INVITATION TO TENDER for Rethinking Parks
Qualitative Researcher

1. Background to Nesta

Nesta is the UK’s innovation foundation. We help people and organisations bring great ideas to life. We do this by providing investments and grants and mobilising research, networks and skills. We are an independent charity (registered with charity number 1144091) and our work is enabled by an endowment from the National Lottery. All of The National Endowment for Science, Technology and the Arts’ activities, contracts and staff were transferred to this new charity and a new charitable trust on 1 April 2012.

More information can be found at www.nesta.org.uk

2. Background to Rethinking Parks

Rethinking Parks is a programme designed to find, test and share new financial business models for public parks across the UK. Public parks in the UK are at risk of funding cuts of up to 60% and more over the next decade. New ideas are needed from the sector, and beyond, to ensure our public parks continue to be well maintained and loved public assets.

To stimulate and test new ways to fund, manage, and maintain public parks, Nesta, the Big Lottery Fund and the Heritage Lottery Fund are investing in 11 projects to test new business models. The funded projects have been selected from 209 initial expressions of interest across the UK. Projects will be supported with up to £100,000 funds each and a package of professional support over an 18 period from July 2014 through to December 2015. Organisations and partnerships we are funding come from largely local authority, charitable and community backgrounds.
The programme has three, related, objectives:

1. To develop and test the new models and measure the impact each has on the financial sustainability of parks involved
2. To build the capacity and ability of the sector to test new ideas and bring them to life, most directly by working with funded projects, but also through sharing learning and knowledge with the wider sector
3. To prepare and inspire a wider audience to adopt and test new ideas that will help sustain public services across the UK, with an initial and specific focus on public parks.

3. What is being commissioned through this Invitation to Tender

This ITT has been prepared by Nesta for the purposes of inviting proposals from candidates for the collection and synthesis of insights and lessons from participants and core stakeholders involved in the Rethinking Parks programmes. In particular this work will focus on in-depth interviews with programme participants to develop deep insights about the process of innovation and case studies on approaches tested for the sector.

As the programme comes to an end the Rethinking Parks team are developing a range of outputs that will inform the sector of the approaches used, impact made and lessons learnt from across all eleven Rethinking Parks projects. Some of this work has already commenced and we are developing a clear sense of the outputs we will produce that reflect the ideas tested, impact made and lessons learnt for the sector. We would like to complement the existing information base with interviews with programme participants with the purpose of generating deeper insights about the process of innovation for each team. We anticipate that it will have most impact to present this in narrative form, such as a series of case studies specific to stages of innovation and ideas tested.

Key activities will include:
- Developing a timetable and plan for qualitative interviews with team members and stakeholders across all 11 Rethinking Parks projects
- Work with the team to understand the existing and planned communications approach for outputs, and to ensure that findings and case studies are drafted to contribute to these outputs.
- In collaboration with the Rethinking Parks Programme manager, developing the approach, focus and objectives for interviews with Rethinking Parks teams
- Conducting interviews with Rethinking Parks participants and stakeholders, and any other relevant research to deliver the agreed approach
- Synthesising and articulating insights and lessons from interviews
Invitation to Tender – Rethinking Parks Qualitative Researcher

- Writing findings and / or case studies that contribute to and align with the broader communications plan and plan for production of outputs from Rethinking Parks

Key deliverables will be:
- Attendance at final Rethinking Parks workshop on November 17 in London
- A timetable and plan for interviews across each of the 11 Rethinking Parks programmes
- A topic guide and approach for interviews to focus on key areas of interest, agreed by the Rethinking Parks programme manager
- Completion of the agreed interviews to time with identified people
- Written synthesis of findings and case studies to meet style and output guide requirements for the programme.

Person specification
The role requires a range of skills – including qualitative research, evaluation and analysis. The successful applicant will also have demonstrated experience of articulating findings in an easy to grasp, engaging way. The following lists the full range of skills we are seeking:

Excellent qualitative research and analytical skills, including the ability to:
- Interview, draw out tacit knowledge and develop insights
- Design efficient and non-obtrusive approaches to data collection which co-ordinate closely with programme management
- Work flexibly and sensitively with programme participants

Strong writing and product development skills, including the ability to:
- Work collaboratively with the Nesta programme team to develop and test approaches to articulating findings
- Present research findings in ways that are clear, compelling and credible and use simple language
- Develop outputs so they are aligned with the wider approach to communication insights and findings from the programme

