recruitment and registration
 - outline plans for how you would promote the workshops
- Cost for running the programme along with a breakdown showing cost per workshop, and potential savings for running multiple workshops;
- Examples of similar campaigns you have worked on, along with a summary of their success and impact; and
- A description of delivery team and expertise.

Please send your response to us by **5pm Thursday 26th May** via email: info@lwarb.gov.uk

For questions about the brief please email Ali Moore at ali.moore@resourcelondon.org or ring her on: **tel** 020 7960 3677 / **mob** 07827 896150.

6. Evaluating the responses

Responses will be evaluated as follows:

Evaluation criteria	Weighting
Price	20%
Understanding of the project objectives and requirements; an approach and timeline that will deliver	20%
Outline proposal for the events including details on their promotion, plan and management	45%
Experience of allocated personnel, their skills and technical capability	15%

Responses will be evaluated based on written submissions.

7. Our timetable

Steps	Responsible	Deadline
Brief sent out	RL	Thurs 19 th May
Responses to brief received	Bidders	5pm Thurs 26th May
Contractor appointed	RL	Tbc – before Tues 7 th June
Inception meeting (if needed)	RL/contractor	Thurs 9 th June
Outline plan for community repair events	RL/contractor	End of June 2016
Selection of participating London Boroughs	RL	End of July 2016

8. Budget & timescales

Budgets have not been finalised for this phase of work but responses should assume a budget 'ceiling' of £20k including VAT.

The contract will commence in June 2016 and terminate on 31st December 2016.

9. Contract

All bidders are asked to supply their standard 'Terms and Conditions' with their tender. For the winning supplier their Terms and Conditions will be used for the contract subject to approval by Resource London.

The contract will be let by the London Waste & Recycling Board, as the contracting organisation. Bids shall remain valid for 30 days from the closing date for receipt of submissions.