**WWF-UK Wholescape Concept Request for Proposal**

**Regional Initiative Mapping**

**INTRODUCTION**

WWF UK is developing a delivery framework that will take a systems approach to nature’s restoration and climate recovery in the UK, with people and communities at the centre. This exciting opportunity will create a model for effectively managed seascapes, rivers and landscapes and advocate for change.

The WWF-UK Wholescape Programme has two main aims: -

1. Build a new framework through which we will deliver our UK conservation programmatic work, developing an evidence-based and systems level methodology that elevates our approach in-line with environmental emergencies.
2. To pilot and ground-truth the methodology in Norfolk, working with a growing network of local partners with the expertise to deliver across the Wholescape Programme’s workstreams.

The Wholescape Programme is structured around four workstreams:

1. Governance, Policy & Planning;
2. Sustainable Finance;
3. Communities & Livelihoods;
4. Science & Evidence.

This ToR contributes to the ‘Governance, Policy and Planning’ workstream.

**BACKGROUND**

WWF articulates the current environmental crisis as the Triple Challenge and frames the twin emergencies of nature loss and climate change alongside sustainably meeting the needs of a growing population. Through the Triple Challenge, WWF is looking to develop an approach that can find the solutions to these interconnected issues and consider the multiple benefits and necessary trade-offs required to make progress.

Our wholescape approach will enable us to work together to find the solutions we need to tackle the environmental, social and economic demands driving the Triple Challenge. In line with our shared objectives, we will trial our new approach in Norfolk, operationalising our strategies and tactics to demonstrate how to tackle some of the most complex issues that currently prevent progress for nature, climate and people.

Our chosen methodology to inform the wholescape development stage, subsequent delivery and the wider WWF UK wholescape framework is the Natural Capital Approach. This approach provides a framework that recognises multiple ways in which nature can be valued, restored and protected, aligning with the development of social capital assessments and monitoring that will secure people and communities at the heart of the wholescape concept.

**REQUIREMENTS**

To support WWF’s Wholescape Programme development in Norfolk, along with several related large-scale conservation partnership initiatives, WWF requires the expertise of a contractor/consultant to conduct a data gathering exercise to consolidate and map existing regional and local projects, programmes, strategies and initiatives relating to the Triple Challenge, along with those proposed for the next two years.

The purpose of this work is to:

* Collate a list and descriptions of projects, programmes, strategies and initiatives currently or soon to be underway that will direct/influence decisions relating to the Triple Challenge across Norfolk.
* Create an initiative timeline and map for projects, programmes, strategies and initiatives that are underway, or in planning to be developed in the next two years across Norfolk, to understand where there may be overlap between initiatives.
* Enable WWF and partners across Norfolk to plan stakeholder and community engagement more cohesively and holistically, by understanding where these can be combined for several programmes. This is both to enable more efficient use of resources and to avoid engagement/ consultation fatigue.

The contractor should have an excellent understanding of local stakeholders, their sensitivities and their interests in their local environment. They will be expected to know where and how to access data on local/regional initiatives and any associated engagement reports, as well as being able to map these both spatially and temporally. Initiatives must cover land, fresh water, coast and marine without bias and, whilst they should be focussed within the Norfolk County boundary, relevant initiatives operating transboundary should also be included.

We are most concerned with large-scale regional initiatives, complex habitat and climate programmes and strategies/initiatives that are likely to require wide stakeholder and community engagement. We have an existing list of partners to be included but wish to look much wider than these.

**SPECIFIC ACTIVITIES**

**Task 1:** Work with WWF to establish a research framework that will form the basis of the consultancy.

**Task 2:** Collate a list and description of current projects, programmes, strategies and initiatives relating to the Triple Challenge across Norfolk (including those led by NGOs, central and local governments and relevant private sector, e.g. in relation to farming and landowners). The list should include links to relevant documents and any engagement analysis and outcomes (stakeholder/community) linked to the work.

