

**ITT ReSPONSE DOCUMENT**

**Ref: RFQ-FY17-11-EASOS M&E Reporting**

**PROVISION OF**

**MONITORING AND EVALUATION OF THE EARTH AND SEA OBSERVATION SYSTEM (EASOS) PROGRAMME FUNDED BY THE UK SPACE AGENCY INTERNATIONAL PARTNERSHIP PROGRAMME**

Please respond by 12:00hrs on 27 February 2017

1. **Introduction**

**SATELLITE APPLICATIONS CATAPULT**

The Satellite Applications Catapult Ltd (The Catapult) is a not-for-profit research organisation, which acts as a neutral trusted entry point to an entire network of UK expertise in applications development across government, academia and industry. The company's primary purpose is to promote, develop and facilitate the commercialisation and advancement of the satellite applications industry.

The Satellite Applications Catapult brings together multi-disciplinary and skilled teams to generate ideas and solutions in an open innovative and collaborative environment. We also have a wide range of facilities, platforms and laboratories to enable the best businesses, researchers and end-users to work together to develop new satellite-based products, services and applications - translating ideas from concept to market.

The Satellite Applications Catapult is a not-for-profit company and one of a network of centres established by Innovate UK to accelerate the take up of emerging technologies.

Find out more at http://www.sa.catapult.org.uk/

**Earth and Sea Observation System (EASOS) programme**

The Satellite Application Catapult is leading a consortium consisting of 13 organisations including SMEs and universities, to develop and deliver EASOS that if fully adopted by the Malaysian Government will deliver a 10% reduction in the social and economic costs associated with illegal logging, marine pollution and flood events to the country, thereby making Malaysia more environmentally resilient. The project is funded by the UK Space Agency’s International Partnership Programme (IPP) and seeks to answer the 4 Tactical Malaysia IPP problem statements detailed on the UKSA website[[1]](#footnote-1).

The 18-month programme will provide an informed and coordinated decision making capability to 23 Government Agencies in Malaysia through an integrated user-centred dashboard to identify:

* Marine pollution events in the Malacca Straits, which, if acted on, will reduce marine pollution and ultimately the degradation of the mangrove coastline in Malaysia.
* Illegal logging, which if acted on, should reduce the social and environmental impact of illegal logging and increase the economic benefit from legal logging for Malaysia
* Risk of potential flood events so that measures can be put in place to reduce the economic and social cost of flood events

The EASOS programme abstract can be found at **Annex A**

**International Partnership Programme (IPP)**

The UK Space Agency’s International Partnerships Programme is a £150M multi-year programme, which will provide capability delivered through industry and academia and solutions whose outputs provide a measurable, sustainable economic or societal benefit in chosen partner countries or regions.

In order to fully comply with OECD guidelines and the UKSA Impact and Evaluation Strategy that IPP is working to, all projects must have an element of monitoring and evaluation built into them to ensure we are able to ascertain their delivery to the IPP primary aim. At the end of the project there must be a clear route as to how the project benefits will be implemented.

1. **PURPOSE OF THIS DOCUMENT**

The purpose of this Invitation to Tender (ITT) is for the Catapult to receive sufficient information from potential suppliers interested in supplying the Services detailed in Section 3 and to allow an assessment to be made of their capacity and suitability to supply these Services.

The estimated value of the contract is anticipated to be £450,000. **Offers in excess of this sum will not be entertained.**

1. **SPECIFICATION OF REQUIREMENTS**

**3.1 Aims and Objectives**

As part of the EASOS programme, Satellite Applications Catapult is required to demonstrate that it is compliant with Overseas Development Aid (ODA) guideline, to establish a comprehensive Monitoring and Evaluation (M&E) regime, and to quantify and communicate the resulting social and economic impact to UKSA (and via UKSA to UK Government) and to wider EASOS stakeholders.

The purpose of this contract is to provide a full evaluation of EASOS, including appropriate interim reports for the EASOS programme. This will be used by UKSA to demonstrate that the programme satisfies the ODA criteria and the success of IPP.

**3.2 Scope**

The contract is to:

i. Develop a detailed M&E Plan and assess the baseline position during the first year of the project. The indicators to be baselined will vary by environmental tool and will be dependent on the availability and accuracy of local data sources. At this point the quantified targets for the project will be set, based on the baseline and indicators established. Working with in-country partners, the bidder will consider the use of control/comparison groups, difference-in-difference, or similar analysis, to establish a counterfactual to assess the outcomes and impact of EASOS. The baseline and framework will be signed off by all parties before the services are operational.

ii. Provide an interim evaluation at 2.5/3 years after the start of the project will be conducted to assess progress against the intended outputs, outcomes and impacts for the three environmental services and any other measures established as part of the baseline. The indicators currently envisaged to be included are detailed in the log frame in the **Annex B**, but these will need to be refined in the initial task to develop the detailed M&E framework/methodology.

The interim evaluation will comprise of the following forms of evaluation:

* + Process evaluation (What was done and learnt?)
  + Impact evaluation (What was the social, environmental & economic impact?)
  + Economic evaluation (Was the project an effective spend of money? Via a cost-effectiveness analysis)

A set of specific evaluation questions is being defined in collaboration with UKSA’s existing IPP M&E partner on 31st January. These evaluation questions will need to be answered as much as the data allows at the midline stage.

