



Invitation to Tender

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 Lantra

Lantra exists to help our industries meet their skills needs. We do this by working in partnership to:

- Attract and retain a diverse and competent industry workforce
- Train people to work safely, productively, and sustainably
- Encourage and support a commitment to Life-Long Learning.

As part of our strategy, we are committed to building an effective careers information resource as well as to help the sector to better understand its skills needs. Gathering intelligence and research to gradually create a central hub of sector expertise.

Our aim is for Lantra to become 'the' place to go for information on careers and key organisations within the sector, in turn creating a 'supply chain' for future new entrants and training.

Lantra operates from

Lantra House
Stoneleigh Park
Nr Coventry

Warwickshire, CV8 2LG

The research

In November 2020, the UK government confirmed that it is committed to planting 30,000 ha annually by 2025. As can be seen from Table 1.2, this would be an increase of 16,300 per year

in total¹. In addition, Forestry Commission research shows that by 2031, available timber for harvesting will increase to 16,000,000 tonnes².

Table 1.1 – Woodland area in the UK, from Forest Research Facts and figures
(<https://www.forestresearch.gov.uk/research/forestry-facts-and-figures-2020/>)

FE/FLS/NRW/FS (000 ha)	Conifer	Broadleaves	Mixed
England	151	64	215
Wales	98	19	117
Scotland	426	41	467
Northern Ireland	55	7	62
UK	730	131	861
Private sector (000 ha)			
England	190	907	1 097
Wales	54	138	192
Scotland	653	347	1 000
Northern Ireland	8	48	56
UK	905	1 440	2 345
All woodland (000 ha)			
England	340	971	1 311
Wales	152	158	309
Scotland	1 079	388	1 467
Northern Ireland	64	55	118
UK	1 635	1 571	3 206

Table 1.2 – New woodland (in 000ha) created in the UK in 2019-20
(<https://www.forestresearch.gov.uk/research/forestry-facts-and-figures-2020/>)

	England		Wales		Scotland		N Ireland		UK		Total
	Conifer	Broad-leaves	Conifer	Broad-leaves	Conifer	Broad-leaves	Conifer	Broad-leaves	Conifer	Broad-leaves	
2016	0.0	0.8	0.0	0.1	1.9	2.7	0.0	0.1	1.9	3.7	5.6
2017	0.1	1.0	0.2	0.2	3.2	1.5	0.1	0.1	3.6	3.0	6.5
2018	0.2	1.3	0.1	0.1	4.7	2.5	0.1	0.1	5.1	3.9	9.0
2019	0.4	1.0	0.3	0.3	7.3	3.9	0.1	0.1	8.1	5.4	13.5
2020	0.2	2.1	0.0	0.0	7.4	3.6	0.1	0.1	7.8	5.9	13.7

The aim of this research is to determine the workforce uplift that would be required to meet this target and to extend [work already undertaken in Scotland](#)³.

¹ With Scotland's target being 18,000 ha per year by 2024

² <https://www.confor.org.uk/media/246292/wood-fibre-availability-demand-report-2016-final.pdf>

³ <http://www.forestryscotland.com/about-us/sftt-leadership-group/current-focus-areas/-/4-grow-the-skills-and-capacity-of-our-people>

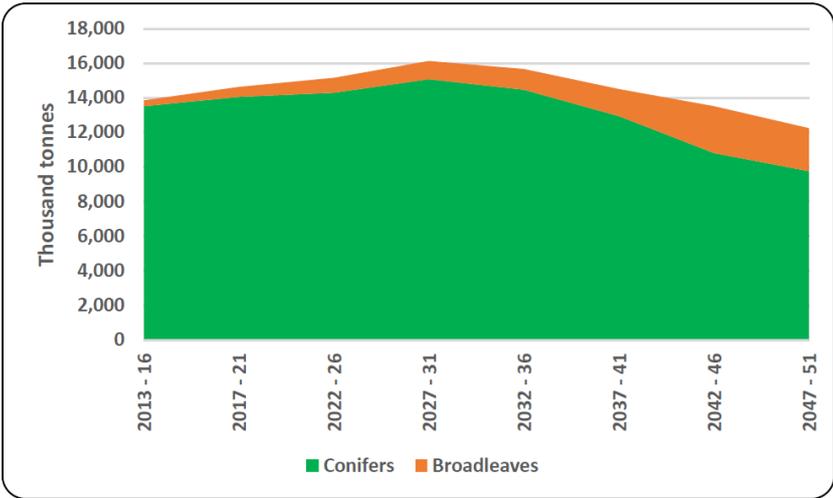
Table 1.3 – New planting by forest type, ownership and year. Figures show thousands of hectares, Source: Forestry Commission, Scottish Forestry, Forestry and Land Scotland, Natural Resources Wales, Forest Service, grant schemes,

