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| Title: | Horticulture – Hardy Nursery Stock Centre. Provision of project management and knowledge exchange output (1 August 2019 - 31 March 2023). |
| 1. | Introduction: | The hardy nursery stock sector has a farm gate value of around £933 million (Defra Basic Horticultural Statistics, 2017). It is a diverse sector producing a wide range of container- and field-grown plant species under a range of different growing structures using various production methodologies and supplying numerous market types with a range of products. Businesses vary in size from small family-run enterprises, to companies generating in excess of £10 million turnover annually.Delivering practical solutions to such a diverse industry is challenging and the plan is to collate a range of smaller-scale, practical trials and other work within the remit of a single project, managed by a project manager.Within ornamentals horticulture this has been achieved by the creation of AHDB Strategic Centres, each with a focus on a particular sector. Two such Centres have already been created and have a track record of successful delivery. Both the AHDB [Cut Flower Centre](https://www.thecutflowercentre.co.uk/) and the [Bedding and Pot Plant Centre](https://horticulture.ahdb.org.uk/video/bedding-and-pot-plant-centre-bppc-what-has-project-achieved-so-far) address the needs of the industry via a work programme to trial and demonstrate new plant products and product opportunities, generate practical solutions to problems encountered on nurseries and disseminate information via innovative methods. Both are based on commercial nurseries and guided by project steering groups.Following the successful development of both, the AHDB are looking to establish a similar centre for the hardy nursery stock sector.A programme of work is planned to commence at the beginning of April 2020, for a period of three years, and AHDB is currently seeking quotes for a suitable candidate to establish and prioritise industry needs to be addressed within the project beforehand; working alongside AHDB, to manage the three year project which will be delivered by one or more contractors; and to technically contribute to and facilitate the delivery of the knowledge exchange element of the project. |
| 2. | Background: | Information about AHDB, and the range of work undertaken across all of horticulture and agriculture can be found at [www.ahdb.org.uk](http://www.ahdb.org.uk).The various Centres funded by the AHDB form part of the [Farm Excellence Network](https://ahdb.org.uk/farm-excellence), designed to disseminate best practice to industry.The latest 2018 reports covering the various work packages undertaken as part of the [Cut Flower Centre](https://horticulture.ahdb.org.uk/project/national-cut-flower-centre-trials-programme-2018-2022) and [Bedding and Plant Pot Centre](https://horticulture.ahdb.org.uk/project/bedding-and-pot-plant-centre-%E2%80%93-new-product-opportunities-bedding-and-pot-plant-growers) can be found on the AHDB horticulture website. Each work package typically consists of a small scale trial evaluating new plant products or addressing a specific industry need, with the associated knowledge exchange plan to disseminate the information.The work undertaken at the Hardy Nursery Stock Centre will be of a similar nature, but will be expanded and less reliant on a series of trials each year, while still delivering new and commercially relevant information. The remit of the project will be to undertake work within pre-agreed overarching themes over a period of three years. The work will be focused at a central location, but specific work packages can be undertaken on satellite locations with suitable facilities, all of which will be commercial nursery sites.A percentage of the work will still be trials based, but within a wider programme, including training, evaluation and interpretation of other research work (undertaken in the UK and overseas) and development of best practice etc.; using a range methods to disseminate the information – event based (study tours, open days, seminars etc.), publications (factsheets, guides, posters etc.) and electronic output (website based, webinars, video, blogs etc.). |
| 3. | Scope: | The objectives of the Hardy Nursery Stock Centre project manager include:* In consultation with AHDB and nominated AHDB Hardy Nursery Stock Panel members to facilitate the creation of a Hardy Nursery Stock Centre project steering group and agree its operational remit.
* In discussion with the project steering group, AHDB HNS Panel, appropriate grower associations and wider industry, to establish a prioritised list of industry needs and group them according to broad themes. From the list, establish those that can be resolved within the remit of the project over a three year time period or less. The information within this list will be used to determine the overarching themes (a minimum of three), the work packages under each theme and the deliverable objectives of each work package. Where possible work packages should also build on the output of other ongoing AHDB-funded projects, such as [SCEPTREPlus](https://horticulture.ahdb.org.uk/sceptreplus) and [AMBER](https://horticulture.ahdb.org.uk/amber-0) focusing on the needs of nursery stock businesses.
* To agree suitable locations with AHDB to undertake the work, main and satellite locations as required.
* To manage the ongoing work undertaken by the successful contractor(s) at the sites over the three year period of the Hardy Nursery Stock Centre project (1 April 2020-31 March 2023) to agreed timescales.
* To ensure timely delivery of all output over the three year period of the Hardy Nursery Stock Centre project, including the need for an annual project report at the end of each project reporting year, the completion of which will be a joint effort by project manager and contractor(s).
* To lead and input into the knowledge exchange programme of work associated with the project over the three year period. The expectation is that the project manager should not deliver all the knowledge exchange, but in discussion with AHDB, determine and deliver key elements and facilitate the delivery of other elements by suitable contractor(s). The knowledge exchange programme must address the remit summarised in the background section and have a practical industry focus working with growers and other relevant companies as required.