It is also required to use a methodology to define the counterfactual, for example a comparison/control group region, to help assess and ensure that the measured outcomes and impacts are the result of the service, and not due to other external factors e.g. environmental, political, economic change in Malaysia.

iii. The final evaluation at 5 years will be to assess the benefits of the applications over the project’s lifetime, and to demonstrate their benefits to stakeholders. Aside from the outputs of the service, the majority of the data will need to come from the Malaysian governments, and is dependent on their willingness to share.

The final evaluation will include similar scope to the midline evaluation but will incorporate the final data and results available from the project. It will address all of the evaluation questions.

**3.3 Method**

The successful bidder will be required to work directly with the Satellite Applications Catapult and other EASOS consortium members to develop an understanding of the EASOS programme, its aims and timelines, as well as what data is and can be made available.

It is anticipated that the proposed evaluation methodology will require a combination of quantitative and qualitative analytical techniques summarised in reports. Some travel to Malaysia is expected. It is anticipated thar access to Malaysian government agencies is expected to be through Janus TCD Ltd, the EASOS in-country representatives.

All proposals should follow best-practice guidance in designing evaluations as set out in HM Treasury’s Magenta Book2 and UK Space Agency Evaluation3 Strategy. The proposals should demonstrate an understanding and incorporation of the OECD DAC Criteria for Evaluating Development Assistance.4

The UK Space Agency’s external M&E expert for IPP will also provide guidance and quality assurance to the selected supplier.

**3.4 Deliverables**

This contract is to deliver, as a minimum, four reports:

i. Monitoring & Evaluation Plan which will include the following. This plan will have been started by Satellite Applications Catapult with input from the UKSA IPP M&E supplier, but will need to be updated and refined.

a. A review of, and potential updates to, the Theory of Change and Logframe

b. Data collection plan for LogFrame indicators

c. Identification of the audiences, and their uses for the M&E outputs

d. Evaluation questions that the midline and endline evaluations will answer

e. Evaluation framework including discussion of different evaluation methods, with reasoning, including process, impact and economic evaluation

f. Identification of potential counterfactuals that could be used as part of the evaluation

g. Plan to conduct a cost-effectiveness analysis

h. Demonstration of OECD-DAC compliance

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2 https://www.gov.uk/government/publications/the-magenta-book 3 3.https://www.gov.uk/government/publications/evaluation-strategy-uk-space-agency 4 4.http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm

ii. Baseline report with assessment of current status of indicators against which future impact will be measured.

iii. Interim evaluation report 2.5/3 years after the start of the project to provide evidence of the progress against the targets and evaluation questions agreed in (1).

iv. Final evaluation report 5 years after the start of the project for Satellite Applications Catapult and UK Space Agency to evidence the impact of the EASOS programme. Provide evidence of the achievement against the targets and evaluation questions agreed in (1).

The reports must include an executive summary. Any analysis carried out for the report must be clearly set out.

**3.5 Management of the contact**

Proposals should set out a detailed contract timeline and detail the members of the team. The contract will be managed day-to-day by Satellite Applications Catapult. There will be up to twenty additional meetings with the wider consortium and UK Space Agency representatives. The majority of meetings are expected to be held in Harwell, Oxfordshire or Swindon, Wiltshire.

**3.6 Data**

The majority of relevant data will be held by Satellite Applications Catapult, other EASOS consortium members, or Malaysian government departments and agencies with whom the EASOS consortium has existing relationships. The successful bidder will have to work with the Satellite Applications Catapult and other EASOS consortium members to understand what data is available and what data could be made available in order to achieve the most robust and yet practical impact evaluation. In particular, the EASOS consortium is represented within Malaysia by Janus TCD Ltd, who have extensive contacts and connections within the Malaysian government and its agencies.

**3.7 Security**

This project will involve utilising data regarded as commercially sensitive. Proposals should include the data (includes personal data) security arrangements that will be in place for this project; the arrangements should detail how the confidentiality, integrity and the availability of the data will be maintained during the project lifespan. The successful bidder will be expected to sign a binding non-disclosure agreement (See **Annex C**). At the end of the project, the successful bidder and any sub-contractors must return all data to the Satellite Applications Catapult and destroy any copies they hold.

1. **AWARD TERMS**

The Contract will be made on the basis of the Satellite Applications Catapults’ provided terms and conditions (See **Annex D**).

Entities wishing to be considered for this contract must, before submitting their proposal, sign and return the declaration contained at Annex E, which accepts the terms & conditions issued with this invitation. **Failure to return this declaration will mean that your proposal will not be evaluated.**

**Entities are requested to return this declaration well in advance of submitting their response so that they can be issued with question and answer information detailed in Section 6.**

1. **CONFIDENTIALITY**

All information provided in this document shall remain confidential between the Supplier and the Satellite Applications Catapult. The Satellite Applications Catapult will not share this information with any other organisations or Public Bodies without the permission of the Supplier.

This document and the associated appendices are provided in confidence for the sole purpose of this tender and must not be provided to any third party or used for any other purpose without the express written permission of the Catapult.

1. **COMMUNICATION DURING THIS PROCUREMENT**

All contact regarding this procurement should be made via the email address:

[procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk)

Suppliers have been asked to include primary points of contact in their organisation for their response to this ITT. All communications will be made through the Primary Contact. The Supplier must therefore undertake to notify any changes relating to the contact.

