

Request for Proposal

Report: Comprehensive Overview of Built Environment Research Landscape & Funder Recommendations

Issued: 3rd June 2019

1. Request for Proposal (RFP)

The UK Collaborative on Development Research (UKCDR) is seeking to appoint an individual or team to develop a report that provides a comprehensive overview of the current landscape of UK-funded research into the built environment, in order to identify research gaps and opportunities, and make specific recommendations for funders to maximise the value of built environment research. The deliverables of this work will include: a consultation workshop with key stakeholders and experts in the field, a full report with funder recommendations to be completed by 25th October 2019, and an outcomes communications plan by 1st November 2019.

2. RFP Background

About UKCDR

The UK Collaborative on Development Research (UKCDR) is a group of research funders interested in international development; including Government departments with Official Development Assistance (ODA) research funds, UK Research and Innovation research councils, the devolved administrations, and the Wellcome Trust.

UKCDR is governed by Her Majesty's Government's Strategic Coherence of ODA-funded Research (SCOR) Board, independently chaired by Professor Peter Piot, and brings together the Chief Scientific Advisors and directors of our core members: The Department for International Development (DFID), The Department of Health and Social Care (DHSC), The Department of Business, Energy and Industrial Strategy (BEIS), UK Research and Innovation (UKRI), and The Wellcome Trust.

The SCOR Board aims to build high-level coherence across all Government ODA-funded science and research and to maximise the impact and relevance of the UK's ODA research investments. More details of the members are available in **Annex A**.

Further information on UKCDR can be found on our website: www.ukcdr.org.uk.

Background

The ‘built environment’ refers to urban areas (including and beyond cities), their built infrastructure, and human behaviour and interaction with them. The built environment is of strategic importance for attaining the [Sustainable Development Goals \(SDGs\)](#). There is a growing body of evidence on the impact of the built environment on several determinants of health, and inadequate infrastructure has been linked not only to poverty, but also to environmental impact, social peace, crime, education and national insecurity, cutting across all twelve SDGs. More than half the world’s population are currently living in urban areas, with this figure predicted to rise to two thirds by 2050. The challenges that come with this rapid urbanisation intersect the full breadth of research for international development, cutting across traditional academic divides and disciplines. Yet alongside these challenges come opportunities: according to some predictions 60% of urban areas that will exist in 2030 are yet to be built. This offers a unique juncture for built environment research to not only address current challenges but also support more sustainable and resilient urbanisation over the coming decades.

To maximise research impact, it is necessary to understand the challenges associated with the built environment, review the current landscape of built environment research, and ensure that the UK’s cross-government approach to ODA is coherent and takes advantage of the opportunities for interdisciplinary working across departments.

UKCDR is uniquely placed to capitalise on its cross-governmental networks to identify gaps and potential opportunities for impact and develop recommendations for the future; and UKCDR has done work on the built environment previously. In 2018, UKCDR completed a mapping of UK-funded research on housing in Kenya, collating and analysing data across UK funders of international development research. Additionally, in May 2019 UKCDR co-hosted a joint high-level symposium on ‘Healthy Cities, Housing and Sustainable Infrastructure’ in partnership with the Kenyan government. UKCDR’s standing funding fora (see **Annex B**) will also be convening funders around the theme of the built environment.

3. Scope and RFP Objectives

Scope

For the purposes of this RFP, when we refer to the ‘built environment’, we mean urban areas (including and beyond cities), their built infrastructure, and human behaviour and interaction with them. The supplier is expected to define their search terms and approach to understanding the ‘built environment’ within their RFP response.

When we refer to ‘research’, we mean it in the broadest sense: any form of knowledge generation, innovation, and technology or intervention development related to the built environment. In scope, this is either research that is funded as part of the UK government’s Official Development Assistance (ODA)

commitment or nongovernmental-funded (e.g. charitable organisations such as Wellcome, or other global funders to be identified by the supplier) research relating to ODA recipient countries (low- and middle-income countries (LMICs) as defined by the [OECD DAC list](#)). This must cover a wide variety of research disciplines related to the built environment (e.g. engineering, the arts, health etc.).

