

Evaluation of Eat Well Age Well – Invitation to Tender

1. Introduction

Eat Well Age Well ([EWAW](#)) is a Scottish national project funded by the National Lottery Community Fund, and is part of the award-winning Scottish Charity '[The Food Train](#)'. The overall aim of EWAW is to contribute to the prevention, detection and treatment of underweight malnutrition and dehydration among older people living at home in Scotland. EWAW works in collaboration across all sectors to develop initiatives that make a difference to older people; and also to carry out research, and gather evidence, to help to argue the case for more resources and work on prevention. Unlike many health conditions, malnutrition is not an inevitable part of ageing, and is preventable.

2. Background

The EWAW project came into being as a result of our learning from the [Scottish Government Malnutrition Summit](#) (2015) and [Cross-Party Group on Food](#) (2016) driven by The Food Train. The aims of EWAW are to bridge the gap between clinical and social support; and to support and test change interventions at the point of contact, with the lived experience of older people informing the project throughout.

The planning for EWAW was led by Michelle Carruthers MBE, Dr Jane Rowley and Food Train customers, volunteers and staff. We took into account older people's views and ideas from the outset, because this project was designed to enable people in communities to have ownership of sustainable and tested approaches to malnutrition and the associated issues of social isolation and loneliness.

In recent years it has become more and more apparent to Food Train volunteers and staff that there is a gap between the lived experience of older people who live at home with malnutrition, or who may be at risk of malnutrition; and the clinical care available. Where there are concerns about the nutritional wellbeing of our older members, there is no platform to raise those, other than an emergency social work referral. Similarly when new members begin using Food Train services, Food Train is not party to any nutritional care plan in place, despite staff and volunteers being well placed to help, guide and advise our members in line with the plan. The wider Third Sector offers an untapped opportunity to support the work of hospital and community dieticians in supporting nutritional care, reducing the risk and incidence of malnutrition and improving the wellbeing of older people.

Since 2013 Food Train has been at the forefront of meetings and events around malnutrition and has been involved in nutrition and hydration advocacy alongside the larger national associations and charities. Food Train was therefore well placed to lead a submission to the National Lottery Community Fund, with the support of partners, to deliver a project focused on preventing, detecting and reducing malnutrition.

3. Aim of the evaluation

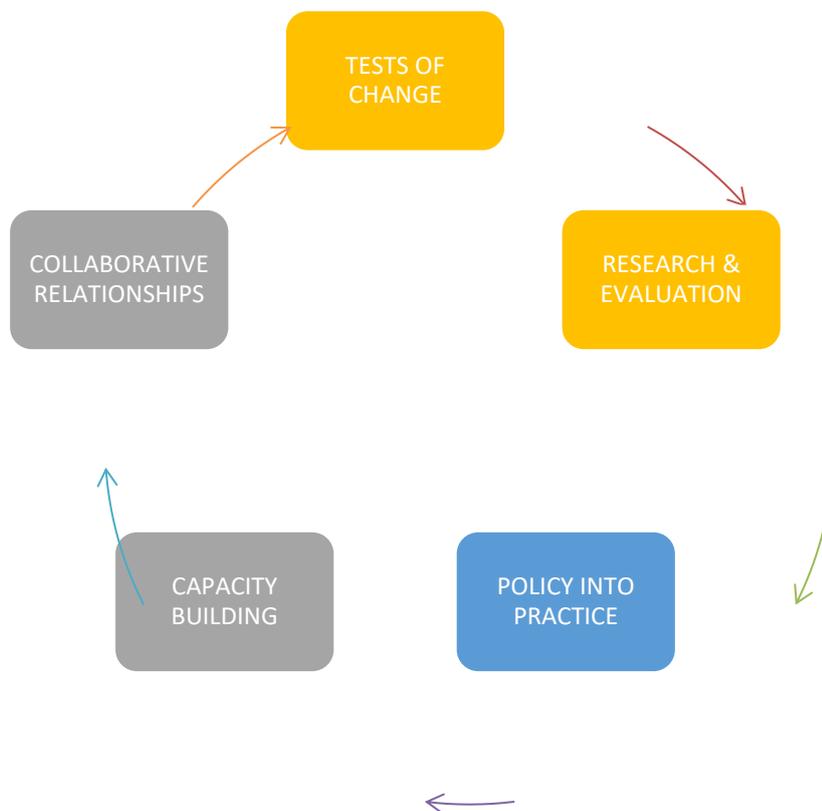
The aim of the evaluation is to assess the impact, learning and performance from Eat Well Age Well in delivering its five project strands which are:

