1. Introduction

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

Its primary goal is to help local authorities across London achieve 65% municipal waste recycling by 2030. The stated objectives of the programme are to:

- Work in London towards more consistent, harmonised and efficient waste and recycling services that reinvigorate recycling and contribute to the Mayor’s ambition for London to get back on track to achieving 65% municipal waste recycling by 2030;
- make an effective contribution to the Mayor of London’s CO² emissions performance standard; and
- make a significant contribution towards England achieving its 50% household waste recycling target by 2020.

More information about Resource London can be found on our website.

A key focus of this 5-year programme is waste prevention, which is supported by both Love Food Hate Waste – a consumer food waste prevention campaign run nationally by WRAP but boosted in London – and the Love Your Clothes campaign, which aims to encourage people to keep their clothes in use for longer.

The London support for this campaign focuses on skills and awareness, including basic sewing and repair skills as well as more complex upcycling and alteration skills with an emphasis on younger, fashion-conscious audiences.

2. Background

Each year, Resource London partners with London boroughs to deliver re-use and repair themed activity. The focus of this activity is on reducing waste produced and maximising re-use of items, with events held at grassroots level to encourage residents to make steps towards sustainable living as a community. As part of this year’s repair and re-use focus, we would like to hold a number of Love Your Clothes-branded textiles workshops, in partnership with London boroughs, in November and December 2017. We are looking for two crafters/sewing teachers/upcyclers 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. One crafter will be required to cover North and West London boroughs. The second will be required to cover South and East London boroughs.

3. The brief and requirements

We would like to hold up to 20 sewing workshops across London, with the events being community based and open to local residents. The workshops may teach participants any of the following:

- How to repair and alter clothes using simple techniques to patch, hem, replace buttons etc.
- How to re-style and accessorize clothes creatively
- How to upcycle and re-work pieces of clothing to give them new life
One, or a mix, of the above could be covered in a workshop session, so we would like to hear your ideas on how you would turn them into practical and engaging sessions.

Workshops should last no more than three hours but must include enough content to enable participants to take away a finished item, a new skill or some resources that will help them continue to look after their clothes and make them last longer. The workshops must have a festive theme, due to the time of year they will be taking place.

We would like to work with two experienced crafters to organise and run these events (ten workshops each), with the successful contractors required to:

- Develop a plan outlining the approach that will be used to develop and deliver the workshops, as well as a description of workshop content. The plan will be subject to Resource London approval;
- Provide the necessary insurances, risk assessments and equipment to run the workshops;
- Liaise with participating boroughs to identify suitable areas, venues and times for the workshops (weekday evenings or weekend events will probably work best);
- Work with Resource London and participating boroughs to actively promote the events via local advertising, direct marketing and digital. All materials will be designed via Resource London and will carry the Love Your Clothes brand and local council logos, adhering to brand guidelines; PR will be delivered regionally and locally through Resource London;
- Organise and deliver a maximum of 20 sewing workshops (ten each), in partnership with participating London boroughs. The details of the workshops will be agreed once the successful contractors have been appointed; and
- Monitor and report on the impact and effectiveness of the workshops. This will include recording the number of workshops held; attendance figures, levels of engagement, feedback from attendees, photographing participants’ finished items, 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 the approach, how the project will run and confirm deliverables;
- Develop an overarching plan for the organisation and delivery of the workshops including: objectives, methodology, KPIs, equipment/material requirements, resource allocation and timescales for delivery;
- Actively promote the workshops in partnership with participating boroughs and Resource London (Love Your Clothes branding must be used across all promotional materials);
- Organise regular updates with the Resource London team to review progress; and
- Provide relevant evaluation mechanisms (to be agreed in advance with Resource London) 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:

- Confirmation of your understanding of, and ability to deliver, the brief and contract deliverables;
- 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
  - a sample plan for a beginners’ level workshop and a more advanced one, to show the kind of skills and items we could work on with attendees;
  - an outline of how you would help Resource London and the boroughs promote the workshops
• Cost for running a programme of ten workshops along with a breakdown showing cost per workshop, equipment costs, any materials, haberdashery etc., travel expenses etc. (please make it clear whether VAT is included in the costings);
• 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.

While the boroughs who are given funding to run these workshops will take responsibility for the invitation process and booking/paying for venues, we would like those running the workshops on our behalf to collaborate in this process.

Love Your Clothes and Recycle for London will also help promote the workshops through our websites and social channels.

Please send your response to us by 12pm Friday 2 June 2017 via email: info@resourcelondon.org

For questions about the brief please email Violetta Lynch at violetta.lynch@resourcelondon.org or ring her on 020 7960 3667 / mob 07879 117 477.

6. Evaluating the responses

Responses will be evaluated as follows:

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>20%</td>
</tr>
<tr>
<td>Understanding of the project objectives and requirements; confirmation of ability to deliver; and a timeline that meets ours</td>
<td>20%</td>
</tr>
<tr>
<td>Outline proposal for the events including details on their content, promotion, plan and management</td>
<td>45%</td>
</tr>
<tr>
<td>Experience of allocated personnel, their skills and technical capability</td>
<td>15%</td>
</tr>
</tbody>
</table>

Responses will be evaluated based on written submissions.

7. Our timetable

<table>
<thead>
<tr>
<th>Steps</th>
<th>Responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief sent out</td>
<td>RL</td>
<td>Wed 3 May</td>
</tr>
<tr>
<td>Responses to brief received</td>
<td>Bidders</td>
<td>12pm Fri 2 June</td>
</tr>
<tr>
<td>Contractor appointed</td>
<td>RL</td>
<td>Mon 12 June</td>
</tr>
<tr>
<td>Inception meeting</td>
<td>RL/contractor</td>
<td>Wed 21 June</td>
</tr>
<tr>
<td>Outline plan for community repair events produced</td>
<td>RL/contractor</td>
<td>Wed 5 July</td>
</tr>
<tr>
<td>Locations finalised and events planning</td>
<td>Contractor/borough</td>
<td>July/August</td>
</tr>
<tr>
<td>Event promotion</td>
<td></td>
<td>September/October</td>
</tr>
<tr>
<td>Community sewing workshops</td>
<td>Contractor/borough</td>
<td>November/December</td>
</tr>
</tbody>
</table>

8. Budget & timescales

Budgets have not been finalised for this phase of work but responses should assume a budget ‘ceiling’ of £8k including VAT for 10 workshops.

The contract will commence in June 2017 and terminate on 31 December 2017.
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 to inform 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.