

1. Introduction

1.1 Devon Wildlife Trust

Devon Wildlife Trust (DWT) is Devon's leading wildlife conservation charity, with 36,000 members, over 400 active volunteers, over 100 staff, and 59 nature reserves.

For 60 years, we have been at the forefront of protecting wildlife and the wild places that make Devon so special and believe, passionately, that a better world is one where nature and people thrive together. We are the only Devon focused charity that exists to protect all wildlife in Devon, on land and at sea.

Over the next ten years, Devon Wildlife Trust wants to double the area of land and sea that is rich in nature. We want all of Devon's soils, rivers, farmland, and urban areas to be managed sustainably so the air we breathe, the water we drink and the fields and streets we walk through make us healthier and happier. We want to bring back wildlife that has been lost and that can help us create a rich natural environment that is helping our fight against climate change. We want at least a quarter of the population to be making nature and action for nature part of their daily lives.

Wildlife is in recovery on at least a third of Devon's landscape.

We want more, bigger, better protected, and better-connected nature-rich areas where natural processes thrive on a grand scale, insects are in abundance, and formerly native species flourish once again. To restore wildlife on a grand scale, we need to re-naturalise large areas, creating landscapes where natural processes can operate with minimal human intervention. A rewilded zone of 10,000ha is just one of our ambitions.

Marine wildlife is in recovery in at least a third of Devon's seas.

We want to create a marine network of pollution-free, protected areas where dolphins and whales move freely. We want a coastline that is more resilient to climate change impacts. One of our priority actions is to establish 10% of our seas as protected areas for wildlife.

'Nature Based Solutions' enhance the role nature can play in the fight against climate.

We want our soils to be healthy, our rivers clean, and our air free of toxic chemicals. Every hectare of Devon's landscape should be playing its part in storing carbon. Working with farmers, partners, businesses, and communities, we will deliver a range of initiatives to restore Devon's rivers. Bringing back beavers is just one way that we are transforming Devon's wetlands.

One-quarter of Devon's population is actively engaged in wildlife.

We believe that nature is for everyone and everyone has a role to play in its recovery. We want to enable individuals and communities of all backgrounds and abilities to connect with nature, and to take action for wildlife where they live, learn and work.

One priority is establishing a network of wildlife champions across Devon because we cannot do it alone.

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1.2 East Dartmoor Landscape Recovery Area (EDLRA)

The East Dartmoor Landscape Recovery Area has gained funding support from Defra to complete its two-year development phase.

The Landscape Recovery Scheme is the highest tier of England's Environmental Land Management Scheme. It will offer funding for providing bigger areas of land for wildlife that are in better condition and are well connected.

Financial support will be given to groups of landowners and land managers who will work collaboratively to help the recovery of threatened native species across swathes of up to 5,000 hectares of farmland, woodland, and other landholdings during the 20-year implementation phase.

Devon Wildlife Trust is working in partnership with a wide range of conservation land management organisations to deliver our programme, nested within the combined Becka, Bovey, and Wray catchments of East Dartmoor. Landowners and land managers will join with commoners, graziers, conservation land management advisors, and researchers.

East Dartmoor already has some of the best quality, connected wildlife habitats in the South West. Its landscape mosaic encompasses tors, moors, mires, and heaths, together with species-rich grasslands and arguably its greatest wildlife asset of all, the wooded valleys. The UK's temperate rainforest (also known as Atlantic oak woodland) is a rare and threatened habitat of international importance. East Dartmoor's surviving fragments boast extraordinarily lush and diverse mosses and lichens and provide a vital stronghold for a wealth of wildlife species that are threatened with extinction elsewhere.

We envisage future East Dartmoor as a thriving working landscape with outstanding natural diversity and resilience, where natural processes (such as soil and peat formation and natural woodland regeneration) play increasingly important roles. Strong networks of vibrant, dynamic habitats will bring people together with wildlife, and show England's uplands at their very best.