1. **CLARIFICATION QUESTIONS**

The Catapult will not enter into detailed private discussions regarding the goods or services. Clarification questions about the procurement should be submitted through the procurement@sa.catapult.org.uk email address by **14 February 2017**.

All questions and answers generated as part of this exchange will be issued to all entities who have previously registered their intent to submit a proposal. Q&A Documentation will be issued to all entities who have registered their interest on **17 February 2017**.

1. **GENERAL NOTICES**

Any expenditure, work or effort undertaken by your Company prior to the award of a contract is a matter solely for your Company’s own commercial judgement.

The Catapult reserves the right to terminate this contract award process at any time and not to enter into any contract. The Catapult and/or its advisers shall not be liable for any costs, liabilities or expenses whatsoever whether incurred (directly or indirectly) by the bidding Company, advisers or sub-contractors, in connection with the preparation of the response to this ITT or in the event of discontinuance of this procurement.

Respondents should note that the Catapult reserve the right at their sole and absolute discretion to reject any or all proposals, with or without reason. The following reasons may lead the Catapult to consider automatic rejection of a bid:

i. Missed deadline for the response.

ii. Failure to respond or, having responded, failure to clarify points raised by the Catapult.

iii. Failure to submit a bid that complies with the Catapult’s requirements.

iv. Any breach of confidentiality whatsoever.

v. Unless specified to the contrary channelling any communications with regard to this project to anyone not specified in the ITT

vi. Substantial non-compliance with the terms agreed to in the Respondents Acknowledgement letter **(see Annex E).**

Offers submitted in response to this ITT must be valid for a period of **90 days**.

1. **DISCLAIMER**

The Catapult does not make any representation or warranty (expressed or implied) as to the accuracy, reasonableness or completeness of the procurement documents and shall not be liable for any loss or arising as a result of reliance upon information within the documents.

Any persons considering entering into a contractual relationship with the Catapult should seek their own professional technical, financial and legal advice.

Suppliers are advised that nothing herein or in any other communication made by the Catapult (written or oral) shall be taken as constituting a legally binding contract or agreement between the Catapult. (save for a formal award of contract made in writing on behalf of the Catapult).

The Catapult reserves the right to amend any information or any requirements contained in the documentation. Suppliers should form their own conclusions about the methods and resources needed to meet these requirements.

The ITT documentation and the information contained within it are the property of the Catapult; all rights, including intellectual property rights, are reserved. Suppliers may make it available within their organisation or subcontractors solely for the purposes of preparing a bona fide response to a document for the provision of goods and services. The Supplier is to ensure that all such parties are made aware of the confidentiality obligations and take such steps as to guarantee compliance with it.

Suppliers may withdraw their responses at any time prior to accepting the notification of award by sending a notice of withdrawal to the Catapult by email or in writing.

The Catapult shall observe all its obligations under the Data Protection Act 1998 and associated legislation which arise in connection with this tender.

By participating in the procurement process, Suppliers shall be deemed to have agreed to be bound by the notices and undertakings in the procurement documents.

1. **PROCUREMENT TIMETABLE**

The indicative timetable for this procurement is set out in the following table:

|  |  |
| --- | --- |
| **Activity** | **Date** |
| **ITT issue** | 27 January 2017 |
| **Confirmation of compliance to Terms & Conditions** Respondents statement of compliance and intent to bid returned (**Annex E**) |  |
| **Receipt of questions relating to this ITT Process** | 14 February 2017 |
| **Issue of all Answers relating to the ITT Process** | 17 February 2017 |
| **Receipt of Respondents proposals in response to this ITT** | **12:00hrs 27 February 2017** |
| **Evaluation of proposals** Review, score and evaluate proposals, including a credit check of potential suppliers.  Identification of Respondents who will be invited to present their proposals in more detail | 06 March 2017 |
| **Respondent presentations** | 09 & 10 March 2017 |
| **Director Approval** |  |
| **Nomination of Preferred Supplier and notice to all respondents of the results of the selection process, by e-mail.** | 13 March 2017 |
| **Start Mandatory standstill period** | 13 March 2017 |
| **Supplier appointment** | 23 March 2017 |
| **Contract commences** (with Respondent fully accountable for ongoing service) | 03 April 2017 |
| **Dispatch Contract award notice** | 03 April 2017 |

The timetable listed above is for indicative purposes only and the Catapult reserves the right to amend this timetable at its discretion.

1. **THE EVALUATION APPROACH**

Proposals will be evaluated based on the most economically advantageous tender and will be assessed against the methodology proposed. The Table below contains a list of all criteria.

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Max score avaialbe** | **Detailed requirements** |
| **Price** | **20** | The Tenderer, which submits the lowest price, will be given the maximum score for this criterion. Other Tenderers’ (higher) prices will be divided into the lowest price and multiplied by the score available to achieve a proportionately lower score. |
| **Understanding the environment** | **15** | Tenderers should demonstrate proven experience & understanding in delivering the range and scope services required within this invitation to tender.  Please provide two examples of where these types of services have been delivered before, and please provide contact detail from two past customers who have received these services from your organisation and who would be willing to provide feedback by telephone.   Please note, references will not be contacted without prior notification. |
| **Approach** | **40** | Please detail your proposed approach to execute the deliverables detailed within the ITT. Please structure your response using each of the deliverables required.  What do you see as the key risks/challenges of the project and how do you intend to mitigate/ overcome them? |
| **Proposed Team** | **15** | Please detail the Key Personnel identified to deliver the project.  Please provide detailed evidence of their expertise in the role for which they have been identified. Please provide short version CVs for each team member. |
| **Proposed Timetable** | **10** | Please provide a project plan & timetable to complete the assignment. Please provide this plan in MS Project format.   Please detail the inputs required from yourselves and Satellite Applications Catapult in order to achieve the major milestones of your plan.  What do you see as the main issues which may affect your timetable, and how would you overcome these challenges if they arose? |
| **Total** | **100** |  |

Following the closing date receipt of proposals, an evaluation panel made up of project stakeholders will review all received documentation.