The contract for the position of project manager runs from 1 August 2019 to 31 March 2023. However, the first three objectives must be addressed prior to the announcement of the new Hardy Nursery Stock Centre project call for tender procedure at the beginning of November 2019.The project manager will be involved in AHDB Health and Safety and environmental assessments of the host sites to ensure compliance with legislation.UK based, the candidate must have a good understanding and contact with the nursery stock industry and be able to demonstrate delivery of successful projects and evidence of project management.Possession of BASIS/FACTS Professional Registration is desirable. |
| 4. | AHDB Key Personnel: | The various ornamentals centres are managed within AHDB by Wayne Brough who has responsibility for research and knowledge exchange delivery into the ornamentals industry. The successful candidate will report to Wayne Brough. |
| 5. | Account Management: | The successful candidate will meet formally with AHDB every six months to report on project progress. Regular informal discussion will be made as required. The successful candidate is also responsible for liaising with the project steering group and contractors to ensure appropriate delivery of the agreed work packages.Further meetings (face to face or phone) will be required prior to key knowledge exchange output to determine the content and objectives.As part of the project, an annual report (prepared using the [AHDB template](https://horticulture.ahdb.org.uk/reporting#FormsTemplates)) is required summarising the work undertaken in the previous 12 months. The potential financial benefits and action points generated by the work are of particular importance within the report and must include quantifiable examples. |
| 6. | Pricing: | Submissions should be in the region of £40-45,000 for entirety of the project (1 August 2019 – 31 March 2023), but must not exceed the upper limit. This includes management time over the duration of the project and delivery of knowledge exchange as agreed. The amount must include travel and subsistence costs associated with delivery of the project. If there is a need to amend or increase the amount of funding a business case will need to be submitted in writing and agreed with the AHDB HNS Panel.The budget does not include design and print costs of output, video filming costs (except the time of those involved), costs associated directly with events and study tours (venue costs, food costs, coach hire costs etc.) and presenter costs to deliver events and study tours (beyond those immediately involved in the project). AHDB will fund these costs but they must be requested by the project manager in support of any output. |
| 7. | Invoicing: | The first invoice during December 2019 should cover the costs associated with delivery in 2019, and then AHDB should be invoiced quarterly in arrears throughout the life of the project. |
| 8. | Technical Materials and Equipment: | Any appropriate photographs and images required for knowledge exchange output will need to be submitted to AHDB. AHDB have the right to use such images as part of the project. |
| 9. | Milestones and Key Performance Indicators (KPIs): | Industry uptake of output from the project is key to the success of the project. As such, there is a need to generate appropriate metrics (via small scale survey, questionnaire etc., at events) so that adoption levels can be monitored.Adding value to the core work packages is also of importance, and thought should be given to how specific work packages can be developed further by the use of external specialists, information from other programmes of work, novel methods of dissemination etc., during delivery to industry.An annual report (and final report at the end of year three) must be submitted to AHDB, summarising the work undertaken during the project year.The project manager will meet with AHDB every six months to discuss project progression. |
| 10. | Format and Content of Response: | Please provide the following as a word document:1. Company credentials for delivering successfully to include:
* CV of the staff member.
* An explanation of the project management procedures to be adopted to meet the requirements summarised in this document especially in terms of adoption uptake measurement and adding value.
* Relevant examples of involvement in similar projects previously.
1. State the policy for contingency planning to cover staff changes, absence or sickness.
2. Breakdown of costs (excluding VAT) to deliver the project management and knowledge exchange delivery. Costs should be highlighted by task with an appropriate day allocation.

Evaluation of quotations will be on the following basis (NB: Only information provided with the submission can be taken into consideration, the reviewer will not do their own research or use previous knowledge, therefore ensure you provide as much detail as possible):

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|  | *Weighting (100%)* |
| *Quality* | *1. Company or individual credentials**2. Project management procedures**3. Relevant previous work* | *20%**20%**10%* |
| *Price* | *Cost breakdown* | *20%* |
| *Knowledge* | *Industry knowledge and contacts* | *20%* |
| *Capability* | *Contingency for staff* | *10%* |

The quote should be returned to wayne.brough@ahdb.org.uk by 5pm 28 June 2019 for consideration.AHDB Terms and Conditions for the supply of goods and services shall apply to any contract awarded as a result of this request for quote. A copy of these can be found on the AHDB website by clicking [**here**](http://www.ahdb.org.uk/about/documents/StandardTermsforGoodsandServices2015.pdf). |