Knowledge, experience and understanding of the following would be an advantage:
- Practical research and evaluation in public service innovation context
- Understanding of capability development and how adults and organisations learn

4. Indicative Timetable
Set out below is the proposed procurement timetable. This is intended as a guide only.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIMETABLE</th>
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<tbody>
<tr>
<td>Monday 26 October</td>
<td>Issue ITT</td>
</tr>
<tr>
<td>Friday 6 November</td>
<td>Deadline for receipt of tenders</td>
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<tr>
<td>Friday 13 November</td>
<td>Interviews with shortlisted candidates</td>
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<tr>
<td>Monday 16 November</td>
<td>Announcement of successful applicant</td>
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<tr>
<td>Tuesday 17 November</td>
<td>Commencement of work</td>
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4. Milestones and Indicative Budget

Nesta will be running a workshop for funded projects on Tuesday 17 November at Nesta in London. This will be an important opportunity to meet with the programme participants.

Payments will be released in stages alongside agreed milestones, providing these have been met. The final milestones shall be clearly documented in any contract entered into as a result of this ITT, and in accordance with the terms and conditions of this ITT.

- We need the successful applicant to be available from 17 November to 15 January 2015, and anticipate a total time commitment of approximately 1 to 2 days for each funded applicant and 4-5 days synthesising and writing.

Payments will be released in stages alongside agreed milestones, providing these have been met. The final milestones shall be clearly documented in any contract entered into as a result of this ITT, and in accordance with the terms and conditions of this ITT.

The proposed budget for the above services and deliverables is up to £12,000 including all expenses and travel costs (excluding VAT).

5. How to apply

Proposals should be in English, single-spaced, in 12-point font and on A4 paper. Full CVs of the people who will be working on the project and a description of the applicant’s organisation should be provided as additional appendices.
Invitation to Tender – Rethinking Parks Qualitative Researcher

Proposals should include:

a) Overview of proposed approach / methodology and rationale
b) Track record in this area, with clear evidence of:
   ● Qualitative research experience
   ● Writing / product development experience
   ● Effective project management experience - to demanding timelines and quality standards
c) Proposed plan to meet the deadlines of the project, including:
   ● Key activities and timeline
   ● Interim and final outputs
   ● Project management and quality assurance approach
   ● Assessment of the risks to delivery, and steps to mitigate these
d) Outline of budget for each element of the work programme

The proposals will be evaluated according to their value for money, their quality and their ability to comply with the specifications outlined herein and address the questions included in this call.

Please note that the proposed contract relates to the provision of research and development services of a type which are not subject to the EU procurement rules. Nesta will run this competitive procurement processes in a manner which is open and transparent and ensures equal treatment of participants in the process.

Your entire proposal including all supporting documentation should be e-mailed as a single document, to Rethinking.Parks@nesta.org.uk by no later than Noon GMT on Friday 6th November.

Please submit your proposal to Nesta in accordance with all the instructions and terms and conditions set out within the enclosed documentation.

Annex 1 sets out the Terms and Conditions. If you have a specific question not answered either above or in the Annexes to this ITT, please email Rethinking.Parks@nesta.org.uk.
Annex 1

**Terms and Conditions**

This appendix provides the terms and conditions which will govern your submission of a proposal to Nesta. You are required to read this appendix carefully together with the Invitation to Tender (ITT) brief (including all its annexes) before submitting a proposal. By submitting a proposal, you accept these terms and conditions and you agree to abide by them. If you do not agree to these terms and conditions please do not submit a proposal.

1. **Submitting a proposal**

   1.1 By submitting a proposal you confirm that:

   1.1.1 you have no actual or potential conflict of interest with Nesta (including Nesta’s Trustees, officers or employees). If at any time during the ITT process you discover an actual or potential conflict of interest, please inform Nesta promptly;

   1.1.2 you have legal capacity to submit a proposal in response to this ITT and are acting lawfully, ethically and in good faith in your dealings with Nesta;

   1.1.3 you have sufficient time, skill, experience and resources to carry out the services to the highest professional standards expected of a competent supplier of services identical or similar and are able to obtain all necessary rights, licences, consents, waivers, approvals, permissions, permits, certificates and insurances necessary to provide the services to Nesta;

   1.1.4 your tender will remain open for acceptance for a period of 90 days. A tender valid for a shorter period may be rejected;

   1.1.5 all information contained in your proposal is true, accurate and not misleading; and

   1.1.6 Nesta may share your proposal with any third party as Nesta in its absolute discretion deems necessary for the purpose of evaluation.