The team, using the evaluation criteria indicated above, will collectively determine which proposals are most likely to be most suitable to the Catapult’s requirements. **A** **maximum of 5 (five) Respondents will be shortlisted for the final stages of the evaluation.**

**All Tenderers will be advised whether they have been shortlisted or not on 06 March 2017.**

As part of the evaluation process, the Catapult may undertake reference telephone calls to selected customers of Shortlisted Respondents. Exact dates will be agreed as the ITT process progresses

It is intended that these presentations will take place on **09 & 10 March 2017.**

The Catapult may provide guidance where it considers it appropriate to do so to each Respondent ahead of this presentation as to any specific queries or issues to be covered in respect of that specific Respondents proposal.

Specific dates, times and locations for presentations will be advised later on in the selection process and if possible notified at least a week in advance. For now, Respondents should assume a **one hour slot, with formal presentations for around thirty minutes followed by questions and answers.**

The presentation must be capable of being delivered on a projector with a PC attached (both of which can be supplied if required).

For each Respondent the senior manager that would be responsible for the contract is required to attend the presentation. Respondents may also be required to make themselves available to attend additional meetings if required.

**Following the completion of the Presentation, the Tender Evaluation Panel will review its initial scoring to confirm any areas of information /clarification which come to light in the Presentation stage. These scores will then be submitted to determine the final scores for each shortlisted Respondent.**

1. **RESPONSE REQUIREMENTS**

Respondents should quote the Reference number at the front of this ITT in all correspondences related to this tender.

All responses to this ITT must be received before **12:00hrs 27 February 2017 into the following e-mail address:**

[procurement@sa.catapult.org.uk](mailto:procurement@sa.catapult.org.uk)

Responses received beforehand will not be opened until after the closing time and date for receipt of tenders. **Tenders that are received late will not be considered.**

Respondents must format their response using the following structure:

1. Detailed response to the evaluation criteria contained in Section 11. **Tender responses must be submitted in English and should be no more than 20 sides of A4 including appendices. Please note, this twenty page limit does not include the requested project plan or pricing schedule.**
2. Completed response to the information requirements in:
   * Section A Supplier Organisation Information
   * Section B Financial Organisation
   * Section C Security Information
   * Section D Commercial & Price information

**Please detach this page onwards from this document and return by email to procurement@sa.catapult.org.uk by 12:00hrs 27 February 2017.**

|  |  |  |
| --- | --- | --- |
|  | **Supplier** | **Buyer** |
| Company Name:- |  | Satellite Applications Catapult Ltd |
| Contact Name:- |  | John Thompson |
| Telephone Number:- |  | 01235 567999 |
| Email Address:- |  | procurement@sa.catapult.org.uk |
| Position within the Company |  | Procurement Manager |
| Persons authorised to sign on behalf of the Company |  | Antonia Jenkinson – CFO/COO |

**SECTION A** – **SUPPLIER** **ORGANISATION** **INFORMATION**

Please ensure that you complete the questions relevant to your organisation.

|  |  |
| --- | --- |
| A1 | Full name of the organisation submitting the ITT: |
|  | |

|  |  |  |
| --- | --- | --- |
| **A2** | Please confirm the status of the Supplier to be considered: | |
| **GUIDE** | A response to this question is for the Catapult to understand the Supplier. | |
| **A** | Your organisation is bidding to provide the goods or services required itself (if you tick yes, go to question A5) |  |
| **B** | Your organisation is bidding in the role of Prime Contractor and intends to use third parties to provide some services (If you tick yes go to question A3 and A4) |  |
| **C** | The Potential Provider is a consortium (If you tick yes go to question A3) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **A3** | If your answer to **A2** was **B** or **C**, please indicate in the table all sub-contractors or members of the consortium which will be responsible for each element of the requirement. | | |
| Element of Requirement | | Company / Organisation | How much of the requirement will they directly deliver (%) |
|  | |  | % |
|  | |  | % |
|  | |  | % |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A4** | Details about the organisation named in A1 (organisation submitting the ITT): | | | |
| **A** | Company Registration Number |  | | |
| **B** | Date of Registration |  | | |
| **C** | Registered address and postcode |  | | |
| **D** | Annual Turnover |  | | |
| **E** | VAT Registration Number |  | | |
| **F** | Please select the legal status of the organisation named in A1: | 1 | a public limited company |  |
| 2 | a limited company |  |
| 3 | a sole trader |  |
| 4 | a partnership |  |
| 5 | a Limited Liability Partnership |  |
| 6 | a consortium |  |
| **G** | Website address |  | | |

|  |  |  |
| --- | --- | --- |
| **A5** | Please provide full contact details of a primary contact to whom future correspondence is to be sent in connection with this ITT: | |
| GUIDE | The person listed as Primary Contact should be the person that has registered their interest in this procurement and will be the person that receives communications accordingly. | |
| Name | |  |
| Position | |  |
| Address | |  |
| Telephone number | |  |
| E-mail address | |  |

