



MERSEYSIDE RECYCLING & WASTE AUTHORITY

Reusable Nappies & Wipes Scheme R04

July 2026 – March 2028

Pack includes:

1. Your Organisation
2. Meeting the Project Objectives
3. Finance
4. Evaluation
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6. Other Issues
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8. Appendix 2: Scoring Evaluation

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Applications must be sent to laura.gilmore@merseysidewda.gov.uk or chauntelle.bowler@merseysidewda.gov.uk by 5pm on the 31st July 2026. If you have any questions, please contact laura.gilmore@merseysidewda.gov.uk or chauntelle.bowler@merseysidewda.gov.uk.

Please ensure to read all of the associated documents entirely before completing this application.

1. About your Organisation(s):

- 1.1** Name of the organisation making this proposal. If you are working in partnership, please list all partners and indicate who will be the lead partner.

- 1.2** Contact name, and email address for enquiries about this proposal. If this is a partnership proposal, please list the lead contact.

- 1.3** If applicable, please provide your charity or company number below.

Company Number:

Charity Number:

2. Meeting the Project Objectives:

This section evaluates your skills and experience in relation to the specific project objectives.

2.1 What links within the community do you/your organisation have or intend to make to promote this project? Please be aware this project should be available to all districts of the Liverpool City Region so knowledge/planning for multiple locations would be beneficial?

2.2 Specific knowledge and understanding.

As this project is focused on reusable nappies & wipes, please tell us your/your organisations experience/knowledge around reusables, parental support etc. What is it that would make you the perfect fit for this project?

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2.3 Project Planning and Delivery Experience

As you/your organisation will be responsible for planning and executing this project. Please tell us about your experience in developing and delivering educational sessions, engaging resources, and planning and running a project of this scale.

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2.4 Design of project:

Please share your plans for how to deliver the MRWA Reuseable Nappies & Wipes Project 2026-28. This should include **a project overview, desired outcomes, target audience, ideal kit content** and any other relevant details. Please indicate if this is a first-time scheme or the redesign/development of an existing reuse kit. If you would like to provide additional project proposal documents, you may.

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2.5 Implementation Plan and Timetable

Please describe each task you will undertake to deliver the project within time scales, ensure to show the key tasks involved in delivering the project, **including when each task** will happen, **and demonstrating** how the work will fit the planned start and finish date. This can be done in table or word format, again additional supporting documents can be included.

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2 Finance:

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This section covers the financial request for the Reusable Nappies & Wipes Project. There is £20,000 (before VAT) total available, up to £10,000 will be available each year of the project. Unless stated the total amount will be split in half across both years. All quotes must fall within this spend and be fully inclusive of all elements of the project.

3.1 Your Organisation

Please indicate the amount which your organisation wishes to quote in order to deliver the project:

Total:	
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(Please remember we are supportive of paying Living Wage to any employees involved in delivering services as part of this contract.)

3.2 Cost Breakdowns

Please provide a breakdown of these costs, this should include your estimated quote per kit to demonstrate the coverage this project can have:

Eligible costs will include:

- Kit development and delivery: costs associated with the kit themselves such as reusable nappies, wipes, sanitising equipment, educational resources and delivery.
- Staff time: for activities associated with the project, such as meeting MRWA and other partners if required, understanding the engagement tasks, designing and carrying out the project, monitoring, presenting feedback and demographics of participants to MRWA.
- Other costs: such as advertising, printing/photocopying, translation/production of information in alternative formats, or other support costs etc.
- Contribution to management and overhead: for costs up to a maximum of 10% of the value of the overall cost.

	Costs:	Per Unit/Per Hour	Number of Units/Hours	Total Cost £:
3.2a	Kit Costs: please provide details for the estimated cost of the kits, inclusive of delivery.			
3.2b	Staff Time: please provide details for which staff would be involved for how much time:			

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3.2c	Other Costs: please list costs associated with delivery and reporting		
3.2d	Management Overheads: (Max 10%)		
	Total Costs:		

3 Evaluation

Please give a quick overview of why your organisation is best placed to deliver this project and include anything that may have previously been missed: (Max 250 words)

4 Conflict of Interest

5.1 Please indicate whether any known actual or potential conflicts of interest may arise in the provision of carrying out this engagement.

Potential Conflict:		No Conflict:	
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If there are actual or potential conflicts, please provide full details including:

- Brief description of the nature of connections creating actual or potential conflicts of interest.
- The full name of any people or bodies whose involvement gives rise to the actual or potential conflicts of interest.

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- Mark with an (*) an organisation, people or bodies that are connected with MRWA.
- An explanation of how the Applicant proposes to deal with actual or potential conflicts so that they do not prejudice a fair and competitive procurement process or the position of MRWA.

5.2 Please indicate whether your organisation, or partners, have been recipients of MRWA and Veolia's 2026-2027 Zero Waste Community Fund.

Yes		No	
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If your organisation, or partners, have been recipients of MRWA and Veolia's 2026-27 Zero Waste Community Fund, please provide details including:

- Title of successful Zero Waste Community Fund 2026-27 project
- Confirmation there is no overlap between this project and your community fund project

Please note if you have successfully been awarded any funding from MRWA and Veolia's Zero Waste Community fund 2026-2027, you must show evidence there is no overlap of delivery with this scheme, including participants, targets, or engagements.

5 Other Issues: Not for scoring.

Please use this space to highlight any other useful information for MRWA to consider in this project. (Max 150 words)

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Please note the selected organisation will be expected to have all of the necessary accreditation/checks in place to undertake this project as described.

Appendix 1: Time Scales

Activity Detail:	Dates:
Project tender goes live	3 rd July 2026
Meeting requests window closes	24th July 2026
Project tender closes	31st July 2026
Tender applications evaluated	w/c 3rd August 2026
Organisation selected	w/c 10 th August 2026
Due diligence	Following acceptance
Project initiation meeting	Following acceptance
Final reports received	March 2028

Appendix 2: Scoring Table

Score:	Scoring Principles:
5	Excellent – there is ample evidence to support the response.
4	Good – there is sufficient evidence to support the response.
3	Average – there is some evidence to support the response.
2	Fair – there is little evidence to support the response.
1	Poor – there is no evidence to support the response.
0	Very poor – there is no evidence to support the response.

We will score applications received based on

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- 50% Meeting project objectives
- 40% Finance
- 10% Evaluation