Our project partners include: Devon Wildlife Trust, Dartmoor National Park Authority, Devon Biodiversity Records Centre, The National Trust, Natural England, Oxygen Conservation, RSPB, University of Exeter, The Woodland Trust.

By the end of the East Dartmoor Landscape Recovery Area project development phase in April 2025, the partnership will have produced, for the following twenty-year implementation phase:

- A land management plan
- A project management and governance plan
- A monitoring and evaluation plan
- A stakeholder engagement plan
- A site access plan
- A blended finance plan and business model

2. Requirements

Devon Wildlife Trust, on behalf of the East Dartmoor Landscape Recovery Area Project Steering Group, is inviting tenders for a Monitoring and Evaluation consultant to support the partnership in creating a monitoring and evaluation plan for the 20-year implementation phase.

The Monitoring and Evaluation Consultant will project manage the successful development of the Monitoring and Evaluation plan and serve as its primary author. The Consultant will manage a team of approximately twelve contributors from our partner organisations, as well as coordinate the Monitoring and Evaluation advisory working group.

With input from the deliverable team, the Consultant will write the Monitoring and Evaluation plan, which entails:

Phase 1: Defining evaluation questions based on an established Theory of Change

Phase 2: Creating a data management plan including:

- Core, environmental, social and financial indicators and metrics relevant to the project
- Bespoke project indicators of success as a result of management interventions
- Method statements, systems, processes and format for robust data collection and storage
- Data governance (including data sharing agreements)

Phase 3: Coordinating the creation of a baseline report for core, recommended and bespoke indicators

Phase 4: Producing an impact forecast:

- Estimate and summarise the expected impact on all environmental and social outcomes relevant to the project and report them
- Carry out a sensitivity analysis to identify assumptions, e.g. under different climate change scenarios.

Phase 5: Develop and publish evaluation methods for each indicator

During this process, the consultant will collaborate closely with DWT and the LRA partnership by:

- Managing the schedule of the deliverable group, organising meetings, and outlining work plans to ensure timely completion.
- Actively communicating with teams in charge of other deliverables to ensure timely submission.
- Generating monthly progress reports for the Project Development Officer and engaging with them to address any arising issues.

All specific guidelines are included in the Defra handbook.

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We expect that the successful consultant will work both in Devon Wildlife Trust offices and from their own premises. We envisage regular catch-up meetings, either in Exeter or through regular teleconferencing, in which drafts for various parts of the deliverable can be discussed and honed.

After the Consultant has drafted the Monitoring and Evaluation Plan, Defra will review it and provide supportive feedback. You will then coordinate the production of a final Monitoring and Evaluation plan before the end of the project development phase.

3. Proposed contract

3.1 Contract value

In the order of £14,000 (including VAT and expenses).

3.2 Contract terms

The selected consultancy will be bound by a DWT contract. The contract will begin as soon as possible and run until all the requirements have been met (expected end date: 1st May 2025).

4. Tender Requirement

Tenders should include the following information:

We require a written proposal addressed to DWT which includes:

- The proposed approach to this project and your response to the service requirement set out above.
- The amount of consultancy time that you propose to dedicate to the process, based on the fee, and how this time will be distributed across the project timeline.
- An overview of the risks associated with contract delivery.
- Your experience and track record in the nature monitoring and evaluation sector - please provide links to reports, etc...
- Suitable references or case studies with previous clients, detailing, in particular, the experience you have of delivering a similar project
- CVs of lead project team members (appended and in addition to the report)
- Indicate if DWT qualifies for any discounted rates as a registered charity

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The tender should not exceed 4 pages of A4 (Arial font size 11). This excludes annexes providing case study evidence and CVs of staff involved.