**SECTION B – FINANCIAL INFORMATION**

The following questions have been designed to evaluate the financial standing and strength of an organisation. The most recent accounts will be utilised to assess the financial standing and strength of your organisation.

|  |  |  |
| --- | --- | --- |
| **B1** | Financial Statements: | |
| Please attach your most recent accounts | |  |

|  |  |  |
| --- | --- | --- |
| **B2** | Conflicts of Interest: | |
| Is there any other work being undertaken or likely to be undertaken by your organisation (or consortium) which could give rise to a conflict of interest? | | Please provide details |

|  |  |  |
| --- | --- | --- |
| **B3** | Complaints to Professional Bodies: | |
| Has your organisation (or consortium) had any substantiated complaints made against them to any professional body in the last three years | | Please provide details |

|  |  |  |
| --- | --- | --- |
| **B4** | Indemnity and Liability Provision | |
| Please confirm that for the service being tendered your organisation could provide these level of insurances | | |
| Professional Indemnity - £5m | |  |
| Employers Liability - £5m | |  |
| Public/Products Liability - £5m | |  |

**SECTION C – SECURITY REQUIREMENTS**

This question will be evaluated on a PASS/FAIL basis. Tenderers will be excluded from the procurement process if they cannot self-certify to holding the relevant Certification or to having an In-House Policy that fully complies with current legislative requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C1** | Do you have a company representative who is responsible for security | | | | Yes  No |
| **C2** | Does your organisation operate an Information Security Management system certified to International, European or equivalent standard (e.g. BS EN ISO 27001) or is your company certified to Cyber Essentials Plus? | | | | Yes  No |
| **C3** | If you have answered “Yes” to the above, please provide: | Name and approval certificate Number |  | | |
| Certificate Expiry Date |  | | |
| **C4** | Please self-certify that your organisation has an in-house policy for the management of information security that fully complies with current legislative requirements. | | | | Yes  No |
| **C5** | When was the last time an IT Health Check/penetration test was carried out on your company network? | | | |  |
| **C6** | Please provide, as a separate appendix, a record of any security breaches (both cyber and physical) in the last two (2) years. | | | | Yes  No  n/a |
| **C7** | Please self-certify that your organisation has an in-house policy/plan for Business Continuity & Disaster Recovery | | | | Yes  No |
| **C8** | If you have answered “No” to the above question, please describe your arrangements to ensure business continuity and to enable disaster recovery, including scope, validation, risk treatment and leadership in these areas.  *Guidance: You should demonstrate that your organisation keeps copies of documentation setting out your business continuity and disaster recovery procedures. These should include the arrangements for business continuity and disaster recovery throughout your organisation. They should set out how the organisation will carry out its policy with a clear indication of how the arrangements are communicated to the workforce*. | | | | |
| **C9** | Has your organisation (or any member of your proposed consortium, if applicable) Directors or partner or any other person who has powers of representation, decision or control been convicted of any offences named within Annex C (if yes please provide details in separate annex) | | | Yes  No | |

**SECTION D – COMMERCIAL AND PRICE INFORMATION**

The following section outlines the commercial and price offer based on the User Requirement Specification. Prices submitted should be fully inclusive (Ex VAT) in GBP not subject to variation.

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Deliverable Total** |
| **1** | 1. Monitoring & Evaluation Plan which will include:  a. A review of, and potential updates to, the Theory of Change and Logframe,  b. Data collection plan for LogFrame indicators c. Identification of the audiences, and their uses for the M&E outputs d. Evaluation questions that the midline and endline evaluations will answer e. Evaluation framework including discussion of different evaluation methods, with reasoning, including process, impact and economic evaluation f. Identification of potential counterfactuals that could be used as part of the evaluation g. Plan to conduct a cost effectiveness analysis h. Demonstration of OECD-DAC compliance. |  |
|  | Team Resources - Please detail\* |  |
|  | Materials - Please detail |  |
|  | Travel & Expenses- Please detail |  |
|  | Proposed Sub-contracts - Please detail |  |
|  | Other costs - Please detail | £0.00 |
| **2** | Baseline report with assessment of current status of indicators against which future impact will be measured. |  |
|  | Team Resources - Please detail\* |  |
|  | Materials - Please detail |  |
|  | Travel & Expenses- Please detail |  |
|  | Proposed Sub-contracts - Please detail |  |
|  | Other costs - Please detail | £0.00 |
| **3** | Interim evaluation report 2.5/3 years after the start of the project to provide evidence of the progress against the targets agreed in (1). |  |
|  | Team Resources - Please detail |  |
|  | Materials - Please detail |  |
|  | Travel & Expenses- Please detail |  |
|  | Proposed Sub-contracts - Please detail |  |
|  | Other costs - Please detail | £0.00 |
| **4** | Final evaluation report 5 years after the start of the project for Satellite Applications Catapult and UK Space Agency to evidence the impact of the EASOS programme. |  |
|  | Team Resources - Please detail |  |
|  | Materials - Please detail |  |
|  | Travel & Expenses- Please detail |  |
|  | Proposed Sub-contracts - Please detail |  |
|  | Other costs - Please detail | £0.00 |
| **Total proposed Cost\*\*** | | **£0.00** |
| **Notes:** | |  |
| \* | Please be as specific as necessary when detailed the proposed cost of each deliverable. | |
| \*\* | Any costs proposed following contract award will require full justification and may not be entertained if it can be demonstrated that these could reasonable be foreseen prior to contract award. | |
| **Schedule of day rates for additional activities.** | |  |
| **Tenderers should identify day rates for various resources which may be required over and above the agreed contract scope\*\*\*:** | | |
|  | **Resource Level:** | **Day rate** |
|  | Partner | £0.00 |
|  | Associate | £0.00 |
|  | Analyst | £0.00 |
|  | Admin support | £0.00 |
| \*\*\*Pricing for inputs will be increased by the rate of CPI for each year of the contract | | |
|  |  |  |  |