1. tests of change;
2. research & evaluation;
3. policy into practice;
4. capacity building; and
5. building collaborative relationships.

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In particular, the evaluation should show how successful EAWW has been in achieving the core aims of preventing, detecting and treating underweight malnutrition among older people who live at home in Scotland.

Eat Well Age Well - project strands flow cycle



4. Evaluation objectives

1. To evaluate what has worked, and what hasn't worked so well, and why?
2. To obtain the views, perspectives and experiences of staff, volunteers and older people who have been involved in or engaged with Eat Well Age Well: for example those involved in 'tests of change', Small Ideas, Big Impact grant recipients, and joint working.
3. To evaluate the impact of and learning from the Small Ideas, Big Impact grant scheme, which provides funding to organisations who can support older people to eat well and to detect, prevent and tackle underweight malnutrition.
4. To evaluate the impact of, and learning from, the test of change projects, including the effectiveness of the Salford Paperweight Armband as a tool to detect malnutrition.
5. To evaluate the impact of partnership working and engagement with stakeholders .
6. To evaluate the impact of, and learning from, the Capacity Building training, including understanding how the malnutrition tools (including the Salford Paperweight Armband, Patients Association Malnutrition Checklist, and MUST) have been implemented across local settings
7. To evaluate the quality and impact of all research that has been commissioned externally by EAWW.
8. To assess how the EAWW initiative has been planned, managed including financial management.
9. To make recommendations for ways of sustaining and continuing Eat Well Age Well work.

While delivering objectives 1 to 9 above, the evaluator should take into consideration EAWW's four outcomes, which are fully described in our original Project Plan 2017. For additional

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background information, appendix 1 provides a summary of our four separate National Lottery Community Fund outcomes, and their corresponding change indicators, which may also be useful for the evaluator to be aware of.

We will supply additional background documents including our original Project Plan 2017 document and our EWAW Logic Model, which will be useful for carrying out the evaluation.. These and all other relevant documents will be provided for those who are invited to tender.

5. Intended audience for the final evaluation report

1. Eat Well Age Well and Food Train staff, volunteers and customers.
2. The Eat Well Age Well Stakeholder Group.
3. The National Lottery Community Fund.
4. The Scottish Government.
5. Health and Social Care Partnership staff.
6. Key agencies: for instance, The British Association for Parenteral and Enteral Nutrition (BAPEN); Malnutrition Task Force UK; etc..
7. Key charities and care agencies such as Age Scotland, Alzheimer Scotland; Nourish; etc.
8. The wider charity and statutory sector, including lunch club providers, community cafes, etc.

6. Methods

It is expected that the successful tenderer will use a mixed methods approach to this evaluation exercise.

This should include assessing qualitative evaluation already undertaken by Eat Well Age Well staff and our partners, such as questionnaire surveys and associated reports that we have already completed. It is also possible that the evaluation will include additional questionnaires, either in paper or on-line electronic format.

A significant part of our work will need to be evaluated using qualitative methods, such as structured interviews and focus groups with staff, volunteers and older people, and with key staff in partner organisations.

We would be keen for you to share with us any suggestions about what else could be included in the evaluation exercise, and/or additional or alternative approaches that you think that would be helpful, including a rationale for these.