Shortlisted firms will be invited to an interview with DWT's Project Development Lead and the East Dartmoor LRA Project Development Officer on **20th May 2024 between 10am and 12.30pm. Please pencil in the date and times, as we won't be able to reschedule, due to panel availability.**

5. Contact details

For further information or clarification please contact the East Dartmoor LRA Project Development Officer Nathan Robinson, by email:
nrobinson@devonwildlifetrust.org

6. Deadline

The deadline for responses to this tender is **5pm on Thursday 2nd May 2024.**

The Tender Reference should be e-mailed to Nathan Robinson, East Dartmoor LRA Project Development Officer: nrobinson@devonwildlifetrust.org , with the email title '*EDLRA Monitoring and Evaluation Consultant Tender – Your company name*'.

7. Assessment of Tenders

Tenders will be assessed on the following criteria:

- Skills/knowledge and proven track record of proposed deliverers* – 35%
- Clarity and quality of communication– 10%
- Cost-effectiveness and transparency– 15%
- Evidence of a clear understanding of the specific requirements of the tender – 10%
- Proposed approach to delivery – 15%
- Commitment to positive environmental & ethical standards and impacts**– 10%
- Capacity to deliver – 5%

*Evaluation will be based on an assessment of the CVs held for proposed deliverers against the skills/knowledge requirements for the contract.

**DWT and our project partners are committed to procurement, which makes continuous improvements in reducing potential environmental impacts. Please provide details of your environmental and carbon reduction policies.

8. Additional tender Instructions

All bids are required to be in line with the instructions detailed below. Any bids which do not follow these instructions will be disqualified from the tender. Please contact the responsible person outlined in Section 9 should you have any queries or concerns.

Consortium Tenders

Any Lead Bidder for a consortium Tender must ensure that any individual or member organisations of the consortium are not included in any other bid in respect of this ITT.

Canvassing

Bidders must not canvas any member or officer or employee of DWT or the Project Steering Group concerning this or any other ITT.

Conflict of Interest

Bidders, for all goods/services where a conflict of interest may exist or arise, must inform DWT and submit proposals to avoid such conflicts.

Acceptance

DWT does not bind itself to accept the lowest tender or any tender. Instead, DWT shall seek to accept the most advantageous tender in terms of the evaluation criteria set out in Section 8 of this ITT. If there is a discrepancy between words and figures on the submitted tender, the amount in words will prevail.

