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Request for Quotation

**Phase 1 scoping and evidence gathering for Nature South-West; a cross regional partnership for nature recovery**

## 

## Request for Quotation

***Phase 1 scoping and evidence gathering for Nature South-West; a cross regional partnership for nature recovery***

You are invited, to submit a quotation for the requirement described in the specification below.

Please confirm, by email, receipt of these documents and whether you intend to submit a quote.

Your response should be returned to the following email address by:

Email: pat.markey-bell@naturalengland.org.uk

Date: 26/05/2023

Time: 17:00PM

Ensure you state the reference number and ‘Final Submission’ in the subject field to make it clear that it is your response.

**Contact Details and Timeline**

Pat Markey-Bell (Lead Adviser, Somerset, Natural England) will be your contact for any questions linked to the content of the quote pack or the process. Please submit any questions by email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

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| --- | --- |
| Action | Date |
| Date of issue of RFQ | 05/05/2023 |
| Deadline for clarifications questions | 25/05/2023 |
| Deadline for receipt of Quotation | 26/05/2023 |
| Intended date of Contract Award | 05/06/2023 |
| Intended Contract Start Date | 05/06/2023 |
| Intended Completion/Finish Date | 01/09/2023 |

### Glossary

Unless the context otherwise requires the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
| “Authority” | Means the Department for Environment, Food and Rural Affairs acting as part of Natural England |
| “RFQ” | Means this Request for Quotation and all related documents published by the Authority and made available to suppliers |
| “Contract” | Means the contract to be entered into by the Authority and the successful supplier. |

### 

### Conditions applying to the RFQ

You should examine your response to the RFQ and related documents ensuring it is complete prior to submitting your completed quotation.

Your quotation must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your quotation fully and accurately and that prices quoted are arithmetically correct for the units stated.

The supplier by submitting a quotation is deemed to accept the terms and conditions in the RFQ. Failure to comply with the instructions set out in the RTQ may result in the supplier’s exclusion from this procurement.

**Acceptance of Quotations**

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

#### Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

#### Mandatory Requirements

The RFQ includes mandatory requirements and, if you do not comply with them, your quotation will not be evaluated. All mandatory requirements are set out in Bravo.

#### Clarifications

The Authority reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

#### Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

#### Conditions of Contract

The terms and conditions attached Condensed Terms and Conditions will be included in any contract awarded as a result of this RFQ process. The Authority will not accept any material changes to these terms and conditions proposed by a supplier.

#### Specification

The Authority is Natural England. The Authority’s priorities are to secure a healthy natural environment; a sustainable, low-carbon economy; a thriving farming sector and a sustainable, healthy and secure food supply. Further information about the Authority can be found at: [Natural England](http://www.naturalengland.org.uk/)

**The specification is attached below** with this RFQ and it includes the full requirements of the contract. Appendix 1 gives a summary of the current thinking.

It is anticipated that this contract will be awarded for a period of 2 months to end no later than 01/09/2023. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in advance of any work commencing and may be subject to further competition.

**Prices**

Prices must be submitted in £ sterling, inclusive of VAT. This project has a total of £12500 inclusive of VAT (if VAT registered).

**Quotation Submission**

We will award this contract in line with the most economically advantageous tender as set out in the following award criteria:

**Price – 20%**

**Quality– 80%**

* **Skills, knowledge and experience of proposed deliverers**
* **Programme of delivery**

**Potential contractors are welcome to provide a programme as part of their response, to outline how they will successfully deliver the output and suggest appropriate reporting milestones, which will be agreed with the project manager upon appointment.**

The following quality criteria (80% in total, alongside 20% for price) are weighted in accordance with the importance and relevance

attached to each one.

|  |  |  |
| --- | --- | --- |
| **Criteria** | weighting | **To include:** |
| Staff experience | 20 | To include:   * CV’s of staff who will be working on the contract that sets out their experience, particularly that which links to the requirements of this contract * We are looking for strategic thinkers and planners, combining strategy with a pragmatic approach to delivery. The successful contractor will excellent written and communication skills attention to detail an ability to meet tight deadlines * Knowledge and understanding of the south west political landscape, green growth and green finance agenda will be essential |
| Methodology | 30 | To include:   * Please submit an outline methodology of how you propose to deliver all of the requirements of this contract * Please provide adequate detail of your thinking behind your chosen methods or outline a range of different methods that the project steering group could scrutinise |
| Recent experience | 20 | To include:   * Reference list of recent pieces of work that you have delivered of relevance to this contract * Demonstratable experience of developing and supporting large programmes of work in nature conservation/ Local Enterprise Partnership/ green finance arenas * Demonstrable experience of the strategic/ environmental/ economic drivers in the south west, linked to the environment, strategic infrastructure, food/ farming, health sector and business * Brief description of each piece of work, including outcomes and outputs achieved * If possible, including some examples of previous work (such as reports) to evidence this |
| Quality assurance measures | 10 | To include:   * Please state the quality assurance measures you will use to ensure you achieve the aims of the contract and deliver the outputs that the project steering group require |

