

**South London Botanical Institute (SLBI), Tulse Hill**

**Invitation for quotations to carry out a Feasibility Study for the South London Botanical Institute to provide an Accredited Qualification in Plant Science**

**8.11.17**

**Background**

The SLBI was founded in 1910. It is visited by approximately 3000 visitors each year for school visits, adult talks/workshops/courses/walks/meetings etc. We have a botanic library, herbarium and garden, and our rooms are also hired out to other organisations.

As our botanical education work continues to grow, we have obtained a grant from the Heritage Lottery Fund to carry out a feasibility study into the SLBI providing an accredited qualification in Plant Science.

This study is part of a larger project funded by the Heritage Lottery Fund, called ‘Plant Recording for All Ages’. The project also includes refurbishments to our historic herbarium and new digital interpretation for its visitors of all ages.

**Objectives of feasibility study:**

* *To establish a long term field of delivering botanical education, particularly to young people, but also to leisure and professional learners*
* *To work towards financial sustainability in this*
* *To assess any added benefits to the SLBI and botanical education as a whole*

**Fields of work**

Part One - contextual research

* Build familiarity with the organisation (the SLBI) and assess and understand capacity to deliver this work.
* Establish the need at secondary level: Open discussions with local secondary schools, and other educational institutions towards assessing need and establishing key partners. Discuss in particular with secondary schools their needs at GCSE and A level, as well as opportunities to work together in general. Maintain these communications throughout the programme.
* Establish the need with universities and employers. Hold conversations with at least one university and one professional botanist to refine syllabus and consider how this might help create employability.
* Assess wider framework, competition, and complementary offers, including priorities, qualifications, costs and study opportunities offered by FSC, BSBI, and horticultural organisations. Seek opportunities to replicate, complement or work alongside these.
* Explore framework and options for GCSE, A level, diploma, and other qualifications. Seek advice from examining boards eg ABC, and AQA.
* Explore outline costs and funding available.
* Present the above as an interim report. Highlight key areas for further discussion and agreement of next steps. Facilitate discussion of this with SLBI Education Strategy Group.
* Agree focus (eg diploma, A level etc), with strategy group.

Part Two: Develop Business Plan:

Develop outline Business Plan for the qualification agreed. Include:

* Summary of need and audience (above)
* Qualification and purpose (above)
* Methodology, including timescale
* Source of income, costings
* Programme of study
* Marketing
* Monitoring
* Pilot project if appropriate
* Brief/job description for tutor(s)

Present Business plan to Education Strategy Group as draft, then finalise (pdf with soft copy Word).

Consultant requirements

The consultant would need to:

* Be professional , competent, familiar with feasibility studies
* Understand the educational framework
* Understand the needs of a small charity like the SLBI
* Understand simple botany/plant science
* Be able to advocate for the project and encourage take up of the idea (where appropriate)
* Complete the work by the end of February 2018.

**Invitation for Quotations -** Please provide a quotation for the above work to include:

* Relevance experience/knowledge/skills
* Cost
* How many days you would expect the work to take
* When you would be able to do it (including confirmation of your availability to complete it by the end of February 2018).

Please send all the information to Caroline Pankhurst, Education & Project Manager at the SLBI, 323 Norwood Road, London SE24 9AQ or to caroline@slbi.org.uk by **5pm on Monday 27 November 2017**. For any queries or to visit the SLBI before providing a quotation, please telephone

020 8674 5787 or email caroline@slbi.org.uk