**AHDB ENVIRONMENT & SUSTAINABILITY**

**Invitation to Tender**

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| 1. | Introduction: | The Agriculture and Horticulture Development Board (AHDB) has recently established a Steering Group which will draw on knowledge and expertise from both within AHDB and other external industry stakeholders, to help identify how best to support its levy payers and oversee important work relating to the environment and sustainability. AHDB has existing in-house expertise but wishes to procure the services of an external consultant(s) to increase resource and capability in this area and advance the work of the Steering Group at a fast pace.  All work will be undertaken collaboratively with the AHDB team and the Steering Group. |
| 2. | Background: | AHDB is a non-departmental government body, funded by levy income predominately from farmers and growers plus smaller amounts from purchasers/processors. The role of AHDB is to help improve the efficiency and competitiveness of various agriculture sectors within the UK (livestock (cattle, sheep and pigs) in England; milk in Great Britain; and cereals and oilseeds in the UK).  Please find annual reports setting out more information about the organisation:  <https://ahdb.org.uk/reports-reviews>  AHDB recognises that the environment, climate change and sustainability are critically important to the future of the agricultural industry and society as a whole. Livestock sectors are under pressure from messages to eat less meat and dairy and arable farmers are having to respond to changes which may bring about changes in terms of use of fertilisers, chemical pest and disease control and methods of production. Additionally, farmers are having to respond to both Governmental and industry-led Net Zero targets for the sector, as well as a changing landscape for agricultural support schemes with a focus on delivering environmental benefits. The AHDB Board (The Board) believes that AHDB has a vital role to play in supporting its levy payers on these critical issues and providing whatever independent information, advice and practical support is not available elsewhere. The Environment & Sustainability Steering Group has been established by the AHDB Board to work with the Executive to help develop an AHDB Environment & Sustainability plan and an agreed programme of activities which will ensure that levy payers’ needs are met, maximising impact, reach and ensuring value for money. It will do so by drawing upon existing in-house expertise and engaging with a range of external stakeholders to help identify where there are currently gaps in provision and avoid duplication of work and effort.  The Group will: Act as the Steering Group for the programme of work delivered by the “Programme team” (internal staff group)Input to the programme (including objectives and milestones of activity and what is inside and outside of AHDB’s scope) for consideration by the AHDB BoardMonitor delivery of the programmeHorizon scan and identify environmental issues and risks and prioritise programme activities to mitigateEnsure co-ordination of AHDB work with others in the industryProvide expert advice to AHDB in setting its strategy and programme of work.Consider the whole supply chain from farm to consumer in order to position agriculture in the supply chain contextConsider agriculture and the food supply chain in the context of the wider economy. |
| 3. | Scope: | Working as a partner with the AHDB Team to:   * Support the creation of the AHDB Environment & Sustainability Strategy and Plan for its levy payers * Lead on drafting the plan Manage and undertake a horizon scanning exercise to shape and define AHDB’s ambition, scope and activity within the space * Manage and undertake a gap analysis - Interaction with other potential partners and current suppliers in partnership with AHDB Staff, to establish what others are already doing or planning to do and whether AHDB has a role or not in addressing any potential gaps * Determine what activities are required to meet the needs of the strategy (to be included within the plan) * Identify the gap(s) that will exist if AHDB does not fill them * Support the identification of which activities should be done by AHDB alone, and which in partnership with others. * Help determine prioritisation of planned activities to maximise outcomes around reach and impact, delivering value for money to levy payers. * Act as a critical friend to AHDB staff |