|  |
| --- |
| UNDERTAKING |

To be signed by an Officer of the Supplier’s Company in their own name on behalf of the Company.

I certify that the information provided is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the ITT.

|  |  |
| --- | --- |
| Signed for and on behalf of the Company  SIGNATURE |  |
| Name of person signing on behalf of the Company  PRINT |  |
| Position/status in the Company  PRINT |  |
| Company’s name and address  PRINT |  |
| Date |  |

**Mandatory Exclusion Grounds**

**Participation in a criminal organisation**

Participation offence as defined by section 45 of the Serious Crime Act 2015

Conspiracy within the meaning of

* section 1 or 1A of the Criminal Law Act 1977 or
* article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983

Where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

**Corruption**

Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

The common law offence of bribery;

Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010, or section 113 of the Representation of the People Act 1983;

**Fraud**

Any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the convention on the protection of the financial interests of the European Communities:

* the common law offence of cheating the Revenue;
* the common law offence of conspiracy to defraud;
* fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
* fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
* fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;
* an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; September 16 v3 2
* destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
* fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;
* the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;

**Terrorist offences or offences linked to terrorist activities**

Any offence:

* listed in section 41 of the Counter Terrorism Act 2008;
* listed in schedule 2 to that Act where the court has determined that there is a terrorist connection;
* under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by the previous two points;

**Money laundering or terrorist financing**

Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002

An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996

**Child labour and other forms of trafficking human beings**

An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;

An offence under section 59A of the Sexual Offences Act 2003

An offence under section 71 of the Coroners and Justice Act 2009;

An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994

An offence under section 2 or section 4 of the Modern Slavery Act 2015

**Non-payment of tax and social security contributions**

Breach of obligations relating to the payment of taxes or social security contributions that has been established by a judicial or administrative decision.

Where any tax returns submitted on or after 1 October 2012 have been found to be incorrect as a result of:

* HMRC successfully challenging the potential supplier under the General Anti – Abuse Rule (GAAR) or the “Halifax” abuse principle; or September 16 v3 3
* a tax authority in a jurisdiction in which the potential supplier is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or “Halifax” abuse principle;
* a failure to notify, or failure of an avoidance scheme which the supplier is or was involved in, under the Disclosure of Tax Avoidance Scheme rules (DOTAS) or any equivalent or similar regime in a jurisdiction in which the supplier is established

**Other offences**

Any other offence within the meaning of Article 57(1) of the Directive as defined by the law of any jurisdiction outside England, Wales and Northern Ireland

Any other offence within the meaning of Article 57(1) of the Directive created after 26th February 2015 in England, Wales or Northern Ireland

**Annexes**

Annex A - EASOS Programme Abstract

Annex B - EASOS Theory of Change and Logframe (as at 3 Jan 2017)

Annex C - Non Disclosure Agreement

Annex D - Satellite Application Terms and Conditions

Annex E – Acknowledgement Letter

**Annex A**

**EASOS Programme Abstract**

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| **Abstract** |

Environmental challenges present a serious social and economic threat to the Malaysian people. In 2014 alone, the combined impact on the Malaysian economy of flooding, marine pollution and illegal logging was estimated at more than $12.5Bn, and the government has consequently identified these three major challenges as critically important priorities to be addressed.

Malaysia is keen to develop a multi-agency coordinated approach to such environmental challenges and the National Defence University of Malaysia (NDUM) is working closely with the Malaysia Space Agency (ANGKASA) and Disaster Monitoring Agency (NADMA) to assess the needs of all 24 affected departments, and to establish this programme of work.

Building on the excellent relationship that UK business Janus TCD has established with the key actors, Malaysia is keen to bring in UK expertise through the UKSA IPP competition with the Satellite Applications Catapult bringing together a broad consortium to address the various challenges.

Whilst the challenges of flooding, marine pollution and illegal logging are quite different, there are many common factors between them and all would benefit from wide-area situational awareness. Providing relevant government departments with information-driven decision support tools will foster enhanced preventative measures and post-event response to these challenges. The Earth And Sea Observation System (EASOS) programme will deliver, trial and evaluate each of the solutions with the respective Malaysian government departments, encouraging common information sharing and applications support infrastructure. This will create sustainable, long-term operations capability in-country, and deliver economic returns to the Malaysian government and improved quality of life to its people.