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| **Score** | **Justification** |
| For a score of hundred (100): | Excellent - Response is completely relevant and excellent overall.  The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| For a score of seventy (70): | Good - Response is relevant and good.  The response demonstrates a good understanding and provides details on how the requirements will be fulfilled. |
| For a score of fifty (50): | Acceptable - Response is relevant and acceptable.  The response provides sufficient evidence to fulfil basic requirements. |
| For a score of twenty (20): | Poor - Response is partially relevant and/or poor.  The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| For a score of zero (0): | Unacceptable - Nil or inadequate response.  Fails to demonstrate an ability to meet the requirement. |

**Contract Management**

This contract shall be managed on behalf of NE by Pat Markey-Bell (Lead Adviser, Somerset, Natural England): 07979119406, [pat.markey-bell@naturalengland.org.uk](mailto:pat.markey-bell@naturalengland.org.uk). The form and frequency of updates will be agreed with the successful supplier at the project inception meeting.

We will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The successful supplier can invoice Natural England upon completion of each of the defined contract outputs.

### Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

By submitting a quotation you consent to these terms as part of the procurement.

### Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

**Protection of Personal Data**

In order to comply with the General Data Protection Regulations 2018 the contractor must agree to the following:

* You must only process any personal data in strict accordance with instructions from the Authority
* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

**General Data Protection Regulations 2018**

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be **held and destroyed within two years** of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within **seven years** of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Specification for Nature SW phase 1 scoping project

**Background**

Sparked by the *Nature North* initiative [(Nature North](https://www.naturenorth.org.uk/)), there is momentum building to scope what a *Nature South West* equivalent programme could look like, taking the learning from Nature North and applying a South West lens (unique blend of natural assets, culture and population).

However, this is more than just about replicating the Nature North model in the South-West; it’s about transformative regional governance that supports collaboration; develops an investable ‘programme for nature’ that knits together innovative existing and new projects delivering ecosystem services; and addresses shared barriers such as evidence gaps. Working at an appropriate geographic scale, Nature South West could develop a shared vision and oversee coordinated action to effectively channel new funding mechanisms (including green finance) to where they will deliver the most for nature, climate and people.The programme will play to our diverse and high-value South West natural assets and will aim to engage a diverse range of stakeholders, including potential sellers, buyers and investors of ecosystem services.

The aim is to create an improved environment that supports nature recovery at scale, alongside delivering climate resilience and green growth, across the South West of England. To deliver this aim, it is vital to set out the business case for Nature Recovery and identify scaled ‘[investable propositions](https://www.naturenorth.org.uk/investable-concepts/)’ in the region. Such a business case will support landowners, NGOs, policymakers, businesses and the public to embed nature in their decision-making, enhancing the prosperity, wellbeing and resilience of communities across the region.

The Invitation to Tender outlined in this brief is for **phase 1** of the development programme. The phases currently proposed are:

* **Phase 1 (late spring-summer 2023)- Initial Scoping and Evidence Gathering**
* Phase 2 (late summer/autumn 2023)- Nature South West Development: production of an outline Business Case and potential applications to grant funding bodies, for capacity building and development work

**Phase 1 – Initial scoping and evidence gathering**

Budget: £12.5K, Natural England funded

***Purpose:*** Guided by a small existing steering group of key partners and stakeholders, define the scope and business case for Nature South West and sketch out a ‘programme development framework’ (see appendix 1 for context) that should capture emerging, existing and potential Investable Propositions. This will be a largely desk-based exercise, collecting qualitative information on existing nature finance projects from across the South West (e.g. via a questionnaire) and understanding the requirements and barriers of buyers, sellers and investors when looking at investing in nature, supporting both public and private sectors to fully account for society’s impact on nature and climate.

***Activities:***

1. **Stakeholder analysis**

* The initial activity for this scoping project is to identify and then undertake a critical analysis (impact/influence/diversity of thought) of the key partners and stakeholders (within the agreed South West geography- yet to be agreed) that need to be involved (as sellers/ partners/delivery bodies) and identify gaps including those from other sectors, including industry and other potential funders and investors. In particular, it will be critical to include a diverse range of partners and viewpoints in Nature South West, representing the different communities we have in the region (applying EDI principles).