7. Required outputs

The successful tenderer will be required to attend a briefing meeting with EWAW on appointment.

1. A detailed list of what work was done for the evaluation exercise.
2. A list of data sources, documents, papers, survey reports, datasets, databases, etc. connected with the evaluation, including original questionnaires and focus group reports.
3. A detailed discussion section which covers the successes and challenges that have been identified.
4. A one-month progress report (electronic copy).
5. Presentation of findings a verbal debrief meeting with EWAW.
6. A final written report, in both paper and electronic versions, written in a clear, accessible and concise manner including an introduction; an overview of the evaluation; the evaluation methods used; and a detailed discussion of findings on our evaluation objectives. This should be submitted in a publishable standard (e.g. size 12 font).
7. Details of key learning by all the agencies and people connected with the project.

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8. A section which provides an analysis of the impact our work has had on the detection, prevention and treatment of underweight malnutrition, including feedback from key staff in independent joint boards, relevant charities, and the Scottish Government.

8. Evaluation Timescales

Stage	Task or Event	Timescales
1	Initial meeting with Eat Well Age Well*	Week beginning Monday 5 th August 2019
2	Planned project commencement date	Week beginning Monday 12 th August 2019
3	One-month progress report	Week beginning Monday 16 th September 2019
4	Interim progress report	31 st March 2020
5	Verbal debriefing meeting with Eat Well Age Well* (including designated Advisory Group members)	Mid-December 2020
6	Draft final report	Early-December 2020
7	Final report	Mid-January 2021
8	Planned project completion	Friday 29 January 2021

*Those invited to tender need to be available for these meetings.

9. Ethics and Ownership of Results

1. The evaluator will be responsible for ensuring compliance with the Data Protection Act (2018), and the European Union's General Data Protection Regulation (GDPR). and must abide by any relevant guidelines.
2. The evaluator should ensure all relevant personnel involved with the project are suitably experienced, qualified and skilled and that any personnel involved in research activities with Food Train customers, or other vulnerable groups (such as older people), undergo any appropriate disclosure checks through Disclosure Scotland.
3. Evaluators are expected to consult with EAWW on any information that may become public during or after the project and to observe confidentiality at all times.
4. Ownership of all research material, including the final report and all data produced as a result of the research, lies with EAWW. All raw data collected and analysed should be handed over to EAWW following completion of the final project.

10. Risk Assessment

The tenderer should outline potential risks, coupled with mitigating actions, to successful completion of the project within timescales and budget. These could be organisational, project specific or general risks.

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11. Budget for the evaluation

The maximum budget available for the evaluation exercise is £18,500.

The breakdown of our payment schedule is given in the table below.

Key milestone /output	Expected date	Budget payable
On commissioning and signing of the research services contract	Friday 2 nd August 2019	£5000
On presentation of key findings at the verbal debrief meeting	Mid-December 2020	£5000
On the successful completion of the study and signing off of written report/research outputs	Friday 29 th January 2021	£8500
Total		£18500

12. Required skills, knowledge and experience

It is expected that the successful evaluator will have a strong track record in evaluating both services and projects delivered by the Third Sector in Scotland. They should also have significant experience of successfully engaging with organisations across all sectors, particularly the Scottish Government; Independent Joint boards, health authorities; and local government.

13. Contacts and contract management

The main contacts for the contract are:

- Nigel Lack, Impact and Policy Officer, 111 Oxfords Road North, Edinburgh EH14 1ED, tel. 07718489024, e-mail nigel@eatwellagewell.org.uk; and
- Laura Cairns, Project Manager, 111 Oxfords Road North, Edinburgh EH14 1ED, tel. 07718489018, e-mail laura@eatwellagewell.org.uk.

All resources and data will be made available by Nigel Lack, who should also be contacted for any additional request for information, in the first instance.

