



Invitation to Quote: Forestry Learning Mechanism Scoping Study

Forestry Learning Mechanism scoping study

This Document

This document contains important information on how you can quote for this opportunity. Please read it fully and use it when preparing your quote.

About us

The Forestry Commission is the government department responsible for protecting, expanding and promoting the sustainable management of woodlands. We work with two agencies:

Forestry England is the largest land manager in England and custodian of the nation's public forests. Our mission is to connect everyone with the nation's forests by creating and caring for forests for people to enjoy, wildlife to flourish and businesses to grow.

Forest Research is Great Britain's principal organisation for forestry and tree-related research and is internationally renowned for the provision of evidence and scientific services in support of sustainable forestry.

More information is available on our website at:

<https://www.gov.uk/government/organisations/forestry-commission/about>

Background

Government has committed to enabling the creation and establishment of 30,000ha of new woodlands across the UK each year by the end of this parliament. The £640m Nature for Climate Fund announced in the March 2020 budget will support this ambition in England.

The programme of work being developed to support the delivery of the Nature for Climate Fund has identified that to support government ambitions, there needs to be a

significant increase in the UK provision, co-ordination and take-up of forestry skills, learning & education at the technical, higher technical and professional levels. In addition, there needs to be a significant increase in the take up of non-silvicultural training, e.g. IT skills, business planning, employment law, among forestry and related businesses.

To this end, we want to assess which mechanism, organisation, platform, network, model or approach would best be able to deliver the required services, and whether it currently exists, can be created using existing means, or whether new means need creating. The anticipated required services are (not limited to):

- assess forestry training and learning needs to enable the forestry sector with understanding the appropriate capacity and skills needed to support sustained high levels of woodland creation and management,
- identify, develop, standardise and share core silvicultural and other related curricula;
- facilitate provision of training, secondments, associate teacher-/trainer-/lecturer-ships and placements;
- facilitate cohorts and consortia of individuals and organisations to meet supply and demand of training provision
- facilitate knowledge transfer between e.g. individuals, organisations, education institutions
- operate between UK nation countries and liaise with related sectors, e.g. agriculture, horticulture and arboriculture
- undertake communication and promotion activities which promote forestry learning, education, skills and development

The aim of the work tendered for here is to provide us with a scoping study which explores options for what mechanism, organisation, platform, network, model or approach may best deliver these services. It is anticipated that the stakeholders of this work will be (not limited to):

- individuals, businesses and organisations in the forestry and related sectors;
- further- and higher-education institutions, colleges and training providers;
- assessment and qualification organisations;
- employers, trade bodies, NGO's and membership organisations.
- Government forestry authorities

What we need

Scope

UK wide, to include the tree nursery and forestry sectors.

Approach

This project comprises four components:

Consultation; Research; Report; Presentation.

Consultation

We require a consultation exercise to be undertaken amongst key stakeholders to determine their opinions on the most effective mechanism, organisation, platform, network, model or approach to best be able to deliver the required services as listed above. We expect consultation with some key stakeholders to be carried out and we will provide the successful contractor with a list of the key stakeholders who must be contacted.

Research & Analysis

We require the contractor to carry out a research exercise to inform their development of recommended options, which may include research of past and existing schemes of similar nature. We anticipate this will be largely desk-based. We expect at least one example from a sector other than forestry from within the UK, and at least one from forestry in another non-UK country to be included. We expect the research to reflect the forestry and skills sectors across the different UK countries.

Report

We require the contractor to produce a written draft report (including research methods, questions asked, consultees/responses), followed by a written final report with recommendations. The recommendations will analyse and evaluate at least three options against the following criteria:

- Government forestry authorities
- indicative timings for implementation
- funding model and financial sustainability
- delivery model, including legal status and financial accountability
- desirability, support and buy-in from stakeholders (divided by employers & trade bodies; education institutions & training providers; NGO's & Govt/DA agencies)
- ability to influence and drive change in forest education provision
- deliverability across the United Kingdom
- indicative low/medium/high comparative cost

with rationale, steps, methods, timings for implementation. All options will need to demonstrate whether any mechanism could be self-financing by the end of the current parliamentary term (FY 2023/24).