2. **Compliance**

   2.1 Nesta reserves the right to reject or disqualify your tender where:

   2.1.1 you fail to comply with the requirements of this ITT (including but not limited to these terms and conditions), your tender is incomplete, or you are guilty of a serious misrepresentation in supplying information in response to this ITT;
2.1.2 your tender is received after the deadline set out in this ITT. Nesta will not consider any requests for an extension of the time or date fixed for the submission of responses;

2.1.3 there is a change in your identity, control, financial standing or any other factor impacting on the selection and/or evaluation of your tender;

2.1.4 you are or become insolvent or have a petition issued against you;

2.1.5 you do not have the economic and financial standing and/or the technical and professional ability to carry out the services;

2.1.6 you are suspected either directly or indirectly of behaving in a collusive, canvassing, or anti-competitive manner or you offer or accept an inducement or reward in order to gain a commercial, contractual, regulatory or personal advantage; and/or

2.1.7 you (or if you are a commercial entity, a director or person who has the power of control or power to make representations or decisions on your behalf) have committed any offence relating to conspiracy, corruption, bribery, fraud, money laundering or any other criminal offence related to your course of business or profession.

2.2 Nesta reserves the right in its absolute discretion to:

2.2.1 refuse any tender submitted;

2.2.2 disqualify any potential tenderer who has been convicted of any of the offences listed at Regulation 23(1) of the Public Contracts Regulations 2006;

2.2.3 extend the time or date for fixed submission. In such circumstances Nesta will endeavour to notify all tenderers of any change;

2.2.4 amend any aspect of this ITT (including but not limited to the evaluation criteria and the timeline) or cease the process at any time;

2.2.5 negotiate the award of additional services which are a repetition of the services advertised in this Invitation to Tender to the successful bidder;

2.2.6 limit the number of proposals invited to participate in any follow-up activity (for example, interviews) or to dispense with any follow-up altogether. Meetings will take place in London at our offices; and/or
2.2.7 require that you clarify your tender in writing and/or provide additional information and/or adequate references to Nesta’s satisfaction. A failure to respond adequately may result in you not being selected.

3 Tenderer Responsibilities

3.1 You shall be responsible for all of your own costs, expenses and losses which may be incurred in relation to the preparation of your tender, attendance at interviews, site visits or similar.

3.2 You shall at all times treat the contents of Nesta documentation as confidential, as well as any information regarding Nesta imparted to you by any other means, and only disclose such information as may be necessary for the preparation of a compliant response. At Nesta’s request you shall return or destroy all documents, other materials, working papers relating to this ITT and all copies thereof including all electronic copies. When completed you shall confirm such to Nesta in writing.

3.3 You shall not before the date and time specified within the ITT documentation disclose to any person the amount of your proposal except where the disclosure in confidence is necessary to obtain insurance premiums or guarantees required as part of any proposal to Nesta.

3.4 Any contract entered into as a result of this ITT will be on Nesta’s standard terms and conditions (copy available on request).

4 Intellectual Property

4.1 All intellectual property rights in this ITT and all materials provided by Nesta or any third party acting on its behalf shall remain the property of Nesta.

4.2 Any intellectual property arising out of the provision of the services shall belong absolutely and exclusively to Nesta.

5 Warnings/Disclaimers

5.1 Nothing contained in this ITT or any other communication made in respect of it between Nesta or its representatives and any party will constitute an agreement, contract or representation between Nesta and any other party. For the avoidance of doubt, receipt by you of this ITT does not imply the existence of a contract or commitment by or with Nesta for any purpose.

5.2 The information contained in this ITT does not purport to contain all the information which you may require. While Nesta has taken all reasonable steps to ensure, as at the date of this ITT that the facts contained in it are
true and accurate in all material respects, Nesta does not make any representation or warranty as to the accuracy or completeness or otherwise of this ITT.

5.3 Nesta accepts no liability to you whatsoever and however arising and whether resulting from the use of this ITT, or any omissions from or deficiencies in it.

6 Waiver

Failure or neglect by Nesta to enforce at any time any of the provisions of these terms and conditions shall not be construed nor shall it be deemed to be, a waiver of our respective rights hereunder, nor in any way affect the validity of the whole or any part of this agreement, nor prejudice our respective rights to take subsequent action.

7 Jurisdiction

This ITT shall be governed by and interpreted in accordance with the laws of England and Wales and subject to the exclusive jurisdiction of the English courts.