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Invitation to submit a written quotation for the establishment and facilitation of Profit Partnership Business Groups to encourage producers to utilise technical and financial benchmarking, to help improve their business returns and therefore the performance of Scottish beef and lamb sectors.

Background

Quality Meat Scotland (QMS) is Scotland's red meat development body. A Non-Departmental Public Body (NDPB) since 1st April 2008, QMS has a remit to shape a sustainable and prospering Scottish red meat industry.

QMS aims to set up Profit Partnership Groups within Scotland to assist participating livestock producers to improve their enterprise and business performance.

Key objectives

- Benchmark participants' physical and financial performance
- Share key performance indicators within group membership
- Use the benchmarking process as a catalyst to stimulate sharing of best practice and business improvement

Scope of the work

QMS will provide project funding from 1st November 2017 to 31st March 2020. Total funding will be limited to £15,000 per group (£5,000 per year), designed to be a contribution to the facilitation and running costs of the group with the expectation of a degree of match funding being sourced to provide additionality to core activities.

QMS proposes that the successful groups will work largely independently but use a uniform benchmarking platform to allow collation of anonymised data to strengthen a central database to further refine future benchmarking activity across the beef and sheep sectors in Scotland.

Each group will have a Group Facilitator responsible for co-ordinating activities and outcomes and for disseminating information to group members. The facilitator will also be responsible for all project administration and project reporting.

QMS expects the appointed facilitators to be of a high standard, able to demonstrate a good working knowledge of beef and sheep production and farm business management, as well as a high level of interpersonal skills and facilitation experience. The success of the groups will depend upon mutual respect between skilful facilitators, group participants and QMS.

The success of the group will be measured by attendee numbers, attendee feedback, evidence of successful benchmarking and sharing of best practice together with indicators of improved business performance. Each group will be reviewed individually every six-months by QMS with the relevant facilitator. Decisions on the continuation of each group will be based upon set criteria following the review.

Target audience

The Profit Partnership groups are targeted at Scottish beef and/or sheep farmers who are likely to recognise the benefits group benchmarking can bring to their business and who are willing to contribute fully to the knowledge exchange process. Farmers who are already participating in similar initiatives e.g. Monitor Farm Business Groups will not be eligible.

Key requirements

- Establish group(s) with 10-15 participating farmers
- Provision of facilitation and administration functions
- Collection of benchmarking data
- Benchmarks generated using a common platform/system and effectively shared to stimulate discussion and sharing of best practice
- Collection and collation of anonymised data
- Hold a minimum of three business workshops/meetings/visits per year (the exact format of these can be flexible but conditional on delivery of project goals).
- Source match funding (from participants or commercial sources) to add value to the core activities

Contractors responsibilities

- Have knowledge of specialist speakers or contributors who would improve the performance of the group
- A sound understanding of business management and be prepared to contribute to individual groups where desirable
- Knowledge and understanding of key performance indicators for cattle and/or sheep businesses
- Excellent communication skills and experience in presentation of data to a farming audience
- Collect feedback from the group attendees and act on that feedback where necessary
- Demonstrate the confidence to intervene where a group is not meeting targets set for the project and be prepared to close a group where it is not achieving the requirements
- Take responsibility to ensure contract outcomes are met

QMS Responsibilities

- Support and consultation throughout the project

Budget/Quotation

A fully costed quotation to deliver the above, on a group by group basis, should be included. Written quotations in pounds sterling and excluding VAT must be received by QMS no later than **5pm on Friday 27th October 2017**.

Please note, the contribution from QMS for each group will be a maximum of £15,000 (£5,000 per year). QMS expects match funding contributions to be used to augment the core budget to enhance project delivery. Quotations should state clearly what level of match funding will be provided its source and how this will be used to enhance the project.

You should show clearly your charges for delivering this project allocated to the following categories:

- Recruitment of members
- Day Workshops/Visits (including preparation)

- Benchmark data collection & collation
- Reporting

In addition, you should cost for meeting room hire and refreshments, T&S, publications, meeting information, promotion of meetings and other expenses as necessary.

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