**Annex B**

EASOS Theory of Change and Logframe (as at 3 Jan 2017)

Please note that this LogFrame remains subject to change as the M&E plan is developed prior to establishing an a baseline agreed with UKSA.

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| **Theory of Change: Diagram**  **Improve the social and economic prospects of Malaysia by making it more environmentally resilient.**  **Cross-cutting contribution to national progress towards SDGs 3, 11, 14 and 15** |
|  |
| **Theory of Change: Narrative**  **Improve the social and economic prospects of Malaysia by making it more environmentally resilient.**  **Cross-cutting contribution to national progress towards SDGs 3, 11, 14 and 15** |
| The **context** for this project is that Malaysia has a number of social, environmental and economic problems related to marine pollution, illegal logging and flood events. For example, the mangrove areas are under threat from marine pollution which is leading to depleted fish stocks and coastal erosion which affects communities, particularly during flood events; illegal logging is impacting protected species in the ‘Heart of Borneo’ and impacting communities. Combined with flood events during the monsoon season the estimated to cost the Malaysian economy is US$12.5 billion per year. Currently the Malaysian Government has a set of disparate systems with data in multiple places. Finding solutions to locate marine pollution and illegal logging on a timely basis is essential in tackling the problems and better information on potential flood events should reduce the impact of them. Malaysian enforcement agencies do not currently have access to state-of-the-art satellite applications which could help increase the rate of detection of marine pollution and illegal logging, as well as the prediction of flood events. UK has considerable strengths in satellite applications, and could apply these capabilities to these problems in a single, easy to use system with one common dashboard based on a scalable consistent platform.  In response to this challenge, we have developed a project which involves **inputs** of £8,253k from UKSA’s International Partnership Programme, and in-kind contributions of £3,148k from UK partners and £6.6 million from Malaysian partners. The consortium draws on the considerable combined expertise of the Satellite Applications Catapult, 10 UK-based SMEs (Janus TCD, Ambiental, Stevenson Astrosat, Sterling Geo, Geocento, Most Autonomous Vessels, Plymouth Marine Laboratories, RiskAware, Telespaizio Vega, Earth Observation Ltd) and 2 UK universities (University of Oxford, University of Leicester).  The project’s **activities** will start with a detailed requirements capture phase and then develop a common dashboard for tools, based on Earth Observation data and incorporate Malaysian data sources. By having the three underlying services to monitor marine pollution, illegal logging and predict flood events together in a common project we will ensure that the underlying architecture of the satellite derived services are common and consistent. This means only bringing in external data, such as satellite imagery, once for use by many.  The intended **outputs** can be summarised as: a working scalable platform, with three environmental services each operational in two regions, handed over to the in-country team; documentation and sufficient training; a business plan including validation data for the environmental services and the commercial business model for the ongoing service and extension to the whole of Malaysia; three M&E reports – a baseline and evaluation framework, interim evaluation and a final impact evaluation.  These outputs are intended to lead to the following **outcomes**: an increased rate of detection of illegal logging and marine pollution events in the two regions specified during the requirements capture phase; this will discourage these activities as a result of increased threat of detection; improved flood event management due to earlier alerts and prevention due to better information used for planning. For the regions initially targeted, expect a 10% reduction in the economic cost of these events.  If those outcomes are successfully achieved, we envisage that the **impacts** from ongoing use of the service in the initial regions and elsewhere will include: a reduction of the harmful environmental and social impacts associated with illegal logging; reduced marine pollution improving the mangrove areas and coastal economies; and improved flood event management all of which will lead to a significant economic impact on the Malaysian economy. From a UK perspective, the impacts will include economic benefits from a strengthened satellite supply chain, with participating UK partners able to leverage the knowledge and credentials developed through the project around the world. |

