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Behavioural Scientist

Dr Jen Clements

27th February 2024 (revised 29/2/24)

**REQUEST FOR QUOTATION for Research into young people’s socio-cultural values in relation to Trees outside Woodland and landscape change**

**REF NO: CR2023/24/087**

You are invited to submit a quotation for research on how young people value Trees outside Woodland in the context of landscape change as detailed below.

As part of a Defra-funded project ([Understanding the public value of Trees outside Woodlands: Peri-Urban and Rural (ToWPUR) - Forest Research](https://www.forestresearch.gov.uk/research/understanding-the-public-value-of-trees-outside-woodlands-peri-urban-and-rural-towpur/)) we are seeking to procure research that addresses the following **research questions**:

* How do young people experience and care for Trees Outside Woodland that are part of a specific peri-urban or rural landscape?
* What values do young people hold around these ToWPUR?
* What can we learn about how these values have formed including the key influences on value formation?
* How are these values activated and negotiated in discussions around landscape change, for example, the loss (whether by felling or by encapsulation through tree planting at scale) or addition of ToWPUR?

The required **outputs** would include a summary report, including an account of the methodology, findings and recommendations tailored for a (non social scientist) policy and practice audience, as well as a video dissemination for a general audience. The video will be under 5 minutes in length and will be hosted on the Forest Research website. The aim of the video output is to present the project findings in an accessible format for interested parties including former project participants. £5,000 of the budget will be ring-fenced for the production of this video output.

Please note that we cannot fund time for writing academic papers and that any planned academic publications on this research should provide the opportunity for the commissioning researcher (Dr Jen Clements) to act as co-author (providing 30 days to respond to any invitation to contribute). The commissioning researcher will organise an opportunity for Defra (funder) comment.

The **total available funding is £52,000**, of which £5,000 is to be ring-fenced for the production of the video output.

Successful delivery of the research will require **working collaboratively with the commissioning researcher** (Dr Jen Clements) who will steer, advise and support as necessary. This will require **fortnightly meetings**.

We encourage submissions from teams led by or including **early-career researchers**.

**Submission process:**

The tendering process will be in two stages:

**Stage 1:** Submission of a concept note (no larger than the equivalent of 2 sides of A4 at size 10 font) proposing an approach to addressing the research questions, including the conceptual framework that will be used, and detailing proposed methodologies and the relevant expertise of the proposed staff.

**Stage 2:** A full research proposal including timeline, budget, cost breakdown (including day rates and estimated days for staff) and staff CVs.

Stage 2 proposals will also need to detail whether the lead organisation has an in-house ethical approval process or whether sole ethical approval will need to be obtained from Forest Research. We leave the definition of young people open to applicants, however, research with participants under 18 years old will need to address and mitigate the related ethical challenges.

Stage 1 submissions will be sifted according to quality and interest from members of the wider project team and steering group, and up to 5 will be invited to submit a Stage 2 proposal. Stage 2 proposals will be evaluated and scored according to:

* soundness and quality of the proposed research
* realistic ambition within time and resource constraints
* demonstratable value for money through justified budgeting
* the relevant expertise of the research team.

Other desirable criteria regarding the applicants include a track record of excellent research, experience working with young people, experience working with the public sector and experience of delivering diverse research outputs for a range of audiences.

Please send your **Stage 1 submission** and any enquires about this RFQ by email to: jen.clements@forestresearch.gov.uk Your Stage 1 submission must be submitted no later than **12.00 hrs** on **Monday 11th March 2024**.

Should you be invited to submit a Stage 2 proposal (quotation), your submission, incorporating the requirements specified below, will need to be submitted by email (to Jen Clements) according to the following timeline:

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| --- | --- |
| Open to Stage 1 submissions | Tuesday 27th February 2024 |
| Stage 1 submissions deadline | 12.00 hrs on Monday 11th March 2024 |
| Stage 1 outcomes announced and invitations to submit for Stage 2 sent | Monday 18th March 2024 |
| Stage 2 submissions deadline | 12.00 hrs on Monday 8th April 2024 |
| Stage 2 outcomes announced | Monday 15th April 2024 |

Please note the following conditions:

* Any contract concluded as a result of this RFQ shall be governed by English Law and the Forestry Commission’s Standard Terms and Conditions of Contract will apply[[1]](#endnote-2). Your terms will not apply
* The quotation and all accompanying documents are to be in English
* Forest Research reserves the right to cancel or withdraw from the process at any stage
* Forest Research does not undertake to accept the lowest priced quotation, or part or all of any quotation
* All information supplied to you by Forest Research must be treated in confidence and not disclosed to third parties
* Once the contract has been awarded, any additional costs incurred which are not reflected in the quotation will not be accepted for payment
* Offering an inducement of any kind in relation to obtaining this or any other contract with the Forestry Commission will disqualify your quotation from being considered and may constitute a criminal offence.

Yours faithfully

Jen Clements

Quotation Requirements

* All details of your quotation, including prices/costs, must remain valid and open for acceptance for a period of 60 days from the date of submission.
* Quoted prices must be fixed, quoted in GBP and exclusive of VAT.
* Quoted prices are to be based on the following payment terms:

The Contract Price shall become payable on completion of the Services and payment will be made within 30 days of receipt of invoice.

* You are required to include a breakdown of your quoted price.
* Your quotation must include confirmation of the scope of supply of services offered and an ability to achieve any dates or deadlines specified.
* You are to provide the name and contact details of at least one recent customer who we may contact for a reference should we wish to do so.
1. Conditions of Contract for the Purchase of Consultancy Services, As amended (January 2016) - which are available to view or download [here](https://cdn.forestresearch.gov.uk/2022/03/Consultancy_Contract_Schedule_1Jan2016_FR_version.pdf) [↑](#endnote-ref-2)