

**Tender specification: National Inventories of Demonstration Farms in: the Czech Republic and Estonia**

Dear Sir/Madam

National Inventories of Demonstration Farms

Tender reference number: Hutton/2017/2

1. The James Hutton Institute, on behalf of the European Commission-funded project 'PLAID' (Peer to peer learning: Accessing Innovation Through Demonstration, grant agreement number 727388) is seeking tenders for the above contracts.
2. The national inventories may be completed by separate suppliers (consortia, or primary contractors) to fulfil the requirements set out in the Tender Specification. Applications from the same supplier to complete multiple inventories will also be considered.
3. This document contains the information and instructions that potential suppliers need to submit a tender.
4. Your tender must be in accordance with the Instructions for Tenderers described below.
5. Tenders must arrive no later than 5 pm (GMT) on **Wednesday September 6, 2017**. Your tender must be submitted electronically to enquiries@plaid-h2020.eu
6. The James Hutton Institute is not bound to accept any tender offer received.
7. You are requested to submit your Tender in Microsoft Office Word or PDF format and all pages must be numbered.
8. If your tender does not accord with all the requirements of this Invitation to Tender it may not be considered.

Sincerely,



Lee-Ann Sutherland

Senior Social Scientist  
James Hutton Institute

**Tender specification:**

**Tender specification: National Inventories of Demonstration Farms in:  
Czech Republic and Estonia**

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## **Instructions for Tenderers**

1.1 The tenderer shall to obtain for themselves (at their own expense) any additional information necessary for the preparation of their tender.

1.2 All information supplied by the James Hutton Institute in connection with the Invitation to Tender shall be treated as confidential.

1.3 The tenders should address all of the topics identified in the description below.

1.4 All information submitted to the James Hutton Institute is subject to the Freedom of Information (Scotland) Act 2002 and may therefore be subject to disclosure. Further, the James Hutton Institute may, upon request also disclose any information submitted to them to the European Commission.

1.5 The James Hutton Institute reserves the right to reject any tender which does not comply with the Specification of Requirements.

1.6 Prospective tenderers are welcome to submit questions of clarification. All enquiries should be addressed to [enquiries@plaid-h2020.eu](mailto:enquiries@plaid-h2020.eu)

1.7 Tenders should arrive not later than **5 pm on Wednesday 6 September 2017**. The James Hutton Institute reserves the right to not consider tenders submitted after this time.

1.8 The successful tenderer will be selected on the basis of proposal quality, value for money in providing a nationwide inventory, and understanding the importance of the project activities (see Section 2.1 for clarification). Value will be predicated upon the evident capability of the prospective contractor to fulfil the requirements of the tender, and the volume of potential data generated.

1.9 The successful tenderer must be able to provide any information and data in addition to deliverables and reports already submitted (including information on the use of resources), up to five years after the date of the contract. The James Hutton Institute and/or the European Commission may request contractors to provide such information to it directly (e.g. for audit purposes).

1.10 Erroneous or fallacious information provided by the tenderer may lead to the termination of the contract.

1.11 Further information on the PLAID project can be found at:  
<http://www.plaid-h2020.eu/>

## **Part 2: SELECTION AND AWARD CRITERIA**

2.1 An evaluation panel will individually review the application against the following criteria. The panel will then meet to discuss the applications and agree a preferred candidate.

Criteria:

- ) Capability of providing a national-level inventory
- ) Understanding of the meaning and importance of the project activities
- ) Ability to report to high standard through multiple media (text and oral presentations)

### **Guidance Notes for Competition of Questionnaire Qualification**

#### **Tenderers should provide the following information:**

- ) Name of organisation
- ) Address for correspondence
- ) Contact details and web-site
- ) Legal status of organisation (e.g. charity, commercial company)
- ) Brief history of organisation, focusing on relevant expertise
- ) VAT Registration Number (or alternative EU registration number)
- ) Leader of tender, his or her organisational position and brief curriculum vitae.
- ) Names and organisational positions of other staff members working on the contract if successful.
- ) Any existing commercial relationships or other potential conflicts of interest with the James Hutton institute
- ) Two examples of successfully completed projects or activities of this scale (including contract title, participating staff, award value, location of any supporting documentation e.g. reports located on web-sites).
- ) Description of planned methods for compiling the inventory, and estimated number of entries.
- ) Membership of relevant networks within the country which will enable compilation of the inventory data.
- ) Pricing schedule (see Schedule 2)

## **SCHEDULE 1 – SPECIFIC Requirements**

### **National Inventories of Demonstration Farms in: the Czech Republic and Estonia**

#### **Introduction**

1. This specification sets out the terms of reference for the research project “National Inventories of Demonstration Farms”. The projects will identify and characterise the organisers of on-farm demonstration activities in the designated countries (the Czech Republic and Estonia). Outputs will form components of a European-wide inventory of on-farm demonstration.
2. Demonstration activities have been key knowledge exchange mechanisms in the agricultural sector for over 100 years. Recent research has demonstrated consistently that “other farmers” are farmers’ most frequently reported source of information. Demonstration activities are intended to increase this peer-to-peer learning but very little is known about their current numbers, approaches, effectiveness, or inclusivity. Demonstration activities may also have desirable secondary functions, contributing to network building and innovation inception, thus leading to longer term sustainability and economic development in rural areas.
3. The tenders presented in this call will form part of a wider programme of work. European Commission has commissioned the PLAID (Peer to Peer Learning: Accessing Innovation through Demonstration) project to compile an European inventory of the organisers of on-farm demonstration (including farmers, farming organisations, advisory organisations, commercial companies, charities and research institutions). PLAID project members, in collaboration with another European Commission-funded project (AgriDemo-F2F) will create a searchable, geo-referenced inventory and linked map. This inventory and map will be made available on-line for public access. A subsequent European Commission-funded project (NEFERTITI) will utilise the inventory to establish new networks of demonstration farms across Europe.
4. The tenderers will be responsible for conducting inventories and national reports for countries where PLAID and AgriDemo-F2F do not have consortium members (namely the countries listed in the title).