Specification of work to be delivered:

Develop a report that identifies trends, knowledge gaps and opportunities in the built environment research landscape and makes specific recommendations for funders to maximise the value and impact of built environment research on international development and towards attaining the SDGs. The final report should be no longer than 25 pages, including an executive summary detailing key findings and recommendations and any annexes as appropriate.

The overall objective of this report is to explore and highlight what role research can play in addressing future challenges in the built environment, and how UK funders can add value. This should include:

- A review of the current landscape of built environment research and funding priorities;
- Identifying trends, knowledge gaps (e.g. across academic disciplines, international development themes, geographies etc.), and future challenges in the built environment;
- Clear and specific recommendations on how funders can ensure built environment research achieves the greatest impact.

A list of the questions to be answered by the report can be found in **Annex C** and an illustrative, example issue tree in **Annex D**.

In order to develop the report, the supplier is expected to undertake:

- Consultations with UKCDR's members and funding fora (see **Annexes A and B**);
- Stakeholder mapping of key actors and partners (including funders, networks/consortia, research institutions, organisations, and any other actors suggested by the supplier) in the UK and internationally, particularly in ODA recipient countries;
- Consultations with key stakeholders, researchers, and experts in this field, including interviews and the delivery of a **consultation workshop** (see specification for workshop under *Deliverable B* below). Stakeholders must have expertise in a broad range of academic disciplines related to the built environment, in the UK and internationally (ensuring inclusion of global South);
- Review of academic and grey literature to identify challenges or trends to contextualise UK-funded research;
- Any other scoping activities as suggested by the supplier.

The supplier should also develop a stakeholder communications plan and communications materials to accompany the report, for dissemination after the sign-off of the final report by UKCDR (see specification under *Deliverable E* below).

Deliverables

Deliverable #	Content	Timing
Deliverable A	Inception report	26 th July 2019
Deliverable B	Consultation workshop (& draft report content for review at workshop)	TBC. August – September 2019
Deliverable C	Draft report	4 th October 2019
Deliverable D	Final report	25 th October 2019
Deliverable E	Communications plan and materials	1 st November 2019

Deliverable A

The supplier will send the inception report to the UKCDR contact within 2 weeks of the contract start date. The inception report should be no longer than 5 pages, and include a detailed methodology, work plan, and persons responsible.

Deliverable B

The supplier will design, identify participants, deliver, and facilitate a consultation workshop with key stakeholders, researchers and experts in the field. The workshop should take place after the supplier has completed their scoping and comprehensive review, including individual consultations with UKCDR members and other stakeholders. The objective of the workshop should be to receive feedback on the draft content for the report, including recommendations. The supplier should use the findings from the workshop to revise the draft report, before the submission of *Deliverable C*.

The workshop should be an interactive, one-day session that brings together stakeholders with expertise in a broad range of academic disciplines relevant to the built environment, in the UK and internationally (ensuring global South inclusion).

The supplier should outline a concept design for the workshop in their RFP response.

Members of the UKCDR team can provide resources for the workshop in terms of: supplying meeting space (at The Wellcome Trust, 215 Euston Road, London) and materials for the workshop, access to UKCDR members and stakeholders, and on-the-day support for the facilitator. Roles and responsibilities will be agreed in advance between the supplier and members of the UKCDR team.

Deliverable C

The supplier will send the draft report to the UKCDR contact via email by 4th October 2019, for feedback from UKCDR. The report should answer the questions in **Annex C**. The report should be no longer than 25 pages, including an executive summary detailing key findings and recommendations, and any annexes as appropriate.

Deliverable D

The supplier will send the final report to the UKCDR contact via email by 25th October 2019, for review and sign-off by UKCDR. The final report should incorporate any feedback given by the UKCDR team to the supplier on *Deliverable C*. The report should answer the questions in **Annex C**. The report should be no longer than 25 pages, including an executive summary detailing key findings and recommendations, and any annexes as appropriate.

Deliverable E

The supplier will send the communications plan and communications materials to the UKCDR contact via email by 1st November 2019 (after sign-off on the final report by UKCDR), for use by UKCDR and its members. The communications plan should be no longer than 5 pages and include: aims & objectives, target audience and key stakeholders to engage (these must include, and go beyond, the stakeholders involved in the consultation process), key messages, communications materials and channels, and a timeline. The communications materials must include a PowerPoint presentation (with key findings and recommendations), alongside other materials suggested by the supplier in their plan.