14. Expressions of interest – potential tenderer information to be provided

Submissions for an expression of interest should provide the following:

1. an up to date CV outlining evaluations or research undertaken;
2. key personnel to be involved and their experiences and past work;
3. an outline of the framework for undertaking the work, including milestones and timelines; and
4. the proposed methodology.

We are not expecting that sections 2. To 4. above will take up more than two sides of A4.

Please base your expression of interest on the evaluation brief.

NB Only those shortlisted will be invited to submit tenders.

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15. Submitting an expression of interest (EOI)

Expressions of interest should be submitted to Nigel Lack by **12 noon on Friday 21st June 2019** at the contact details below. No late submissions will be accepted.

Email: nigel@eatwellagewell.org.uk

Address: Nigel Lack, Impact and Policy Officer, Eat Well Age Well, 111 Oxfords Road North, Edinburgh EH14 1ED

16. Submitting a tender

1. In their written proposal for undertaking this work, tenderers should provide the information as below.
 - The name of the tenderer, company/agency status, contact details and name of person for further contact (if different).
 - Names, positions, details of relevant experience, skills and expertise of all staff to be involved in the project.
 - A brief statement detailing your understanding and interpretation of the purpose, context, specific objectives and scope of the project (any suggested amendments to the scope of this project should be accompanied by an appropriate rationale).
 - Details of all methods to be used to meet the aims of the project and deliver the objectives
 - A statement of intended quality control measures.
 - A risk assessment as detailed above.
 - A clear statement of costs and detailed expenditure of all cost elements.
5. It is not anticipated that interviews will be required before the award of a contract; however, if any details within the tender are not clear tenderers may be contacted.
6. A hard copy of the tender, along with an electronic copy, should be submitted to Nigel Lack by **12 noon on Friday 26th July 2019** at the contact details below. No late submissions will be accepted.

Email: nigel@eatwellagewell.org.uk

Address: Nigel Lack, Impact and Policy Officer, Eat Well Age Well, 111 Oxfords Road North, Edinburgh EH14 1ED

Appendix 1 – National Lottery Community Fund Outcomes and Change Indicators

Appendix 1

The EWAW outcomes and change indicators that were agreed with the National Lottery Community Fund are listed below. Full details, including timescales and progress so far will be provided to the successful bidder.

Outcome 1: Contribute to a reduction in the number of older people at risk of and living with malnutrition across Scotland.		
Change indicator 1	Malnutrition in older people in the community starts to be measured	From baseline 0% to end point 10%
Change indicator 2	There will be a reduction in older people reporting regular hunger in our annual survey	From baseline 2.3% to end point <1%
Change indicator 3	There will be a reduction in older people reporting loneliness in our annual survey	not currently measured, estimated at 10%, we will measure this in year 1 and aim for a decrease in our cohort annually over the project lifespan
Outcome 2: Translate public health messages about malnutrition into actions in the community, led by the community.		
Change indicator 1	Development of a nutritional care pathway linking hospital and community services with an accessible set of guidelines for community projects	No such pathway exists. 6 Health & Social Care Partnerships will test and/or adopt a new nutritional care pathway
Change indicator 2	Development of a community led early warning system with validated indicators and a referral pathway	6 Health and Social Care Partnerships test and/or adopt a new Community Referral Pathway
Contribute to a body of evidence through robust applied research around the prevention, detection and treatment of underweight malnutrition among older people living at home.		
Change indicator 1	Eat Well, Age Well will contribute to the body of evidence by facilitating 3 Knowledge Exchange events to share learning across the UK	Currently no malnutrition focused UK wide events, moving to one per year
Change indicator 2	Eat Well, Age Well will contribute to the body of evidence by producing of 2 practitioners' papers (or) publications	2 Practitioner Papers
Inform older people, communities, and health and social carers practitioners how they can prevent, detect and reduce underweight malnutrition.		
Change indicator 1	Eat Well, Age Well will identify what resources are required by asking older people, communities and health & social care practitioners	A body of resources developed by older people, to include a quarterly newsletter, audios and short films subject to decisions of older people
Change indicator 2	Older people, communities and health & social care practitioners will have information and resources to meet their needs	Annual increasing distribution of materials in accessible formats, engaging with all activities we aim for parity with BMI collation and contacts
Change indicator 3	Eat Well, Age Well will inform via a collaborative public campaign leading to year on year increases in contacts and use of the Hub	Contacts 40,000 over 3.5 years