| 4. | Location and Time Commitments | We anticipate work to start as soon as possible and to run for 25-30 days over 3 months.  We wish the tender to set out the methodology and time commitments for conducting the work outlined and, in particular, the horizon scanning and gap analysis process.  In order to undertake the work, it is anticipated interaction will be needed with the following groups.     * Senior Executives * Defra * AHDB Board Members * Environment & Sustainability Steering Group * Senior Industry stakeholders * Academics * Levy Payers   We anticipate the successful contractor will need to attend regular meetings with the Divisional Director of Services and Head of Environment to update them and seek input and views and agree splits of work between staff and contractors  The work can predominantly be done virtually but there might need to be a small number of “Covid-secure” physical meetings at AHDB headquarters, Stoneleigh Park. |
| 5. | Deliverables | * Executive slide deck and short document outlining the high-level strategy for approval by the board, which should include evidence and high-level business case. * A plan for delivery of the strategy, to include priority activities and timings * Recommended budget and resources, including accompanying skills matrix * Completion of AHDB business cases for the AHDB activities in the AHDB Workstreams, activities and operating plan format * Outline plan for communication of strategy to stakeholders. |
| 6. | AHDB Key Personnel | Executive Sponsor: Ken Boyns  Operational Lead: Jon Foot  Day-to-day operational support will be provided by Ken Boyns Divisional Director – Services and  Jon Foot, Head of Environment. |
| 7. | Terms & Conditions | The appointed supplier will undertake the work in accordance with [AHDB’s Terms and Conditions for the Purchase of Goods and Services.](https://projectblue.blob.core.windows.net/media/Default/About%20AHDB/Procurement/StandardTermsforGoodsandServices2018FV_000.pdf) |
| 8. | Pricing: | Day Rates  Expenses to be paid at AHDB Standard Rates |
| 9. | Invoicing: | Payment of invoices for work undertaken will be made in accordance with AHDB’s Terms and Conditions (see above). Invoices can be submitted at a frequency to be determined following the agreement of key milestones and completion of deliverables against an agreed programme of work. |
| 10. | Format and Content of Response: | We would like concise responses, with relevant examples of similar work carried out for other organisations. Your response should address each of the following points:   |  |  |  | | --- | --- | --- | | Question | Max  Word Count | % Weighting | | *Technical Experience & Competence* | | | | 1. Please describe your experience of the environmental impacts and dynamics of agriculture and/or food | 300 | 25% | | 1. What are the qualifications, experience and roles of the personnel who would carry out the work? Please confirm the names of the individuals who would be assigned to the contract | 300 | 20% | | 1. Please supply two references or case studies from previous clients | N/A | 10% | | *Proposed Methodology* | | | | 1. Please outline the methodology you would adopt to complete the horizon scanning and gap analysis exercise, | 300 | 10% | | 1. Please provide a programme of work which clearly identifies the timescales and key milestones for producing each of the deliverables outlined in section 5 above.   Given some uncertainty over the number of days please provide a day rate but also an estimate for the number of days to undertake the horizon scanning and gap analysis exercise. | 400 | 10% | | *Reporting* | | | | 1. Please describe how you will provide the reporting for the deliverables outlined in section 5 above. | 200 | 5% | | *Pricing* |  | 20% | | Please complete the matrix below:  Given some uncertainty over the number of days please provide a day rate but also an estimate for the number of days to undertake the horizon scanning and gap analysis.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Description** | Unit (Days or hours) | Unit Price | Number of Units | Total Price | | Person 1 |  |  | N/A | N/A | | Person 2 |  |  | N/A | N/A | | Person 3 |  |  | N/A | N/A | | **Description** | **Unit (Days or hours)** | **Unit Price** | **Number of Units** | **Total Price** | | Horizon scanning |  |  |  |  | | Gap analysis |  |  |  |  | | | |   Please identify any potential conflicts of interest and state how these would be managed. |

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| 11. | Procurement Timeline | The planned timetable is set out below. AHDB reserves the right to amend it as necessary.   |  |  | | --- | --- | | ACTIVITY | DATE | | Closing date for tenders | Midnight, Tuesday 19 April 2022  All submissions should be made to Alison Thomas alison.thomas@ahdb.org.uk | | Notification of shortlisted tenders | Thursday 21 April 2022 | | Virtual meeting with shortlisted submissions to make the final appointment | Monday 25April or Tuesday 26 April 2022 | |