Progress Against Deliverables

UKCDR and the Supplier will have regular phone calls and email contact to discuss progress against the deliverables. Phone calls will be organised by the UKCDR contact.

Members of the UKCDR team can provide some support and resources to the supplier, such as access to UKCDR members and stakeholders. Roles and responsibilities will be agreed in advance between the supplier and members of the UKCDR team.

Payment Schedule

Payment will be made upon receipt of the deliverables below. Payment will only be made, and the next phase of work undertaken, when UKCDR has confirmed that each deliverable received is of an acceptable standard.

Deliverable	Invoice submission	Payment %
Deliverable A	26 th July 2019	30%
Deliverable D	25 th October 2019	30%
Deliverable E	1 st November 2019	40%

The supplier should include in their commercial proposal an hourly/daily consultant rate card. Invoice payment terms are 20 business days from receipt of invoice.

Skills required

- Experience delivering high quality reports and recommendations;
- Experience undertaking in-depth scoping and qualitative consultative research processes;
- Experience designing and facilitating consultation workshops;
- Expertise in both international development programmes and research into the built environment.

4. RFP Response Format

Proposals submitted to this request should address the following (along with any other elements you feel particularly useful):

- Proposed approach and methodology for: undertaking the scoping and comprehensive review (including concept design for the consultation workshop), developing the report with funder recommendations, and designing the stakeholder communications plan, including any recommendations or changes to the proposed work specification;
- Clear delivery plan with timelines outlined, including details of regular updates to UKCDR on progress, and any risks associated with the timelines set out;
- Experience of and approach to delivering similar projects, including samples of previous work where relevant;
- Details of the team that will be involved in the work, including profiles and short bios, details of the team’s expertise in the field of the built environment and international development research, details of how the team will be structured, what elements each team member will deliver and the proportion of time each team member will commit to the project;
- Budget, with breakdown, for the proposed work.

5. RFP Timetable

Below indicates the timelines which this RFP exercise is planned to run against;

#	Activity	Responsibility	Target Date	Description
1	RFP issued to suppliers.	UKCDR	3 rd June 2019	The RFP document will be circulated to the Supplier representatives for review.
2	Intention to Respond to RFP.	Supplier	7 th June 2019	Suppliers will indicate their intention to respond to the RFP formally to the UKCDR contact.
3	Submission of ‘Document #1’ (see documents below) to UKCDR contact.	Supplier	14 th June 2019	Suppliers will submit any questions they have about the

				RFP exercise to the UKCDR contact.
4	All supplier Questions are responded to by UKCDR	UKCDR	18 th June 2019	All supplier responses to 'Document #1' (see below) are collated, anonymised, responded to and shared with all suppliers by the UKCDR contact.
5	Deadline to submit full RFP response	Supplier	26 th June 2019	Submission of a response to the RFP by the supplier, in electronic format to the UKCDR contact listed below.
6	Notification of Contract Award	UKCDR	5 th July 2019	UKCDR will notify Suppliers of their outcome from the RFP process and agree next steps.
7	Contract clarifications and negotiations	Both	8 th – 12 th July 2019	This stage sees the contract negotiated and finalised. Please note that the General Terms and Conditions attached to this tender are non-negotiable (see below).
8	Contract Start Date	Supplier	15 th July 2019	This stage sees the contract commence.

6. RFP Documents

Below lists the documents which are provided to support suppliers with their response to this RFP exercise;

Document #1 – Supplier RFP Q&A Document

This is your opportunity to ask questions about the RFP exercise as a whole. The UKCDR contact will collate all questions submitted, anonymise and share responses (where appropriate) to all parties within the RFP process.

This document is for completion by the supplier. For the avoidance of doubt: This document is to be submitted ahead of the final submission deadline.



Document #2 - Contractual Agreement

This document represents the contractual agreement which is to be used with the successful supplier from this RFP exercise. Please note that the General Terms and Conditions attached to this tender are non-negotiable. This document is for **information only**.