#### **Objectives**

PLAID will produce a comprehensive database and search tool that usefully classifies and locates the numerous types of farms and supporting organisations engaged in demonstration activities on farms in Europe. It will be searchable by demonstration topic, sector, cross cutting themes and type of organisation commissioning and organising the activities.

- ) The purpose of the tenders in each country is thus to identify and compile information on a comprehensive range of organisers of agricultural demonstration activities. For these purposes, ‘demonstration activities’ range

from one-off 'field day' events established by input suppliers; to multi-year 'monitor farms' where farmers, advisors and industry members come together at regular intervals to assess farming opportunities *in situ*; to permanent 'research farms' where researchers demonstrate cutting edge technologies and approaches. Increasingly, farmers themselves are opening up their farms for engagement with their peers and the general public as part of business development strategies (e.g. short food supply chains, community supported agriculture), using both traditional and new virtual 'on-line' methods.

- ) Successful tenders will enter data into an on-line database which has already been designed by the PLAID and AgriDemoF2F consortium members. Please note that the database has been designed for use by the public, but will not be publically available during the tender period. Successful tenderers are expected to complete both Part A and Part B of the associated questionnaire. Approximately half an hour per entry is expected. The on-line tool can be found here: <https://agridemo.usc.es/index.php/388562>
- ) The on-line database includes informed consent documentation to ensure that participants give explicit consent to collect and publish the data that is entered into the database. Please note that only data entered in response to Part A will be made publicly available; responses for Part B will be utilised for research purposes only, and presented to the public in aggregate form. The primary purpose of the database is to enable farmers and organisations involved in on-farm demonstration to contact each other and develop networking activities (e.g. to facilitate peer to peer learning across Europe). The database will also be utilised by researchers to characterise and compare on-farm demonstration activities across Europe.
- ) Tenders should specify their proposed methods for accessing demonstration farm organisers within their national contexts.

## **Outputs**

Outputs should include:

- ) Translation of the inventory questions into the national language
- ) Inventory data for a comprehensive range of demonstration organisers in the specified country (at minimum, 30 farms or organisations). The anticipated number of entries in the database should be included in the tender, and will be used as a basis for assessing value for money.
- ) A 2 to 4 page national summary characterising the organisation of demonstration in the specified country.
- ) A poster summarising the characteristics of demonstration in the specified country. A template will be provided.
- ) An oral presentation of the research findings at a 'supraregional' meeting in Poland. The costs of attending these meetings should be included in the budget schedule for the tender.
- ) Circulation of the approved national summary to participating farms and organisations (e.g. by email).

The poster, national summary and presentation should follow the templates and style guides provided by the James Hutton Institute. The national summary will be based

largely on the data entered into the inventory, but also includes a brief history of demonstration activities in the specified country. The national summary may require revision in response to feedback from participants in the relevant supra-regional meeting. The national report, poster and presentation should be given in English, but should be made available to inventory participants in the national language.

The ownership of the research material including the final report and any data produced as a result of the research lies with the James Hutton Institute.

### **Responsibilities of the Service Provider**

The successful contractor will be responsible for the design of the research, analysis of data and preparation of the identified outputs. It is the responsibility of the successful contractor to ensure that the proposed methodology does not contravene the provisions of the Data Protection Act 1998 (<http://www.legislation.gov.uk/ukpga/1998/29/contents>). Your tender should state which (if any) professional codes of practice you will follow.

### **Timetable and Milestones**

It is envisaged that the study will begin in September 2017 and will be completed by the end of April 2018. The appointed contractor must be in a position to begin the project by that date. Successful tenderers should be available to participate in on-line ('webinar') training in late September 2017 and, if needed, skype meetings with PLAID partners.

A detailed research schedule will be agreed with the successful contractor, which will form part of the contract. The indicative timetable is as follows:

#### Procurement

- ) **Tenders submitted: 5 pm, Wednesday 6 September 2017**
- ) Contract issued: 15 September 2017
- ) Project start date: 18 September 2017
- ) Training: late September 2017

#### Project delivery and management

- ) Data entry into the inventory complete: 15 November 2017
- ) Initial national report and poster prepared: 15 January 2018
- ) Presentation to Supra-regional meetings: February/March 2018
- ) **Final national report: 15 April 2018**

## Payment stages

Payment will be made in arrears, following the successful submission of the inventory database and final report. If this is problematic for your organisation, it may be possible for an interim payment to be made following the acceptance of the draft national report.

## **Budget**

The funding available for this work is €3000 to €5 000 per identified country. The tender price must cover liability for all costs including staff costs, attendance at the supra-regional meeting, equipment, access to data, travel and subsistence, overheads, and any applicable national taxes. The designated amounts available per country are:

<b>Country</b>	<b>Budget (€)</b>
Czech Republic	5000
Estonia	3000
Total budget available	8000

Tenderers are welcome to apply for inventories in both countries. Please provide separate pricing schedules for each country. Please note that the designated amounts are inclusive of VAT.

## **Pricing Schedule**

The tenderer should provide a proposed budget breakdown of anticipated costs.

This budget should include:

- ) Total days of staff time and associated daily fee rates of junior and named senior staff
- ) Any costs associated with data collection and entry (e.g. travel and subsistence for interviews, translation)
- ) Travel and subsistence to the supra-regional meetings
- ) Overheads
- ) VAT where applicable

The budget breakdown should be submitted in Euros.

## **Terms and Conditions**

Available upon request.