Form of contract

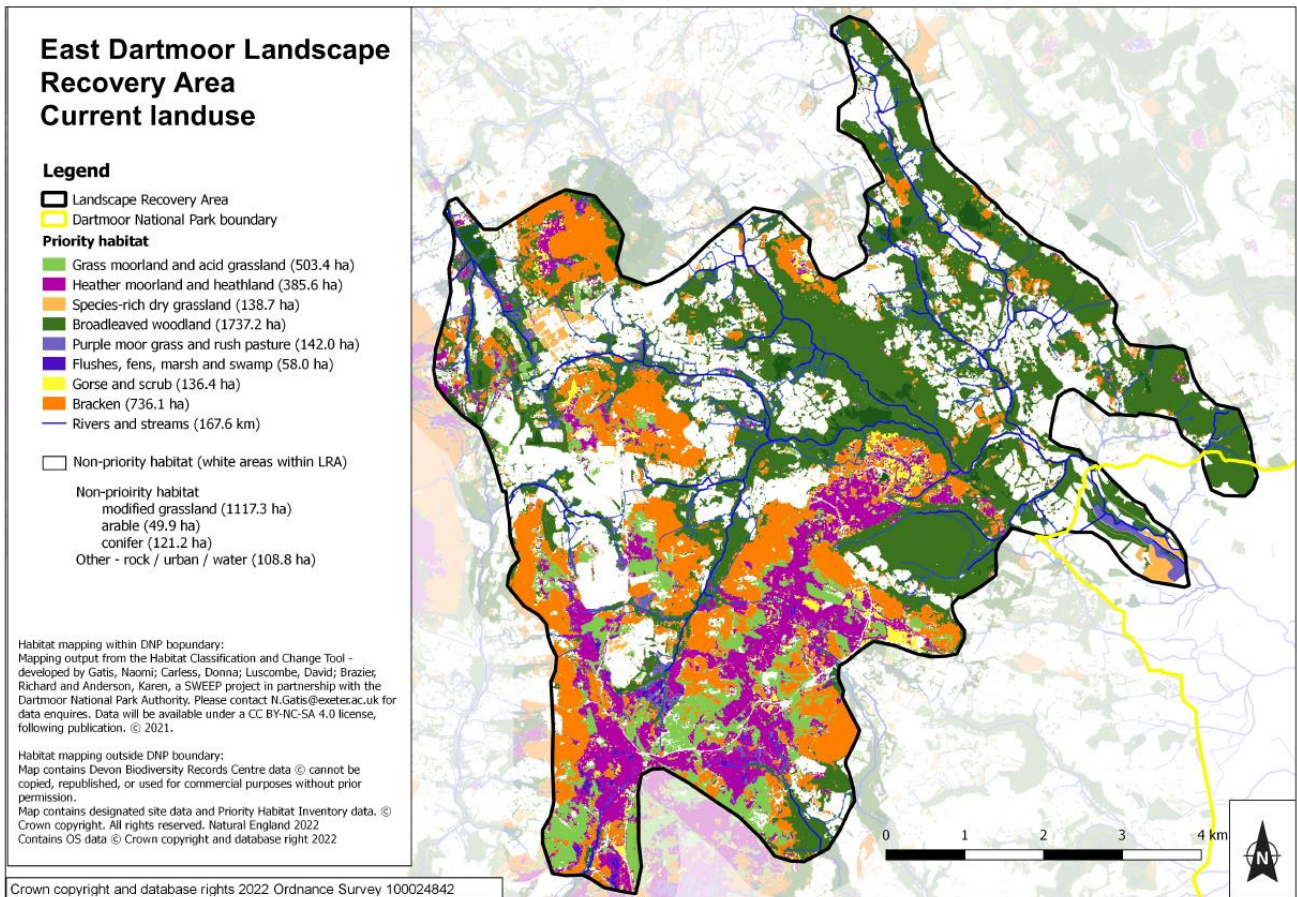
The ITT and the submission of the Tender shall not in any way bind DWT to enter into a contract with the Bidder or involve DWT in any financial commitment in this respect. A binding commitment shall only occur once DWT has signed a formal contractually binding engagement letter with the preferred Bidder.

DWT reserves the right to terminate any contract awarded if, at any time thereafter, we discover that the bidder has made any material misrepresentation in their tender response.

Amendments

DWT reserves the right to amend or add to this ITT document and any associated documents if we see it appropriate to do so.

Annex 1: East Dartmoor Landscape Recovery Area map



Annex 2: Defra guidance for the Monitoring and Evaluation plan

4.7.5 Evaluation questions

Use your theory of change to write evaluation questions that test the assumptions, risks and causal relationship between inputs, activities, intended and unintended outcomes.

Some examples of evaluation questions that could apply to your project:

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- *How did the activities implemented for targeted ecosystem-based habitat creation, protection and restoration increase or halt the decline of species abundance, biodiversity and threatened or iconic species?*
- *What were the effects of activities implemented for reconnecting floodplain channels reduce flood intensity downstream?*
- *How did the activities implemented for better site accessibility increase the number of visitors on site?*
- *To what extent did the intervention achieve its outcomes?*
- *How would the site develop without the intervention used?*
- *How effective and efficient was project delivery, for example how partnerships worked or whether resources were used effectively?*

As you gather enough data, you should aim to answer these questions in the monitoring and evaluation report that you'll submit every 5 years during implementation. You can use evaluation questions to identify relevant indicators, create a data collection plan and plan future monitoring and modelling.