1. **Evidence gathering, market analysis and consultation with sellers, delivery partners, buyers and investor**

* Learn from recent ‘green finance/ green growth/ investable natural capital’ evidence gathering exercises (e.g. Great SW) and engage (e.g. via a questionnaire) potential *seller and delivery body* stakeholders, to identify those partners/ stakeholders that have strategic nature projects that are already/ potentially investable, teasing out ecosystem services that are/could be delivered, scaled and transferable. From this, create a long-list for an emerging ‘Investable Project directory.’ Example questions would include: what investible projects are your organisation involved with? To what extent is your project(s) investment ready, and which discrete elements of the Green Finance Investment Readiness Toolkit have been achieved? Has natural capital been measured and accounted for, and has investment or sellers been engaged and successful? What are the potential blended finance mechanisms, schemes or opportunities that the projects will be looking to utilise?

This section will be looking to focus on key players (sellers and delivery bodies) working in the South West, which the steering group can help advise on. This evidence gathering does not need to be exhaustive at this stage and is more about building a picture and business case for Nature SW. This activity could include several interviews with a range of project bodies and sellers to help us understand their needs and barriers when it comes to harnessing green finance. Some projects/landowners may feel competent and are working well with emerging finance, others may feel less so. How can Nature South West support the range of investible projects in their journey, while also guiding them in the right direction to achieve our wider land use change strategies?

* Learn from recent ‘green finance/ green growth/ investable natural capital’ evidence gathering exercises (e.g. Green Finance Institute studies) and collate such evidence to then determine the following from potential *buyers and investors* of nature-based projects (natural capital), by asking: What are the barriers your organisation faces when looking at buying credits or investing in nature? What would work for you in terms of creating investible opportunities in nature recovery and natural capital? How could large scale investible propositions (based on natural asset themes e.g. rivers, moors) help your organisation invest in nature-based projects?) In other words, this could be a collation of findings from other recent studies and/ or an approach to known contacts.

This could be achieved with one to one interviews with potential buyers and investors interested in the SW region.

* The fact-finding (e.g. questionnaires) outlined above would collect qualitative (& potentially quantitative) data and information on all of the elements needed to grow investable projects, a portfolio of projects and information that could be used to build a suite of Investible Propositions, within Nature SW. This information would then need to be compiled, analysed and synthesised to understand the full picture of natural capital projects and the opportunities/gaps that a suite of Investible Propositions could provide. The proposed Phase 2 of developing Nature SW would then be to use this evidence and information to develop a criteria/framework that defines a governance model for clear, costed set of Investible Propositions for the South West – this part would not be a task for Phase 1).
* Alongside these proposed questionnaires, further information should be collected from other natural capital prospectus (e.g. Heart of SW LEP/ LNPs) and accounting that helps build the evidence base and set Nature SW in an economic/ green growth context.

1. **Interdependencies exercise**

* Create a dependencies diagram/tool that identifies how a Nature SW could fit/align/link to other plans/strategies/processes, especially the LNPs, LNRSs, LEP and government agendas, Nature Recovery Network, climate ambitions etc. Nature SW needs to be clear on how it is going to add value and not duplicate existing projects or work in the region.
* Make a recommendation about how Nature SW could operate given above dependencies exercise. Where does Nature SW sit and interact between other partnerships, strategies and tools?

1. **Create a short slide deck** to help us communicate our ideas and the project so far during meetings with partners/stakeholders

We are aware that there are a number of approaches we could take to developing Nature SW. We want to take inspiration and learnings from Nature North, but we also want to develop something that is designed specifically for the South West bearing in mind the region’s unique geography and natural assets. We want to find the best way a group/project like this can contribute to achieving our vision; coordinated action to effectively channel new funding mechanisms (including green finance) to where they will deliver the most for nature, climate and people.

As part of Phase 1, the steering group would like to work with the chosen contractor to understand and decide on the most effective way to develop Nature SW, with the primary question being: should we focus our scope early and narrow the projects function around green finance and the working model of Nature North, or should we keep our scope broad, developing a partnership/strategic/regional project that can then develop its functions and added value as it progresses? **As part of the tender, please include how you would approach this question and work with the steering group to understand the most effective approach to developing Nature SW.**

***Outputs:***

1. Short/ digestible/ accessible report detailing the results from the stakeholder analysis (including identifying interdependencies), evidence gathering and interdependencies exercise
2. Collect, compile and synthesise information from activity 2 above, developing an investible project directory and assessment of Buyer, seller and investor needs
3. To attend 2 or 3 virtual meetings including an initial inception meeting
4. Create a short Nature South-West slide deck

***Budget***

Up to £12500.

Please provide all budget information inclusive of VAT (if VAT registered). Please itemise number of days work that will be supplied. Reimbursements expected for reasonable travel expenses should be included within the above figure.

*Appendix 1 - 1 page summary for Nature SW*

