

www.gov.uk/naturalengland

Request for Quotation

##

## Marine, Coast and Estuarine Citizen Science Review to inform Marine Natural Capital in English waters

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

Your response should be returned to Sam Parker at following email address by:

Email: samantha.parker@naturalengland.org.uk

Date: 21st August 2022

Time: 23:59 hrs

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

Any questions for clarification should be submitted to Sam Parker or Sandra Unterhollenberg by Thursday 11th August:

Email: sandra.unterhollenberg@naturalengland.org.uk / samantha.parker@naturalengland.org.uk

**Contact Details and Timeline**

Sam Parker will be your contact for any questions linked to the content of the RFQ 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.

|  |  |
| --- | --- |
| **Action** | **Date** |
| Date of issue of RFQ | 22nd July 2022 |
| Deadline for clarifications questions | 11th August 2022 |
| Deadline for receipt of Quotation | 21st August 2022 |
| Intended date of Contract Award & Start Date | w/c 5th September 2022 |
| Intended Delivery Date  | 21st October 2022 |
| Intended Completion Date | 4th November 2022 |

###

### 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 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 RFQ 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.

#### 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 Natural England Standard Condensed Terms and Conditions[[1]](#footnote-2) 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: <https://www.gov.uk/government/organisations/natural-england>.

### About Natural England

Natural England (NE) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

### Project Background: Marine Natural Capital and Ecosystems Approach

The marine Natural Capital and Ecosystems Approach (mNCEA) mission is to

*“Transform and innovate the way our evidence-base is captured, analysed and brought together to ensure science meets the needs of policy / decision makers to embed a natural capital approach, allowing us to leave our marine environment in a better state than we found it, achieving clean, productive, healthy and biologically diverse seas, and a sustainable blue economy.”*

The mNCEA will provide a holistic, accurate and robust set of evidence and data for DEFRA to make informed policy decisions about the state of our natural capital assets in high profile policy areas (e.g. future fisheries, offshore wind etc), and lead to better outcomes for the environment. It will also identify innovative and transformative ways of collecting, analysing and distributing the data.

Better data and evidence are required so that government and society can:

* Understand our natural capital, how and why it is changing.
* Tackle pressures on the environment and the drivers of change.
* Take biodiversity and natural capital into account in decision making.
* Target action where it will be most effective.
* Evaluate policies and interventions to improve their effectiveness.

Relevant Marine NCEA evidence needs highlighted within the NCEA Needs Analysis (Boardman 2021, internal report[[2]](#footnote-3)) are as follows;

* Inshore Benthic Habitat Monitoring,
* Inshore Marine Mammal distribution, abundance, and population dynamics,
* Inshore Marine Birds – designated site and protected species monitoring,
* Inshore Fish biodiversity and protected species monitoring.

This Citizen Science review of the initiatives throughout the English marine, coastal and estuarine environments will inform the available data which can be used as best available evidence together with an understanding of the benefits, and provide timely information to policy at the right spatial scales.

### The NCEA Citizen Science Strategy for 2022-2025

The primary aim of the NCEA programme is to collect data to build the evidence base on the extent and condition of England’s natural capital. Citizen Science is one of the cross-cutting tools we have for collecting these data, alongside professional surveys, and earth observation. Citizen Science is already essential to environmental policy, forming the majority of current biodiversity monitoring in the UK. It complements and augments standard scientific approaches. Critically it has the potential to contribute even more significant amounts of useful data in places and of a richness that cannot be achieved by other means.

The ‘NCEA Citizen Science: Strategy for 2022-2025’ (Feb 2022, internal report) outlines strategic priorities to develop the use of citizen science within Defra’s arms’ length bodies (ALBs) with a vision of **engaging people with their natural world to contribute to better knowledge and decision-making for the recovery of nature.**

Priority 2 of the report highlights the need to clarify the current citizen science landscape including summarising the existing citizen science activities and recording what citizen science projects are more closely related to NCEA and why.

### Project Aim

Develop a comprehensive review of Citizen Science (CS) initiatives in the marine, coastal and estuarine environments around England to understand the evidence base available natural capital assets.