4.7.6 Data management plan for monitoring and evaluation

A data management plan identifies the indicators, metrics, and data sources that you will use to:

- *estimate the baseline condition of your project area before implementation*
- *forecast the expected outcomes and impact that your project will have*
- *monitor to what extent the project achieves its outcomes during implementation*

From your baselining, surveying and financial planning work during project development you will be able to produce:

- *environmental indicators and metrics, for example flood behaviour and number of flood events*
- *social indicators and metrics, for example number of visits to the project site and number of volunteering days*
- *financial indicators, for example private investment support, investment amounts or return on investment expected and generated*

To create your data management plan, you'll need to:

1. *Select the relevant core indicators and metrics from the LR Indicator Index. You must report on all environmental, social and financial indicators relevant to your project.*

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2. *Choose suitable recommended indicators and metrics from the LR Indicator Index.*
3. *Identify and record any bespoke indicators or metrics specific to your project.*
4. *State your data collection methods, using the information in monitoring and evaluation methods section.*
5. *State what format you will store data in and if relevant where you will store it, for example spatial data in an open-source GIS application.*
6. *Describe the governance, for example internal procedures to approve and assure the quality of outputs and who is responsible for assurance, data collection and project evaluation. You can refer to the project management and governance plan if it describes governance of monitoring and evaluation.*

You may want to refer to Section 16 of your grant or deed agreement for information about Intellectual Property Rights (IPR) relating to material generated using Landscape Recovery funding. Defra will have unlimited access to these data to evaluate the Landscape Recovery scheme and each project's progress.

4.7.6.1 Core indicators and metrics

You must measure core indicators and metrics from the 'Core' tab of the LR Indicator Index that are relevant to your project.

You only need to select and report against relevant indicators, for example if your project does not include woodland, then you do not need to report against woodland core indicators.

The LR Indicator Index states the monitoring methodology, frequency and Defra's reporting requirements for each core indicator and metric.

The core indicators are directly linked to Defra's 25 Year Environment Plan. They allow Defra to aggregate data across projects to monitor and evaluate the impact and value for money of Landscape Recovery at the scheme and project level. Defra will use these data to monitor the outcomes achieved by the scheme and to learn from it to improve future rounds of the scheme.

4.7.6.2 Recommended indicators and metrics

You can use the 'Recommended' tab of the LR Indicator Index to identify other indicators and metrics relevant to your project and evaluation questions.

These indicators and metrics are optional but recommended as they are more detailed and will:

- *allow your project to make better, more informed decisions*
- *provide better validation of success*

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The core indicators are designed as a foundation for you to build on with recommended and bespoke indicators and metrics. You may add more recommended indicators throughout your project, but it is best practice to identify and gather baseline data for all indicators prior to project implementation.

4.7.6.3 Bespoke indicators and metrics

You may have unique or very specific project targets that are important to your project, partnership, investors or buyers of ecosystem services.

The 'Bespoke' tab of the LR Indicator Index provides some examples of bespoke indicators and metrics.

You may add more bespoke indicators throughout your project, but it is best practice to identify and gather baseline data for all indicators before you start implementation.

4.7.7 Monitoring and evaluation methods

Monitoring and evaluation methods relate to your evaluation questions and assess:

- *the impact of your project*
- *what can be learnt from how your project was delivered*
- *what can be improved*
- *whether your project demonstrated good use of resources*

State which monitoring and evaluation methods you'll use alongside each indicator and metric you've chosen. You must use the methods stated in the 'Core' tab of the LR Indicator Index for each core indicator and metric. This is to ensure that all Landscape Recovery projects provide consistent and comparable data on the core indicators. The methods given in the 'Recommended' tab of the LR Indicator Index are best practice. Consider the cost, timing, respondent burden, ethics, likely response rate, and the potential effect data collection might have on the intervention. You should describe how you'll measure a counterfactual if an evaluation question needs one. A counterfactual is used to infer the impact of an intervention implemented through your project by statistical comparison to a group or time period unaffected by the intervention. They give a temporal and spatial control, that shows how the site develops without the particular intervention used. This provides stronger evidence of the overall effect of an intervention and its impact. When measuring the counterfactual, it is essential that data is of sufficient quality and quantity to support the analysis, the counterfactual is genuinely comparable to the intervention group and the intervention effect is sufficiently large to be distinguished from expected 'noise' in data. You can find further guidance in Chapter 3 of the HMT Magenta Book and Annex A of the Magenta Book.