**Task 3:** Collate a list and description of projects, programmes, strategies and initiatives currently in development/planning relating to the Triple Challenge across Norfolk (including those led by NGOs, central and local governments and relevant private sector, e.g. in relation to farming and landowners). The list should include and identify projects that are likely to require stakeholder and/or community engagement relating to the Triple Challenge in the next two years and an approximation of when (if known).

**Task 4:** Work with WWF to select programmes and initiatives from Task 2 and 3 to create a visual timeline and map that highlights overlaps of project elements both spatially and temporally, enabling potential joined up approaches between initiatives to be clearly identified.

**Note:** For tasks 2 – 4, we would like to be able to share the outputs collated with local stakeholders and partners to support the wholescape approach. Therefore, it is paramount to have permission to share information when data is collected and that anything confidential is flagged and obscured.

**Expected Deliverables and timeframe**

The contract will be for a 3-month period from May to July 2023. This is a fast-paced project, and the contractor will be expected to work to time, with any subsequent adaptations addressed within the timeframe provided below under ‘Expected Deliverables’.

* Inception meeting and agreed schedule (by mid May 2023), plus at least two additional ‘check-in’ meetings before 31st July 2023.
* Outputs of Task 2 and 3 (in a format to be agreed during inception meeting) by 30th June 2023
* Visual timeline and map by 31st July 2023.

**budget & PAYMENT SCHEDULE**

The budget is **£25,000** (inc vat) in total. The successful contractor will be issued with a contract and/or purchase order through WWF’s Panda Purchasing system. Payments will be made to the contractor according to the following schedule:

* 20% of contract value by 31st May 2023, following inception meeting and agreement on key dates and output formats.
* 60% of contract value by following provision of Tasks 2 and 3.
* 20% of contract value following approval of final outputs, including timeline and map.

**Tendering process and evaluation**

Please provide a written quote for the work described above, outlining the approach you would take to deliver the required activities, a timeline and breakdown of costs, along with an overview of relevant skills, knowledge, and experience by **9am Tuesday 2nd May 2023** in-line with all the detail provided in this Request for Proposal. The budget should include any expected travel and accommodation costs. The consultant will be expected to provide all their own office and communication facilities.

**Please note that all submissions longer than 8 pages will be automatically discounted, therefore please link or signpost to any additional information (policies, statements etc.).**

In your response, you must be able to demonstrate and evidence:

* Understanding of the brief and propose options for the approach.
* Depth and breadth of expertise in this field in the NGO, public and private sectors.
* A strong team that can provide a responsive service in the timeframe needed.
* A strong alignment with WWF’s vision and mission with values that respect diversity, equality and inclusivity and evidence of partnership working.
* Value for money; competitive pricing for expertise.
* Confidentiality and data protection.

Additional requests as part of the tendering process:

• Please confirm you are willing to work to the WWF-UK standard T&C’s

• Please confirm your acceptance of the WWF-UK 3rd party expenses policy

• Please confirm you will work to the WWF-UK supplier code of conduct.

• The successful party will be required to register on Panda Purchasing, the WWF PO & invoice system. Please confirm you will be willing to do so.

The process of evaluation of responses/tenders will be carried out by a suitably competent panel and a contract award made on the basis of:

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| **Evaluation Criteria** | **Weight** | **Sub-Criteria** | **Weight** |
| Quantitative | 35% | Value for money | 35% |
| Qualitative | 65% | Proposed approach/resourcing | 25% |
| Values, partnership, inclusivity: alignment with WWF | 20% |
| Relevant experience | 20% |

A decision will be made as soon as possible after the deadline, with a view to the project starting and an inception meeting by mid-May. For further information, to discuss any of the above information and to submit documents for consideration, please email: **Charlie Cutt, WWF-UK**, [ccutt@wwf.org.uk](mailto:ccutt@wwf.org.uk)

Thank you for expressing an interest in working with and supporting WWF-UK with this important piece of work. We look forward to receiving your response.