**Prior Information Notice (PIN)**

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| Brief outline of scope of work | The 25 Year Environment Plan (25YEP) to improve the environment,was published in 2018. Defra now wishes to commission the production of Theories of Change, an Evaluation Framework, and early evaluation. The key aims of the project are to develop an evaluation framework for process, impact, and value-for-money evaluation, and undertake initial process evaluation. |
| Budget range | £150-180k total budget |
| Start Date | 6 September 2021 |
| End Date | 24 March 2023 |
| Critical/Mandatory requirements | Please respond to this PIN by 01/06/21 by emailing leonie.cormac@defra.gov.uk, indicating your interest and capability in bidding for this work and highlighting any risks which you see associated with the project.  In response to the subsequent ITT bidders will be required to;  **Set out a programme of work designed to meet the objectives, outputs, and timetable below:**  Objectives   * To develop a 25YEP evaluation framework for process, impact, and value-for-money evaluation. The framework should include the policy context and background, the 25YEP goals, the strategic evaluation questions, and specific proposals and recommendations for subsequent evaluation activity. The evaluators will need to work with Defra to articulate how interventions are expected to contribute to the 25YEP goals (Theories of Change). This will require the consideration of a range of options in terms of evaluation methods, scale and budgets, and assessment of the advantages and disadvantages of the different approaches.   The Evaluation Framework should take a strategic overview of the evaluation requirements for the 25YEP, by producing Theories of Change setting out interventions contributing to the achievement of goals, mapping of existing arrangements for evaluation and suggesting ways of addressing key gaps (key programmes/projects to be reviewed by the successful bidder will be suggested by Defra). It should also identify key groupings of interventions and commitments where strategic evaluation could really provide insights e.g. grouped by the 10 goals. The evaluation framework should set out an approach to evaluation in the short, medium, and long term and identify priorities.   * Links to the production of the Evaluation Framework; to produce Theories of Change for the goals; setting out the ultimate outcomes and impacts back to the key activities (policies, regulations etc) expected to lead to their fruition. These Theories of Change will also include key external influencing factors and highlighting risk assumptions. It may be the case that some goals naturally group together in which case grouped (or “meta”) Theories of Change should be produced. This will require high level, proactive engagement, and information collection from government policy teams (interviews, meetings, workshops with government staff). Within this we also expect the production of a Theory of Change for how a Natural Capital Approach has been employed in the 25YEP activities. * To scope and undertake an initial process evaluation for the 25YEP, at the overall level and a selection of the 10 goals within it (the successful bidders will need to work with Defra to rank the goals according to priority). This will aim to establish what is working effectively, the extent to which implementation is on track and likely to achieve desired outcomes, and the degree to which mechanisms are in place to evaluate individual initiatives and commitments. * The process evaluation is expected to take the form of a meta-evaluation for the selected areas where possible, but we recognise that some new evaluation fieldwork and analysis will be needed to fill gaps and assess key issues. The meta-evaluation would pull together, analyse and consolidate information from the other 25YEP monitoring, evaluation and reporting activities as well as evaluation activities for key interventions contributing to the goals, in order to produce initial findings against the process evaluation questions for the agreed goals areas. * To closely link with other 25YEP monitoring, evaluation and reporting activities, including work to track progress on implementing the commitments and ongoing work to develop a set of key indicators to report on long term progress. * To work closely with a range of other stakeholders and experts through the project. * To provide opportunities for learning, so that findings from the evaluation improve and inform implementation. * To produce high quality outputs, including an evaluation framework and Theories of Change within an interim report after 6-months and a final report after 18-months.   Outputs   * Draft 25YEP evaluation framework with proposals for medium- and longer-term process, outcome, impact, and economic evaluation. This will include the policy context and background, the 25YEP goals and how interventions are expected to contribute to them (Theories of change), the strategic evaluation questions, an assessment of current evaluation activity and key gaps, and specific proposals and recommendations for subsequent evaluation activity. It will recommend a prioritised set of options for subsequent evaluation activities to fill these gaps, with estimates of costs and other resource implications, and assessment of the advantages and disadvantages. * Final 25YEP evaluation framework. * Draft Theories of Change for the 25YEP goal areas and the ambition to use a natural capital approach in their implementation. * Final Theories of Change. * Interim report covering the process evaluation and early outcome evaluation; setting out successes and areas for improvement as well as summarising the early findings from existing evidence on the outputs and early outcomes under the 25YEP. This should include a 2-page executive summary and 1-page summaries for each of the goals. * Final report, including 2-page executive summary and 1-page summaries for each of the goals. * PowerPoint presentation (of no more than 30 slides) summarising the main objectives, methods, and results of the project. * Other briefings, summaries and/or guides as appropriate * Presentations of the evaluation framework, Theories of Change, and evaluation report to Defra.   Timetable  The contract is expected to commence in September 2021. The study should be completed within 18-months from the date of award.  The proposed timetable is shown below:   |  |  |  |  | | --- | --- | --- | --- | | Deliverable |  |  | Date | | Contract commences |  |  | September 2021 | | Draft Theories of change |  |  | After 4 months, in Feb 2022 | | Theories of change |  |  | After 5 months, in Feb 2022 | | Draft Evaluation framework (including the Theories of Change & future evaluation activity priorities already identified) |  |  | After 7 months, in April 2022 | | Interim process & early outcome evaluation report |  |  | After 12 months in Sept 2022 | | Final Evaluation framework (including the Theories of Change & *more detail* on future evaluation activity priorities) |  |  | After 16 months | | Draft Final process & early outcome evaluation report |  |  | After 17 months | | Final process & early outcome evaluation report |  |  | After 18 months |   Specialist Skills  Tenders will be assessed to ensure the chosen supplier has all the appropriate skills and expertise to successfully carry-out the project. In particular, bidders should be able to:   * Demonstrate methodological expertise in meta or portfolio-level evaluation for complex programmes and an understanding of the context and challenges with undertaking evaluations for environmental initiatives. * Demonstrate a track record in managing and successfully completing research of the type proposed, including references * Name the key members of the proposed team for delivering the programme of work. * Outline the respective roles of all key members of the proposed team and their relevant experience and skills will support he work (max 1 page per team member) * Outline how any data collected will be processed in line with [Data Protection Regulations](https://www.gov.uk/data-protection). * Defra would welcome proposals from consortia for this project. * Any sub-suppliers or associates who may be employed to undertake any sections of the research should be separately identified, along with their respective roles and how they will be managed. The main supplier will be responsible for the delivery of any sub-suppliers.   Publication of this PIN does not commit Defra to progressing this opportunity beyond this stage and Defra reserves the right to amend and adapt the requirements outlined above. |