

Invitation to Tender

Final v1.0, 16 October 2012

Hotel Waste Mapping Case Study and Industry Guidance

The Travel Foundation

The Travel Foundation is an independent charity, set up through partnership between the outbound tourism industry, government and non-governmental organisations (NGOs) in the UK.

The Travel Foundation aims to ensure that tourism from the UK gives a greater benefit to the people, environment and economy in destination countries. To achieve this, the Travel Foundation works in partnership with the UK outbound travel industry to deliver changes in the practices of the industry and its supply chain in both UK and overseas operations.

The Travel Foundation comprises a Board of Trustees and an Executive, which manages the work of the Foundation.

Introduction

A large part of the effort of the Travel Foundation's Environment Programme has focused on helping hotels and other accommodations minimise their environmental impact by improving their resource efficiency; in other words, by reducing their use of water and energy and also minimising waste they produce.

Since 2007 the Travel Foundation has meaningfully engaged with 695 accommodations including over 600 tailored audit reports which containing detailed recommendations for improvement.

In 2010, the Travel Foundation entered into a groundbreaking agreement with the Cyprus Tourism Organisation (CTO), and the Cyprus Sustainable Tourism Initiative (CSTI) - our first destination partnership agreement. We'll be working alongside the CTO and CSTI for the next 5 years, building on the work we've already done to 'green' Cyprus. This work has included a feasibility study into addressing solid waste issues within the Cypriot hotel sector and a very successful hotel plastic waste minimisation project.

As a natural 'next step' we are pleased to offer an opportunity to tender for a contract to develop waste mapping guidance for hoteliers.

Project Objectives.

- To develop a robust waste mapping methodology to help hoteliers identify and act on minimising the waste they produce in a manner that gives them the greatest financial benefit.
- Develop a package of guidance materials to enable hoteliers to conduct their own waste mapping exercise in the future.

Consultant Brief

The Travel Foundation is inviting tenders from suitably experienced consultants to complete the project. This will include the following stages:

1. Initial kick-off meeting with the partnership and project hoteliers to plan in detail and agree the project delivery. We anticipate this being by telephone conference.
2. Draft a waste mapping methodology suitable for tourist hotels and forward to the partnership prior to hotel visits for review.
3. Complete a waste mapping study in at least one tourist hotel in Cyprus used by package holiday tourists. It shall be the judgement of the consultant to propose (at tender) the appropriate number of hotels to be studied to inform the guidance, balanced against the budget needed to produce high quality guidance materials.
4. Present the findings of the waste mapping to the partnership and the hotel. A conference telephone call would be adequate for this purpose.
5. Produce a draft package of guidance materials for waste mapping which are particularly tailored for tourist hotels frequented by UK outbound package holiday-makers in Cyprus. The guidance shall contain practical examples from the waste mapping study. The Travel Foundation welcomes innovative ideas for the style of the guidance and its dissemination. The guidance must be written in English.
6. Taking into consideration review comments from the Travel Foundation, produce final guidance materials.

Note: Waste mapping is not a new concept and therefore the consultant should draw on existing published guidance. Guidance produced under the project shall be tailored for package holiday hotels in Cyprus which a non-environmental specialist can easily understand.

Budget and Guidance

The partnership has a maximum budget of £11,000 including VAT for this work.

The consultant should assume that they will need to meet transport, accommodation and meal costs out of the total budget.

The partnership will not meet the costs of consultants to tender for the contract.

Payment will be on the basis of satisfactory completion of project milestones.

Though not necessary, Greek language skills would be an advantage.

Management

The consultant will report to Stuart Woodham, the Travel Foundation's Environment Manager.

The Tender

The tender document should include:

- a short interpretation of the project brief and a demonstration of familiarity with waste mapping;
- a description of the approach/methodology to be used;
- a brief analysis of anticipated project risks, plus proposals for mitigating actions;
- suitability of the bidder to carry out this work, including relevant knowledge, experience and expertise;
- CVs of all the people who will be involved in the project;
- full details of costs, including research staff and administration costs and number of days allocated for delivery of each stage of the Consultant Brief;
- responsibilities for project management and quality control; and,
- contact details.

The tender document, excluding appendices, shall not exceed ten pages.

Timescale

The tender should be emailed to Stuart Woodham at stuart.woodham@thetravelfoundation.org.uk by **9:30 am on Monday 5th November**. Tenders received after this deadline will not be considered.

Successful applicants will be informed by Monday 12th November and we expect the work to begin as soon as possible thereafter.

Queries in relation to this tender should be addressed to Stuart Woodham at the email address above, or telephone +44 (0)117 9307173.

The project timetable is set out below:

Task No.	Description	Completion dates
1	Initial kick-off meeting with the Travel Foundation and project partner hoteliers.	14 th November 2012
2	Draft a waste mapping methodology and forward to the Travel Foundation prior to hotel visit(s) for review.	21 st November 2012
3	Complete a waste mapping study at least one tourist hotel used by package holiday tourists.	5 th December 2012
4	Present the findings of the waste mapping study.	19 th December 2012
5	Produce a draft package of guidance materials.	21 st January 2013
6	Taking into consideration review comments from the Travel Foundation, produce final guidance materials.	11 th February 2013
7	Complete project summary including 'lessons learnt'.	18 th February 2013

Assessment

The bids will be assessed by the partnership and assessed against the following criteria:

- appropriateness of methodology/approach;

- value for money;
- technical expertise;
- ability to meet delivery timescales; and,
- track record in comparable projects.

The Travel Foundation Forum

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Yes? Please join our Forum on www.thetravelfoundation.org.uk – click on “Forum” and select “consultant” from the relevant drop down box. As a Forum member you will benefit from bi-monthly e-newsletters and a listing and link on the Travel Foundation website. Additionally, we will include you in our dedicated consultant database ensuring we have a clear record of your expertise and experience enabling us, when appropriate, to direct specific project opportunities to you.