Appendix 2 – Summary of work completed so far

Summary of work completed so far

Tests of change

- Implementation of the Small Ideas Big Impact grants scheme. Round one is complete, and 23 projects have been funded across Scotland. Round two promotion began in March 2019, and the application closing date is 2nd August 2019.
- Eat Well to Go – soup and meals delivery to Food Train customers resident in the Stirling area (now entering phase 2).
- Red Cross, Midlothian – trial of the Patients Association Nutrition Checklist.
- NHS Lothian Dietetics – training volunteers in the community to identify and raise issue of malnutrition with older people linked with NHS Lothian Dietetics Service.
- NHS Forth Valley Dietetics – training volunteers in the community to identify and raise the issue of malnutrition using MUST tool linked with Food Train Stirling older people.
- Slow cooker test- with carers and family members. Recipes completed and now in testing phase (approx. 20). Tesco is supporting this work. Project documentation developed and project awaiting approval.
- NHS Tayside undernutrition project - Patients Association Nutrition Checklist with Food Train customers from Dundee

Research & evaluation

- Research study in collaboration with Glasgow University to establish a Scottish prevalence rate for underweight malnutrition. A comparison study including Food Train members and other groups of older people living at home. The study will assess older adults nutritional and wellbeing outcomes associated with ageing in place with supported food accessibility: a mixed-methods, biopsychological analysis”. Commenced in February 2019 and the report will be completed in February 2020..
- Findings report about the Red Cross Midlothian trial of the Patient Association Nutrition Checklist.
- Evaluation of the ‘Eat Well Guide’ for Older People in Scotland, produced jointly with Age Scotland (questionnaires being collected, evaluation report pending).
- Early assessment and analysis of SIBI applications and evaluation baseline planning documentation prepared. All innovation/tests of change projects above have been supported by the Impact and Policy Officer with evaluation tools and measures.
- The EWAW literature review about malnutrition and related areas such as isolation and loneliness.

Policy into practice

- Ongoing work to influence policy and practice, including representation at the Cross-party Group on Food and the Cross-party Group on Older People.
- Representation at the Scottish Food Coalition, and input to their work to influence the planned legislation on Scotland becoming a ‘Good Food Nation’.
- ‘A Fairer Scotland for Older People: framework for action’ – recognition in the framework of the existence of underweight malnutrition, and the need for detection, prevention and tackling the condition. Working with partners to support the delivery of this ambition.

Capacity building

- Delivery of Raising the Issue of Malnutrition & REHIS Eating Well for Older People training with carers, volunteers and professionals– 187people trained to date (May 2019)
- Training a large cohort of paid carers until December 2019
- Raising the Issue of Malnutrition toolkit launched – practical tools to support discussions about nutrition and hydration for all who have routine contact with over 65s

Appendix 2 – Summary of work completed so far

- Roadshow programme – in progress

Building collaborative relationships.

- Second EAWW stakeholder meeting held in February 19.
- Attendance at key events and groups (e.g. Tayside Dietetic Team Awayday, joint Cross-party Group on Food & Cross-party Group on Aging, Soil Association Food Generations).
- Partnership working with REHIS; Greater Manchester Nutrition; The UK Malnutrition Task Force, Wessex Academic Health Network; and the Patients Association.
- Events for engaging with older people e.g. Beat Those Jan Blues event with Age Scotland held on 30th January 2019.