Presentation

We require the contractor to attend fortnightly update meetings with our representatives, starting with an inception meeting on 12-1-22. We require the contractor to present their findings to date to our representatives at an interim meeting to be held no later than Monday 16-2-22, and present a final report, recommendations and presentation (in MS Powerpoint or similar format) at a final report meeting no later than 25-3-22.

The successful contractor will undertake the scoping exercise, research project, report writing and presentation, and will be responsible for managing their own activity. We will provide the contractor with advice and guidance through a Steering Group comprising representatives of, amongst others, the Forestry Commission, Scottish Forestry, Natural Resources Wales and Confor, to whom the contractor will report. It is anticipated that the maximum value of this contract will be £25,000.

The Forestry Commission will provide a list of key stakeholders and other relevant information and will provide a named contract manager. The contractor will be responsible for adhering to the appropriate health & safety guidelines, including the latest Covid-19 safe working requirements, compliance with GDPR, and for respecting commercial confidentiality where requested.

Important dates

The table below sets out the key dates you should be aware of for this quotation. We will keep you updated of any changes to these dates. We reserve the right to cancel or withdraw from the quote process at any stage.

What is happening	When
Information meeting with representatives of the Steering Group on this work and your chance to ask questions	1 December 2021
Closing date for your questions We will answer by	6 December 2021 10 December 2021
Closing date and time for quote	17 December 2021 1700hrs

returns	
Results issued	7 January 2022
Expected contract start date	10 January 2022

Your questions

You are encouraged to ask any questions you have about the contract and the quotation process. All questions need to be emailed to <mailto:steve.fowkes@forestrycommission.gov.uk>. Please send your questions by the closing date given in the important dates table above.

We will send out the questions we have received and our answers to all those that have been invited to quote. We will not identify who has asked the question. Please clearly mark any commercially sensitive questions that you do not want us to share.

The Contract

The final contract with the successful contractor will be subject to the latest version of our Terms and Conditions. The successful contractor's own Terms and Conditions will not be accepted.

General instructions

- Your completed quotation and all accompanying documents are to be in English
- All prices must be in sterling and exclusive of VAT
- We do not have to accept the lowest priced quotation, or part, or all of any quotation
- All information supplied to you by the us must be treated in confidence and not disclosed to third parties
- All details of your quotation, including prices and rates, must be valid for our acceptance for a period of 60 days
- 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 Forestry England will disqualify your quotation from being considered and may constitute a criminal offence

What to send us and how it will be scored

Send your completed quotation to Steve Fowkes:

steve.fowkes@forestrycommission.gov.uk

In your quotation you must answer the following award questions. How we will score each part your quotation is shown in the table below.

Award Questions	Weighting %	Scoring
<p>Please provide details of the relevant skills, knowledge, qualifications and experience of the key people that will work on this contract.</p>	<p>50%</p>	<p>0 No response (complete non-compliance) No response or insufficient information provided.</p> <p>1 Unsatisfactory response Answer fails in several significant areas to set out a solution that meets the requirements. Would represent a very high-risk solution.</p>
<p>Please describe how you intend to approach the research & analysis in this project.</p>	<p>40%</p>	<p>2 Partially acceptable response Answer does not set out a solution that fully meets the requirements. May represent a high-risk solution.</p> <p>3 Satisfactory and acceptable response Answer sets out a solution that largely meets the requirements, with some detail provided to support the solution; minor reservations or weakness in a few areas. Medium, acceptable risk solution.</p> <p>4 Fully satisfactory/very good response answer sets out a robust solution that fully meets the requirements, with full details provided to support the solution. Low/no risk solution.</p> <p>5 Outstanding response Answer sets</p>

		<p>out a robust solution and, in addition, provides or additional value and/or elements of the solution which exceed the requirements Low/no risk solution.</p>
<p>Please breakdown your pricing for each component of the project.</p>	<p>10%</p>	<p>The lowest quote will receive the maximum score available for this section. This will be a score of 5 which will then be multiplied by the weighting. All other quotes will be divided by the lowest price and then multiplied by the maximum mark available before being weighted.</p>