**REQUEST FOR QUOTATION for** **Trees Outside of Woodlands Mini-Explainers**

**REF NO: CR2023/24/006**

You are invited to submit a quotation for the production of the Trees Outside of Woodlands ‘mini-explainers’ as detailed below.

**Background to the project**

The Defra (Nature Climate Fund) funded Trees Outside of Woodlands (ToW) project is focused on identifying and measuring the social and cultural values that the general public and specific publics associate with non-urban trees outside of woodland (peri-urban and rural ToW or ToWPUR), including (but not limited to) hedgerows, scrub, wood pasture, orchards, copses, groves, linear treelines, greenways/holloways, and lone trees.

Previous research has considered the economic value of ToW (e.g. <https://www.forestresearch.gov.uk/research/valuing-non-woodland-trees/)>, public perceptions of urban trees (e.g. <https://www.forestresearch.gov.uk/research/public-perceptions-of-urban-trees/),> cultural values of trees, woods and forests (e.g. <https://cdn.forestresearch.gov.uk/2022/02/cultural_value_woods_full_report_march2010.pdf>) and there is a body of social research which considers valuing nature more broadly (e.g. <https://valuing-nature.net/).> However, there is a lack of theoretical and empirical evidence which considers the range of social and cultural values associated with ToWPUR. Increasing our understanding of how different publics value ToWPUR will help provide evidence to inform policy, practice, research and management of ToWPUR, enabling us to better account for these values. For example, helping to predict and account for how publics may feel/react to changes to trees in landscapes due to increased tree planting, change in management, climate change, pests and diseases, coastal realignment etc.

**Specification and scope**

The arts and humanities inevitably play a role in how different publics perceive, think about and value ToWPUR; whether specific (experienced) ToWPUR or abstract (imagined) ToWPUR. For this project we are considering ‘values’ in the broadest sense of the term – embracing anything which helps us to understand what attributes of ToWPUR are valued by people. For example, consideration of allied terms such as 'care', 'moral attitude towards', 'stewardship', or ‘perceptions’ could be helpful.

We are looking to commission up to three mini-explainers, each of which will explore a different aspect of ToWPUR from an arts and humanities perspective. We expect these will take the form of a literature review and/or an in-depth thematic exploration. These will be used internally by the project team and published on the Forest Research website, where they will be publicly available.

The objectives of the mini-explainers are to:

* Inform the wider research project. Specifically, help the project team utilise the arts and humanities to help identify a wide range of values (wider than might be achieved by looking at social sciences evidence alone) that different publics may hold in relation to ToWPUR and indicate how these values can be identified and measured (or otherwise accounted for). For example, within survey tools which seek to provide an overview of the general public’s values in relation to ToWPUR.
* Illustrate the opportunities that engaging the arts and humanities can hold for such social research and how to go about doing this – i.e., provide us with recommendations regarding how to utilise such knowledge and worldviews in future iterations of the research.
* Provide a resource for those working directly with people and nature in particular locations to help them better understand the range of values associated with, for example, ToW in a particular place, a particular ToW, or a specific attribute of ToW.

As the project is focused on public values, we will be looking for mini-explainers that capture values which represent/appeal to a range of publics. This is a project focused on England and looks to encompass the range of cultures and communities which make up its diverse population.

The arts and humanities perspectives can include but are not limited to, language, art, history, literature, folklore, and landscape studies. We are interested in proposals that are tied to broad themes (e.g. seasonality, privacy, tidiness, wilderness, boundaries, experience, care, viewscapes, imaginaries) as well as those that explore links to specific places or sites or to specific types of ToW linked to place (e.g. orchards in Herefordshire or hedgebanks in Devon) or specific attributes of ToW (e.g. blossom or affordance value).

We appreciate the wide breadth of the subject area and the numerous approaches that the explainers could take, so we accept they will be only partial illustrations of what is possible.

**Form of Outputs**

We are open to creative formats for all or part of the mini-explainers. For example, they could take the form of a text document, photo essay, blog posts, audio content or a short video. However, there should be consideration of wider dissemination and publicly accessible hosting, e.g. on the Forest Research website. The mini-explainers should also be fully accessible following government Guidelines ([Publishing accessible documents - GOV.UK (www.gov.uk).](https://www.gov.uk/guidance/publishing-accessible-documents)

As well as the mini-explainer itself, we expect the outputs to include:

* An explanation of how they were developed (approach, assumptions, sources of information, limitations, reasons for decisions, etc.), so that similar approaches could be adopted for different perspectives/types of ToW/places.
* Suggestions for use, reflecting the reasons for commissioning.
* A slidepack summary of the above for the final presentation meeting.

We do not anticipate that primary research will form the main element of these projects.

The mini-explainers should not assume any technical knowledge and should be understandable to a diverse policy and practitioner audience. All materials used within the explainers should have full permission for use, including for publication on publicly-accessible platforms (the Forest Research website). Any anticipated costs for obtaining such permissions should be included (and described) in the budget.

Finished products should be of a quality which is suitable for direct publication.

**Your quotation**

Suppliers can quote to supply **some or all** (i.e. one, two or three) of the mini-explainers. If quoting for multiple mini-explainers, a proposal for each should be supplied and it should be clear how they differ in terms of focus (theme, topic, discipline etc).

Your quotation should include:

* An outline of the proposed approach and methodology
* Expected deliverables and a timeline
* Day rates and time allocations per task, as well as other anticipated costs
* Short bios and CVs for all individuals who would undertake the work and their roles and responsibilities within the proposed project/s
* Examples of previous relevant work

**Delivery Timetable**

The contract for this commission will start in early June and will end no later than 30th September 2023.

The maximum value for this commission is £30,000 Ex VAT

Your quotation, incorporating the requirements specified above and below, must be submitted by email by **5pm on Monday 29th of May 2023**. Any questions received by the **5pm on Monday 8th of May** will be answered by **Friday 12th of May**. All dates and times are in GMT.

Please send your quotation and any enquires about this invitation by email to:

Dr Jen Clements, [jen.clements@forestresearch.gov.uk](mailto:jen.clements@forestresearch.gov.uk)

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| **Step/task** | **Completion date/time** |
| Competition opens | Tuesday 2nd of May |
| Questions can be submitted | Until 5pm on Monday 8th of May |
| Answers to questions supplied | On Friday 12th May |
| Competition closes | By 5pm on Monday 29th May |
| Award of tender notification | Monday 5th June |
| Inception meeting | Early to mid June - exact date to be confirmed with successful contractor(s) |
| Interim presentation | July/August - tbc |
| Final results presentation and sign off meeting | September – exact date to be confirmed with successful contractor(s) |

Successful applicants will be required to attend a minimum of four meetings with the project team to:

* At Inception to agree the scope, approach and format/s,
* One or two Interim meetings to update on progress and to take onboard any feedback,
* Two meetings/webinars to present the outputs and answer questions.

The mini-explainers should be completed within **three months** from award of contract.

**Procedure**

The lowest priced suitable quotation or combination of quotations that best meet the requirements specified in this RFQ will be selected for award of any contract/s

Please note the following conditions:

* All details of your quotation, including prices, 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.

* 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

1. Conditions of Contract for the Purchase of Consultancy Services, As amended (January 2016) - which are available to view or download [her e](https://cdn.forestresearch.gov.uk/2022/03/Consultancy_Contract_Schedule_1Jan2016_FR_version.pdf) [↑](#endnote-ref-2)