7. Non-Disclosure and Confidentiality

Any information subsequently made available to prospective suppliers is deemed confidential and must not be disclosed without the prior written consent of UKCDR unless required by law.

8. Independent Proposal

By submission of a proposal, prospective suppliers warrant that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential supplier or with any competitor.

9. Costs Incurred by Prospective Suppliers

It should be noted that this document relates to a Request for Proposal only and not a firm commitment from UKCDR to enter into a contractual agreement. In addition, UKCDR will not be held responsible for any costs associated with the production of a response to this Request for Proposal.

10. UKCDR Contact Details

The point of contact within this RFP exercise for all communications is as indicated below. **Electronic copies of your response should be submitted to the below contact no later than 10pm (22.00 BST) on Wednesday 26th June 2019.**

Name: Sheila Mburu

Role: UKCDR Research and Policy Officer

Tel: +44 (0)20 7611 8349

Email: s.mburu@ukcdr.org.uk

Please also copy in Alice Cross (a.cross@ukcdr.org.uk) into all communications.

11. UKCDR Evaluation Panel

The evaluation panel for this RFP exercise will consist of the following individuals;

- Henrike Grund; UKCDR Head of Operations
- Sheila Mburu; UKCDR Research and Policy Officer
- Alice Cross; UKCDR Graduate Trainee

Annex A: UKCDR Members & Stakeholders

Core UKCDR Members

UKCDR's core contributing members are The Department for International Development (DFID), The Department for Health and Social Care (DHSC), UK Research and Innovation (UKRI), The Wellcome Trust, and The Department for Business, Energy, and Industrial Strategy (BEIS).

The Department for International Development (DFID)

DFID leads the UK's work to end extreme poverty. They are tackling the global challenges of our time including poverty and disease, mass migration, insecurity and conflict. Their work is building a safer, healthier, more prosperous world for people in developing countries and in the UK too. DFID is a ministerial department, supported by [3 agencies and public bodies](#). DFID works in the UK and in 150 countries around the world to help meet the Sustainable Development Goals (SDGs).

The Department for Business, Energy, and Industrial Strategy (BEIS)

BEIS brings together responsibilities for business, industrial strategy, science, innovation, energy, and climate change. BEIS uses its overseas development assistance (ODA) to support and deliver four strategic objectives of the 2015 aid strategy, and the two policy interventions to deliver this are the [Global Challenges Research Fund and the Newton Fund](#).

UK Research and Innovation (UKRI)

UKRI is a new body established in 2018, which brings together the UK research councils (Arts and Humanities Research Council (AHRC), Biotechnology and Biological Sciences Research Council (BBSRC), Economic and Social Research Council (ESRC), Engineering and Physical Sciences Research Council (EPSRC), Medical Research Council (MRC), Science and Technology Facilities Council (STFC), as well as Innovate UK and the newly formed Research England.

The Department for Health and Social Care (DHSC)

DHSC supports ministers in leading the nation's health and social care to help people live more independent, healthier lives for longer. Following the UK government's 2015 comprehensive spending review, DHSC received ODA funding to support international development research including the National Institute for Health Research (NIHR), Global Health Research Programme and the Global AMR Innovation Fund (GAMRIF).

The Wellcome Trust

The [Wellcome Trust](#) is the world's 2nd largest charitable foundation, and exists to improve health by helping great ideas to thrive. They support researchers, take on big health challenges, campaign for better science, and help everyone get involved with science and health research. They are a politically and financially independent foundation. Substantial funding is devoted to global health research, both in the UK and in developing countries.

Other UKCDR stakeholders

- Academy of Medical Sciences
- British Academy
- British Council
- Department for Environment, Food and Rural Affairs (DEFRA)
- Foreign and Commonwealth Office (FCO)
- Government Office for Science
- Higher Education Funding Council for Wales (HEFCW)
- Met Office
- National Institute for Health research (NIHR)
- Natural Environment Research Council (NERC)
- Northern Ireland Executive
- Research England
- Royal Academy of Engineering (RAEng)
- Royal Society
- Science and Technology Facilities Council (STFC)
- Scottish Funding Council (SFC)
- Scottish Government
- UK Space Agency

Annex B: UKCDR Funding Fora

UKCDR convenes four impartial fora for discussion on key themes, identified through its mapping and analysis work where joint or complementary research investment has the potential to increase impact for developing countries.

