Learning Partner for GambleAware’s Community Resilience Fund

Expression of Interest Form

**Expression of Interest**

This Expression of Interest form is the principal method for drawing up a tender shortlist for an evaluation project commissioned by GambleAware.

Forming part of a restricted two-stage tendering exercise, this form is designed to allow GambleAware to consistently collect key information from potential contractors, to identify what skills and experience they can bring to an advertised project. This helps ensure GambleAware achieves value-for-money when awarding evaluation contracts.

Completed forms should be submitted to evaluation@gambleaware.org by 17:00 on Friday 30 September 2022.

**How much information should I provide?**

In total, responses in Sections A-C should not exceed three pages. Responses in Section B should be restricted to no more than 200 words each.

A maximum of two sides of A4 of additional information or evidence (e.g., abstracts or case studies of previous work) will be accepted with completed Expression of Interest forms.

**How will information provided be assessed?**

Completed forms will be assessed by GambleAware on how they meet the criteria below, so it is important that the information provided is applicable to the requirements and criteria outlined in the form and in the accompanying advertisement. Weighting applied to each criterion represents level of priority. Weighting will be multiplied by a 1-5 score in line with score descriptions below. GambleAware’s decision is final, and there is no appeals process.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Maximum score** |
| Experience of staff | 5 | 20 |
| Experience in this field | 5 | 20 |
| Organisational experience | 5 | 20 |

|  |  |
| --- | --- |
| **Score Description** | **Score** |
| Did not demonstrate relevant experience/fails to meet minimum requirements | 1 |
| Displayed some level of relevant experience | 2 |
| Displayed a good level of relevant experience  | 3 |
| Displayed an excellent level of relevant experience | 4 |

**Further information**

Only a limited number of contractors will be invited to tender and the submission of an expression of interest should not be taken as a guarantee of inclusion on the tender shortlist. All contracts who submit an Expression of Interest form will be notified of the result of the exercise.

GambleAware expressly reserves the right to:

* Clarify information provided in a response and seek independent advice to validate information declared or to assist in the assessment of submitted forms.
* Decline to support all or part of any proposal.
* Cancel the expression of interest process and reject all proposals at any time.

If you have any further questions about completing this form, please contact evaluation@gambleaware.org

**A. SUPPLIER INFORMATION**

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation type (e.g., academic, commercial, voluntary, other) |  |
| Nature of organisation |  |
| Website address |  |
| Contact name |  |
| Position/Job title |  |
| Email address |  |
| Telephone number |  |
| Correspondence address |  |

|  |  |
| --- | --- |
| Has your organisation previously been contracted to provide services to GambleAware? (‘Yes’ or ‘No’) |  |

|  |
| --- |
| In order to deliver the required services, do you envisage sub-contracting activity, or developing a partnership or consortium arrangement? If so, please detail below the name(s) of any other organisations identified to play a role in delivery of services  |
|  |

**B. RELEVANT EXPERIENCE**

Please briefly outline below the relevant experience of your organisation. This should relate specifically to the advertised project (max. 200 words per box)

|  |
| --- |
| **Expertise of staff** (experience and qualifications of professional and technical staff who will be directly involved in providing the work, including details of relevant expertise in mixed method and process evaluations, equitable approaches to evaluation, capability and capacity building in evaluation.) |
|  |

|  |
| --- |
| **Experience in this field** (examples of your organisation’s experience – previous or current – in mixed method and process evaluations, equitable approaches to evaluation, capability and capacity building in evaluation and working as a learning partner.) |
|  |

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| --- |
| **Organisational activity** (principal activities of your organisation and whether the required services (subject area and/or methodology) represent core activity) |
|  |

**C. REFERENCES**

|  |
| --- |
| Please provide details of up to 3 recent relevant projects, undertaken or in progress (include project title, a brief project description, start and end date, value of contract, and details of sponsoring organisation with contact name and details) |
| 1.  |
| 2. |
| 3. |

The data that you provide in this form will be used by GambleAware to assess the suitability of potential contractors to provide a specific evaluation project to GambleAware. Personal data will be processed in line with GambleAware's privacy policy [[https://www.begambleaware.org/privacy-policy](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.begambleaware.org%2Fprivacy-policy&data=04%7C01%7CKate.Sewel%40gambleaware.org%7Ce82a3aefc1fd4cce4fad08da10a7cc64%7C0572c9ff9b6d4533a6bf5864cf7304e9%7C0%7C0%7C637840610109662853%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=aQp8U3vTc7IkRDS%2F%2BYH6IAtfMq0BA5%2Fvpxy767mhoqY%3D&reserved=0)].

**begambleaware.org JUNE 2022**