(<https://www.woodlandtrust.org.uk/press-centre/2020/06/government-planting-figures/>)

New planting by forest type	England	Wales	Scotland	Northern Ireland	UK
Conifers	0.23	0.04	7.24	0.06	7.57
Broadleaves	2.10	0.04	3.61	0.14	5.89
All new planting	2.33	0.08	10.86	0.20	13.46
New planting by ownership					
FC/FLS/NRW/FS ¹	0.09	0.00	0.27	0.05	0.41
Private sector ²	2.24	0.08	10.59	0.15	13.05
All new planting	2.33	0.08	10.86	0.20	13.46

Table 1.4 (<https://www.confor.org.uk/media/246292/wood-fibre-availability-demand-report-2016-final.pdf>)

Chart A: Forecast Potential Total Annual Average Availability of Virgin Roundwood 2013 – 2051 Showing Proportions of Forecast Coniferous and Broadleaved Roundwood Availability



Source: Forestry Commission

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 forestry sector workforce.

This anticipated new woodland creation, alongside sustainable forest management of existing woodlands and ongoing maintenance and management of woodlands created under the programme, will require new professional foresters, supervisors and operatives, and associated occupations.

To this end, the aim of the work tendered for here is to provide the sector with quantitative and qualitative information that will allow us to:

- better understand the capacity of the current workforce in terms of numbers, demographics, occupations, skills gaps, and shortages, across the supply chain from nurseries to timber processors
- better understand numbers, occupations and skill levels required in the future workforce to deliver woodland creation and management targets, and
- better understand numbers, occupations and skill levels required across the future timber supply chain to deliver increased utilisation of available wood fibre
- better understand forestry further- and higher-education provision.
- Identify any gaps in training provision (to include independent providers, and initiatives like Farming Connect in Wales)

Therefore, we require research into and the production of a report which provides:

- quantitative figures on current labour supply in the forestry sector in England and Wales (e.g. vacancies filled/ not filled)
- projected quantitative demand for the next ten years, taking into account three different projections of woodland creation and management (40%, 60%, 100% of target) through the Nature for Climate Fund and equivalents (e.g. England Tree Planting Programme in England and Glastir Woodland Creation and the National Forest programme in Wales), and ongoing activity such as restocking
- qualitative information on skills gaps and shortages in the current labour force, and the corresponding size and nature of businesses with the gaps
- information on the key occupational roles required to deliver increases of woodland creation and management as well as ongoing activity
- quantitative and qualitative information on current further- and higher-education provision for forestry in England and Wales

- quantitative and qualitative information on current practical training provision (e.g. certificates of competence, short courses), by both college and independent providers

To allow for interventions appropriate to the different administrations in the devolved nations, where possible the above should also be broken down by:

- country
- demographics
- sub-sectors – including but not necessarily limited to: seed supply/tree nurseries; woodland creation/management planning; establishment and maintenance; harvesting; wildlife management; haulage; processing; and ancillary occupations as appropriate, e.g. fencing
- related sectors as appropriate– for example estate managers, farmers, game keepers and woodland owners
- occupational roles
- projected attrition (e.g. retirements, workforce turnover)

Approach

It is envisaged that this project will comprise four components – Consultation; Research; Report; Presentation.

Consultation - We require a consultation exercise to be undertaken amongst forestry businesses and other key stakeholders (a list will be provided), to determine their opinions on skills gaps and shortages, any barriers to recruitment that they face and their projected workforce requirements. Researchers will need to follow the principles of the requirements of the Welsh Language standards e.g. allowing respondents to use the Welsh language and ensuring that all communications are bilingual along with the final report. There will hence be a potential need to carry out surveys in Welsh and English, but support will be provided by Lantra and the report translation will be carried out subsequent to the completion of the research, again by Lantra.