CS within the context of this work pertains to all forms of Citizen Science, including (but not limited to);

* *crowd-sourcing:* enables volunteers to remotely participate in desk-based data collection or analyses;
* *long-term surveys or experimental studies:* where volunteers are more deeply involved in co-creating, planning and/ or managing of experimental studies and long-term surveys;
* *field-based environmental monitoring and surveillance:* the most common and most traditional forms of citizen science. Schemes usually involve varying levels of training for skilled and unskilled volunteers.

Initiatives of interest to the mNCEA approach are both biological and social;

Social and economic: includes health and wellbeing, demographics, recreation and tourism, economics

Ecological: includes benthic, fish, marine mammals, and seabirds

Within each of these areas of interest further subdivision of evidence resolution is required, for example, for ecological: species’ occurrence, condition, distribution, abundance, phenology demographics, and for social: recreational activity, marine litter, time spent at coast, estimate spend, distance travelled, feelings, perceptions, emotional connection.

### Project Objectives

1. Identify CS initiatives in English marine, coastal and estuarine environments, and who manages them.
2. Understand geographical spread, data types, data quality and use limitations.
3. Understand data availability and QA considerations from each initiative.
4. Understand how data from each initiative is currently utilised, and by whom.
5. Match data against needs of mNCEA and NC approaches (see section 2).
6. Identify gaps in the CS data.
7. Identify opportunities to enhance CS data from existing initiatives.

### Method

NE have provided methodology principles below to allow the Tenderer to utilise their specific expertise in achieving the objectives of this project. Tenderers are required to provide a full method statement for this project.

1. **Review** marine, coastal and estuarine environment Citizen Science Initiatives across England

Provision of a comprehensive catalogue of initiatives. Details to include have been listed in Appendix 1.

1. **Evaluate** the initiatives taking account of objectives above

Conduct a review of the initiative outputs focussing on the value of the evidence to statutory nature conservation bodies (SNCB). Specific focus should be based on data quality and standards, access and licencing, and possibilities for integration with traditional monitoring and aligning of methodologies. The evaluation should also reference societal impacts where possible (see Somerwill and Wehn, 2022[[3]](#footnote-4)). Evaluation should include community engagement, participation rates, and use of data within academic and grey literature.

\*Further information may be required to establish if the data can be considered of high, moderate or low confidence (i.e., on which level on the hierarchy of evidence the record should be placed, Fig 1); e.g., have the data been recorded by trained, untrained or expert volunteers, with or without expert supervision, have the volunteers been tested on their skills.



Citizen Science

**Figure 1.** Hierarchy of scientific evidence pyramid. Citizen science data as an evidence source fits across a range of levels (indicated by the orange arrow) within the ‘hierarchy of evidence’. Image adapted from: https://www.drugguide.com/ddo/view/Davis-Drug-Guide/110097/all/

1. Gap and opportunity **analysis**

Analysis should review the CS initiatives in terms of providing natural capital evidence, and if it doesn’t specifically provide this, identify ways which the initiative could be adapted to make the data valuable to natural capital approaches (EG collection of additional metrics / parameters).

Identified gaps and opportunities should allow resolution of challenges and realisation of potential, and will inform the mNCEA programme use of Citizen Science and future activities.

The outcomes of the analysis should clearly demonstrate the opportunities available detailing recommended actions and partnerships, and provide indicative costs to fulfil each opportunity. Reviewers should also provide an indication of the value weighting of each identified opportunity to enable prioritisation of follow up work.

Examples of particular focus areas are those where there is an obvious species or habitat data gap, monitoring in a specific geographical area hindered by access / legal restrictions, issues with data access (submission / storage), supporting data access through licencing, supporting improvements in protocols and data standards, outreach and education including motivation for participants and communication of outcomes, and opportunities around coordination.

1. **Present** the initiatives

Display the project through ARC and PowerPoint (see 7. Project Deliverables).

### Project Deliverables

1. *Project Report*

A full report on the outcomes of the review is required and must contain the following;

* Executive summary
* Introduction
* Methods
* Results
* Figures/Maps/Images

Reports to be provided as two electronic copies in MS Word and Adobe PDF formats.

**NE will publish this report in accordance with our Technical Publication Guidance**. Please refer to available guidance for writing Natural England Technical publications (<http://publications.naturalengland.org.uk/publication/5790636781600768>)

There may be an opportunity to publish findings through a manuscript for a relevant scientific journal. If this is of interest to the awarded party the production of which will be possible through the Open Government Licence <https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> and in partnership with Natural England.