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|  | **Increasingly resilient Malaysia through Satellite-enabled Surveillance of Illegal Logging, Marine Pollution and Flood Events**  **IMPACT:**   * **Contribution to SDG 15 by preventing illegal logging and protecting forest ecosystems for local populations and fauna** * **Contribution to SDG 14 by leading to a reduction in marine pollution, sustainable management and protection of coastal ecosystems** * **Contribution to SDGs 3 and 11 by acting pre-emptively to reduce preventable loss of lives and assets from flooding** | | | |
|  | **Summary of quantified SMART targets for each level** | **Indicators (quantitative and qualitative)** | **Means of Verification** | **Assumptions** |
| **Impacts at 5 years** | Reduction of the harmful environmental and social impacts associated with illegal logging, marine pollution and flood events in Malaysia.  Increased economic benefits and savings to Malaysia from identifying legal logging, marine pollution and flood events.  Economic benefits to the UK from strengthened satellite supply chain to Malaysia and beyond through export opportunities for related services. | Number of illegal logging and marine pollution activities investigated.  Increased tax revenue from legal logging.  10% reduction in the economic cost from these environmental events.  Further contracts for UK organisations attributable to their involvement in the project. | Malaysian Government provided statistics.  Independent evaluation conducted at 5 years after project start | Malaysian Government willing to share data on tax revenues and investigations into illegal logging and marine pollution.  Assumes that the service is applied to regions in Malaysia beyond the scope of this project. |
| **Outcomes at 2.5 years** | Increased rate of detection of illegal logging in 2 regions of Malaysia.  Increased rate of detection of marine pollution in two sectors of the Malacca Straits as the Coastguard has increased capability for identification.  Illegal loggers and marine pollutants discouraged as a result of increased threat of detection.  Improved handling of flood events and preventative measures considered.  Malaysian Government licences service for ongoing use across Malaysia, post project. | Number of illegal logging areas detected p.a. before and after service implementation for the two regions and comparator regions.  Number of marine pollution events detected p.a. before and after service implementation.  Government feedback and usage of flood event system.  Contract(s) with Malaysian Government for ongoing service, post project. | Government personnel visits to verify illegal logging activities and marine pollution events.  Contract or letter of intent from Malaysian Government.  Independent evaluation at 2.5 years after project start. | Assumes that an appropriate comparator region can be identified for a difference-in-difference analysis on illegal logging.  Assumes that the Malaysian Government will commit sufficient resources to investigating illegal logging and marine pollution alerts.  Assumes that the Malaysian Government will publicise that the service is operational in order to deter illegal logging and marine pollution. |
|  | **Increasingly resilient Malaysia through Satellite-enabled Surveillance of Illegal Logging, Marine Pollution and Flood Events (cont.)** | | | |
|  | **Summary of quantified SMART targets for each level** | **Indicators (quantitative and qualitative)** | **Means of Verification** | **Assumptions** |
| **Outputs at 18 months** | Scalable platform delivered to in-country team, with each of the three environmental services operational in two regions, with handover documentation and sufficient training.  Business plan.  Baseline data and evaluation reports. | Use of the platform throughout the project lifetime at more than ten of the 24 Government agencies.  Business plan sign-off from all contributing partners  3 M&E reports delivered: baseline and M&E framework; interim evaluation and final evaluation.  KPIs: (see main proposal for full details). Reporting will be monthly for the first 3 months of reportable data and quarterly thereafter.  Dashboard   1. Number of active users of the dashboard   Flooding   1. Number of forecast flood alerts 2. Accuracy of flood alerts 3. Number of views of risk exposure maps Marine Pollution 4. Number of marine pollution events identified 5. Number of false positives 6. Number of ships identified as pollutants 7. Correct prediction of oil slick arrival position 12 hours before arrival   Illegal Logging   1. Number of illegal logging alerts made 2. Percentage of false positives | User Acceptance Testing by in-country team  Funding agreements in place  Client sign-off for M&E reports  UKSA sign off on indicators. | Assumes that the platform gives an acceptable rate of false positives.  Assumes continuing engagement from the Malaysian Government.  Assumes partners can agree on the type and accuracy of baseline data. |
| **Activities during 18 months** | Develop & deliver a system (including equipment and architecture) with a common dashboard that contains three services:   * Monitor deforestation to provide alerts that identify incidents of illegal logging of areas over 50 sq. metres, for two regions in Malaysia. * Monitor two sectors of the Malacca Straits for incidents of marine pollution, including where they derived from and prediction of end points for oil slicks. * Provide probability based alerts for flood events to improve management of events and limit losses caused. The underlying risk exposure maps will be available to inform planning for new infrastructure, settlements, etc.   Work with in country partners to gather end user (government and mining companies) requirements and evaluate the potential business model.  Provide in-country training and awareness raising.  M&E: Develop baseline and evaluation framework; undertake final impact evaluation. | | | |
| **Inputs** | IPP funding of GBP £8.253m; Malaysian co-investment of £6.6m; In kind contributions of £3.148m.  Human capital: Satellite Applications Catapult, 10 UK-based SMEs (Janus TCD, Ambiental, Stevenson Astrosat, Sterling Geo, Geocento, Most Autonomous Vessels, Plymouth Marine Laboratories, RiskAware, Telespaizio Vega, Earth Observation Ltd) and 2 UK universities (University of Oxford, University of Leicester)  Satellite data and IP including proprietary tools, commercial software and models.  Malaysian data sources including local in-situ and other geospatial data. | | | |

**Annex C**

**Non-Disclosure Agreement**

**See separate attachment**

**Annex D**

**Satellite Application Terms and Conditions**

**See separate attachment**

**Annex E**

**Acknowledgement Letter**

To: Satellite Applications Catapult Ltd

Attn: Procurement Department

From (Company who will bid):

**Invitation to Tender – MONITORING AND EVALUATION OF THE EARTH AND SEA OBSERVATION SYSTEM (EASOS) PROGRAMME FUNDED BY THE UK SPACE AGENCY INTERNATIONAL PARTNERSHIP PROGRAMME**

We acknowledge receipt of your Invitation to Tender for the above work and are in receipt of all documents listed in the contents.

1. We agree to comply with the requirements of the Instructions to Respondents and confirm that we will respond to your request and submit our bid no later than the date required.
2. We agree to the Terms and Conditions contained in the ITT. We also confirm that if successful, any subsequent substantial departure from these terms during any final negotiations may render our response invalid and the Catapult will be free to enter into negotiations with an alternative Tender Respondent.

Or,

1. We shall not submit a bid. We confirm that all paper copies have been destroyed, that all electronic copies have been erased in their entirety from our systems

(Respondent to delete item as applicable).

Our primary point of contact in connection with this bid is:-

Regards

(Signature & Title):……………………………………………………..

(Printed Name):……………………………………………………..

(Company):……………………………………………………..

1. https://www.gov.uk/guidance/apply-for-funding-academic-community-and-educational [↑](#footnote-ref-1)