We expect a significant number of interviews with stakeholders to be carried out over a range of sectors. A list of suggested contacts will be provided as a starting point, but the contractor will be expected to triangulate responses and seek additional interviewees as required.

Research – We require the contractor to carry out a research exercise of existing labour market intelligence relevant to the forest industry. We anticipate this will be desk/interview-based, and we will make prior relevant research available.

Report – We require the contractor to produce a written report (including research methods, questions asked, consultees/responses) and recommendations. The recommendations will be in the form of workforce requirement for three scenarios – high/medium/low achievement of woodland creation targets, and potential ratio of professional forester/ supervisor/ operatives required.

Presentation – We require the contractor to attend regular update meetings (these can be virtual) with our representatives as appropriate, starting with a pre-commencement meeting on the 17 of May 2021, at 1.30pm (via Teams). We require the contractor to present their findings to our representatives (in MS Powerpoint or similar format) at a preliminary report meeting to be held no later than 28 June 2021, and present a final report, recommendations and presentation at a final report meeting no later than 16 July 2021.

The successful contractor will undertake the consultation 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 of our representatives, comprising members of Lantra, Confor, Natural Resources Wales, Welsh Government, Institute for Chartered Foresters and Forestry Commission staff to whom the contractor will report. It is anticipated that the maximum value of this contract will be £30,000 (including VAT). Payment will be made in stages, with £10,000 paid at commencement of the contract (14 May 2021) £10,000 on receipt of the interim report, and £10,000 after the final report and presentation are complete.

The Steering Group 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.

It is envisaged that under the current circumstances, due to Covid-19 restrictions, the contractor will carry out the activities outlined above remotely. Where physical visits/meetings are required, the contractor must ensure they comply with Government regulations and organisational Covid-safe protocols as appropriate.

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.

<i>What is happening</i>	<i>When</i>
Online question and Answer session	20 April 2021
Closing date for your questions	21 April 2021
Closing date and time for quote returns	5pm 28 April 2021
Results issued	7 May 2021
Expected contract start date	14 May 2021

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 Liz Barron-Majerik, at:

Liz.Barron-Majerik@lantra.co.uk.

Please send your questions by the closing date given in the important dates table above.

We 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 or Welsh
- 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 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 30 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 Lantra will disqualify your quotation from being considered and may constitute a criminal offence.

What to send to us and how it will be scored

Send your completed quotation to:

Dr Liz Barron-Majerik

Liz Barron-Majerik@lantra.co.uk

In your quotation you provide the following information. How we will score each part is shown in the table below.

- Please provide details of the skills, knowledge and qualifications of the key people that will work on this contract
- Please provide more information on the relevant experience of the key people that will work on this contract
- Please describe how you will achieve the key deliverables and milestones of this contract
- Please break down your quotation into daily rates for each role. Your total price will be scored.

Required	Weighting	Scoring					
	%	5 Outstanding response Answer sets 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.	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.	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.	2 <i>Partially acceptable response Answer does not set out a solution that fully meets the requirements. May represent a high-risk solution.</i>	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.	0 No response (complete non-compliance) No response or insufficient information provided.
Please provide details of the skills, knowledge and qualifications of the key people that will work on this contract.	25						
Please provide more information on the relevant experience of the key people that will work on this contract.	25						
Please describe how you will achieve the key deliverables and milestones of this contract.	30						
Please break down your quotation into daily rates for each role. Your total price will be scored.	20						
Please note, 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.							

Format

Your proposal should be submitted in Word or PDF format and should be a maximum of 2,000 words.

Response

Applicants will be notified of the decision by 7 of May 2021

Appeal

Applicants have the right to appeal the decision, which should be made by email to Liz [Barron-Majerik@lantra.co.uk](mailto:Liz.Barron-Majerik@lantra.co.uk), no less than three working days after the response is received (12 May 2021).

Communications

Due to the above, no communications with regard to the awarding of the contract should be made until notified by Lantra.