1. *Excel Catalogue of data*

Citizen Science initiatives identified through this review must be catalogued within MS Excel.

1. *Initiative summary slides*

Provide a quick reference presentation [MS Powerpoint] which provides a flashcard summary of each initiative per slide, to include as minimum;

Name and Summary of initiative

Geographical coverage

Data keywords

Access Method

Applicable standards

Data Format

Licencing

1. *GIS Shapefiles and Metadata*

Citizen Science initiatives identified through this review must be additionally provided as ArcGIS files including layer files and raw data in XML file format should be provided.

All GIS datasets need to be provided in ESRI ArcGIS format compatible with ArcGIS 10.2.2 and have attached metadata.

Please refer to Natural England standards: [Natural England Access to Evidence - Natural England standards](http://publications.naturalengland.org.uk/category/3769710)

1. *Presentation*

A virtual presentation to NE Staff upon completion of the project to include full methods and results, and focusing on opportunities identifies and recommendations made. Please note the presentation will be recorded. The presentation slides [in MS PowerPoint] should be provided.

### Project Timeline

|  |  |
| --- | --- |
| **Event** | **Date** |
| Intended Contract Start Date | 12th September |
| Draft Report and Data Provided | 14th October 2022 |
| Final Report and Data Provided | 21st October 2022 |
| Presentation | w/c 24th October 2022  |
| Contract Completion Date | 4th November 2022 |

It is requested that the Tenderer provide an indicative timescale for delivery of all deliverables within their Tender proposal, including whether it meets the Project Timeline outlined above.

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.

**Quotation Submission**

Tenderers must submit the Form of Tender as provided in Appendix 2 as a cover sheet to their tender document.

Tenderers must submit a Tender document with detail as required in this section, and as per the proposal checklist in Appendix 2.

### Format

Tenders must be submitted in either MS Word or Adobe PDF file formats to the contact named in this RFQ, by the deadline provided.

The following must be included within the tender proposal;

* Proposed Methodology (including data sources to be utilised)
* Project Schedule stating the timescales you will be able to execute and deliver the products specified above.
* Details of your Capability and Expertise (including anonymised CV’s of key personnel who will be directly involved with this contract, examples of relevant projects, and relevant peer reviewed work)

### Evaluation

Tenders will be disqualified if they do not meet the following requirements;

* Delivery prior to deadline
* Acceptance of the Terms and Conditions Provided
* Agreement to the Protection of Personal Data
* Provision of Environmental and Quality Assurance

Please ensure you provide agreement / sufficient evidence within your proposal for each of these.

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria table. Please ensure you provide sufficient evidence within your proposal to answer each of these comprehensively.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting (%)** | **Evaluation method** |
| Price | 40 | Scoring criteria |
| Quality: Methodology and Schedule | 30 | Scoring criteria |
| Quality: Capability and Expertise  | 30 | Scoring criteria |
|  | 100 | Scoring criteria |

Tenders will be scored against the award criteria using the scoring justifications below.

|  |  |
| --- | --- |
| **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. |

**Pricing**

Prices must be submitted in £ sterling, inclusive of VAT, and as Lump Sum only; Day Rates will not be accepted.

**Contract Management**

This contract shall be managed on behalf of the Authority by Sam Parker

Email: Samantha.Parker@naturalengland.org.uk

Phone: [07469 912194](http://nemysites/search/pages/PeopleResults.aspx?k=NewPhone:%22%2B44%207469%20912194%22)

An alternative contact, if required, is sandra.unterhollenberg@naturalengland.org.uk

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

Invoices can be sent after completion of all deliverables, received and approved by Natural England.

Contact by email and phone will be expected from the contractor to update NE project manager on project schedules, plans and any issues that may arise.

The intellectual property rights and copyright for all outputs will lie with Natural England, for further information see:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/901862/NE-terms-of-use.pdf .

### 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.

**Sustainability**

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring Natural England is not contracting with a supplier whose operational outputs run contrary to Natural England’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project. The successful contractor is likely to be able to provide a copy of their environmental policy and any environmental accreditation schemes such as ISO 14001 or EMAS which they have been awarded or are working towards.