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4.7.8 Environmental and social baseline assessment

A baseline is the initial environmental and social conditions before an intervention.

You'll need to record baseline data for all the indicators and metrics you've selected for your project. The baseline reporting requirements for each core indicator and metric are provided in the 'Core' tab of the LR Indicator Index. The Index outlines the metrics and methodologies to use with each indicator.

Unless otherwise stated in the Indicator Index, the recommended minimum standard methodology for assessing condition is Technical Annex 1 of the Biodiversity Metric <https://publications.naturalengland.org.uk/publication/6049804846366720> which uses the UKHab Habitat classification system.

You'll need to submit baseline condition assessments using these methods and record the attribute values used in the scoring criteria, for example the total percentage of scrub cover and total identified vascular plant species.

Projects wishing to use different assessment methods should do so if they exceed the minimum standard methodology, for example, JNCC Common Standards Monitoring. You should find that other methods can easily be used to complete the Biodiversity Metric condition assessment as well.

In addition, projects must consider watercourses within or directly adjacent to the project areas. Specifically, at baseline, you must provide:

- an estimate of the length and average width of each watercourse section within the project area*
- the current land use and features next to the watercourse, for example arable land without a buffer, grazed grassland, or woodland*
- stocking levels and input rates for land next to the watercourse (if known)*

These data will be used for water quality modelling provided by Defra and will help assess the catchment factors affecting the watercourse, and the modelled outputs will be shared with projects. Defra are developing guidance for how Landscape Recovery projects will report baseline data. Your monitoring and evaluation support officer will be in touch with you during the development phase to support you with reporting baseline data. Defra will provide support where modelled environmental data forms part of the baseline for core indicators.

4.7.9 Expected project outcomes

Expected project outcomes are estimates of the environmental and social outcomes that you expect to achieve during implementation.

For each indicator and metric that you've selected, estimate the improvement in the condition, size, measure, or extent that you expect to achieve.

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For example, if your baseline assessment shows an asset is in poor condition, your expected outcome could be to change that asset condition from poor to good.

You can use narrative terms where it's not possible to quantify change due to evidence gaps. It's recommended to quantify change where possible to help better inform project and scheme benefits.

For each indicator, you'll need to:

- state the timeframe for the anticipated change in condition*
- outline how you estimated the outcomes you expect to achieve*

You may want to do a sensitivity analysis to identify assumptions that underpin your estimate of how your outcomes may change if the assumptions change, for example due to different climate modelling scenarios. You do not need to provide financial forecasts or outcomes. You will provide financial forecasts in the blended finance plan and business model.

4.7.10 Data layers for Landscape Recovery monitoring

You may find widely available standardised monitoring data sets useful for developing a project baseline and ongoing monitoring. This is not a complete list and is recommended based on targets for the Landscape Recovery scheme.

Biodiversity

- Priority Habitat and Species maps*
- National Forest Inventory maps*
- Sites of Special Scientific Interest (SSSIs)*
- Special Protection Areas (SPAs)*
- Special Areas of Conservation (SAC)*
- Other protected areas*
- UK Plant Health Risk Register for lists and information on plant pests*

Water

- Catchment Data Explorer*
- Water Quality Data Archive*
- Water Framework Directive Cycle 2 Classification Data*
- National flow monitoring network data accessed via National River Flow Archive*

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Other

- *England Coast Path Route*
- *National Trails*
- *England Green Infrastructure Mapping Database*
- *Scheduled Monuments*