Research Capacity Strengthening Group (RCSG)

The RCSG is an informal community of practice that brings together over 20 UK funders and practitioners to share, learn, connect and improve practice in research capacity strengthening. It meets biannually and aims to improve coordination of UK activities. The group includes funders such as DFID, Wellcome and MRC, and organisations that deliver programmes, such as INASP, the ACU and the Royal Academies. For more information, go to [Research Capacity Strengthening Group](#).

Health Funders Forum (HFF)

The Health Funders Forum brings together UK funders of global health research. The group meets three times a year, providing an opportunity for funders to share information and best practice and to identify potential areas for joint working. It provides members with an overview of UK-funded global health research activity, including current or future priority areas, to support coherence of UK funded global health research. For more information, go to [Health Funders Forum](#).

Disasters Research Group (DRG)

The DRG meets three times per year with the aim of enhancing research and technology-based disaster risk reduction through improved coordination of UK and international funders, research providers and users. Among its main highlights, the DRG was credited as one of the bodies seen to strongly support the inclusion of science and technology solutions in the Sendai Framework for Disaster Risk Reduction, the latest global framework to strengthen disaster resilience. For more information, go to [Disasters Research Group](#).

Communications Forum

The Communications Forum is an informal community platform initiated by London International Development Centre (LIDC) and UKCDR in September 2013. It meets twice a year to network and share knowledge, bringing together experts in research communications from universities, funding agencies, research institutes, think tanks and NGOs. Participants specialise in international development research communications or work for organisations with an important development research portfolio. For more information, go to [Communications Forum](#).

Annex C: Key Questions to be Answered by the Report

*This list of questions is not exhaustive. The supplier will be expected to include a list of intended questions in their inception report. The methodology should allow flexibility for the pursuit of additional questions should they arise. See an example Issue Tree in **Annex D**, for a further breakdown of these questions (illustrative only).*

Overarching question: What role can research play in addressing future challenges in the built environment, and how can UK funders add value?

1. What does the current landscape of built environment research look like?

- What is the scope and focus of built environment research and funding?
- Who are the key stakeholders in the built environment space (UK and internationally)?
- What are the funding mechanisms for built environment research?

2. What are the future challenges in the built environment?

- Why is the built environment a priority area in international development research?
- What trends are we seeing in the built environment?

3. How can funders ensure built environment research achieves the greatest impact?

- What could research impact look like for the built environment?
- Which of the future challenges could research play a role in?
- What should future funding mechanisms for built environment research be?

Annex D: Example Issue Tree (illustrative only)

What role can research play in addressing future challenges in the built environment, and how can UK funders add value?	What does the current landscape of built environment research look like?	What is the scope and focus of built environment research and funding?	What areas (academic disciplines, SDGs, types of research, geographies etc.) of built environment research are being funded?
			Where are the knowledge gaps in built environment research and funding?
			What are the research priorities in the built environment?
		Who are the key stakeholders in the built environment space (UK and internationally)?	Who are the major funders?
			Who are the key research stakeholders? Who are the key stakeholders outside of research institutions?
			Where are the centres of excellence?
		What are the funding mechanisms for built environment research?	What models are being used to fund research into the built environment?
			In what ways are funders working together in this space?
	What are the future challenges in the built environment?	Why is the built environment a priority area in international development research?	Where are the biggest challenges in the built environment, and which geographical areas are most at risk?
			What other priority areas in international development are affected by (or affect) the built environment, and how?
			What SDGs are at risk of not being met as a result of poor investment into built environment research?
		What trends are we seeing in the built environment?	What will the built environment look like in 50 years?
			What have been the major advances in the built environment research space, and how did they achieve impact?
	How can funders ensure built environment research achieves the greatest impact?	What could research impact look like for the built environment?	How is impact defined in the area of built environment research?
		Which of the future challenges could research play a role in?	What areas should funders be prioritising?
What should future funding mechanisms for built environment research be?		What types of funding models should be adopted?	
		How could funders work together in this space, and what would look like?	
		What could research leadership look like in this space?	