**Appendix 1: Categories for reviewing initiatives**

Provide a comprehensive catalogue of initiatives to include where possible;

* Name of initiative.
* Organisation Name / Group.
* Description of initiative.
* Initiative webpage and social media.
* Contact name and details.
* Category of initiative[[4]](#footnote-5).
* Initiative aim and objectives (identify if primary driver is evidence or engagement).
* Temporal Scale: to include date initiative began, and end date (if applicable).
* Format of data collection (EG web submission, App, social media post, mailout).
* Sampling protocol in place.
* Training requirements / offerings (EG mandatory / optional / not offered).
* Data collection: Guided or self.
* Spatial Scale: Geographic coverage (National / regional / local, specify locality).

#### Methodology and resources (EG Biological: Photo ID, Boat based, acoustic, water sampler. Socio-economic: questionnaires, interviews and focus groups).

* Information collected: Include whether qualitative or quantitative data. EG for biological: species’ occurrence, condition, distribution, abundance, phenology  demographics. EG for Non-biological: Human impact-recreational activity, human impact- marine litter, Socio-economic (IE time spent at coast, estimate spend, distance travelled), wellbeing (feelings, perceptions, emotional connection.
* Temporal Scale: Data input frequency.
* Data input volume.
* Data input: Number of people engaged.
* Data input: participant demographics.
* Data validation (format of data) / verification (accuracy of record) / analysis for errors within datasets.
* Data standards, repository, access and licencing (EG IP rights, restricted databases).
* Data quality / project ranking as evidence source.
* Data Dissemination / Usage: known outputs and users of source data.
* Links to other initiatives.
* Links to academia.
* Benefits and motivation for volunteers: increase of knowledge, new skills, outcomes of study causing impact.

**Appendix 2: Form of Tender**

**Tenderer Agreement**

|  |  |
| --- | --- |
| **Item**  | **Agreed Y/N** |
| Acceptance of the Terms and Conditions Provided |  |
| Agreement to the Protection of Personal Data  |  |
| Provision of Environmental and Quality Assurance Information |  |

**Proposal Checklist – Quality Weighting 60%**

|  |  |
| --- | --- |
| **Item**  | **Provided in Tender Submission Y/N** |
| 1. Proposed Schedule  |  |
| 2. Proposed Method Statement |  |
| 3. Details of your Capability and Expertise  |  |

**Pricing Schedule – Price Weighting 40%**

|  |  |
| --- | --- |
| **Item**  | **Lump Sum Price** (inc VAT) £GBP |
| Project Virtual Meetings and Presentation |  |
| Data Collection and Analysis |  |
| Report and GIS layer Production |  |
| Project Management |  |
| Other (*if required please detail)* |  |
| **TOTAL** |  |

Pricing Schedule can be amended as necessary, although Total Lump Sum is required.

**Submission Details**

|  |  |
| --- | --- |
| Tenderer Organisation Name |  |
| Tenderer Contact Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| Signature |  |
| Date |  |

1. Found at: <https://www.gov.uk/government/organisations/natural-england/about/procurement> [↑](#footnote-ref-2)
2. Internal reports will be made available to the successful contractor [↑](#footnote-ref-3)
3. Somerwill, L., Wehn, U. How to measure the impact of citizen science on environmental attitudes, behaviour and knowledge? A review of state-of-the-art approaches. *Environ Sci Eur* **34,**18 (2022). https://doi.org/10.1186/s12302-022-00596-1 [↑](#footnote-ref-4)
4. Suggested Categories to use derive fromWiggins A, Crowston K (2011) From conservation to crowdsourcing: a typology of citizen science. HICSS ’11 Proceedings of the 44th Hawaii international conference on system sciences, pp 1–10

(1) action-orientated projects that encourage participation in local issues, for example, collecting and categorizing marine debris

(2) conservation projects that promote stewardship and management such as restoring coral reefs

(3) investigation projects that answer a scientific question including monitoring coral reefs, cetacean populations and invasive species

(4) virtual projects that are exclusively ICT-meditated, for example, online photo analysis

(5) education projects whereby outreach is the primary goal [↑](#footnote-ref-5)