



# THE ARMED FORCES COVENANT FUND TRUST

	Clarification question	Response
1	Noting that [the] Invitation for Tender request that the proposed research should endeavour to include direct engagement with currently serving Armed Forces personnel and their families, please could you confirm if there is any flexibility with respect to the corresponding research timelines to accommodate the time required to obtain approval from the Ministry of Defence's Research Ethics Committee for relevant data collection activities?	This research is primarily about the needs of the family, and does not depend on engaging with serving personnel. The design of the project in response to the tender is the responsibility of the organisation submitting the response. It is up to the bidder to work within the available parameters to ensure their proposed project can be delivered within the timeframe and budget set out in the ITT.
2	Our team routinely conduct social-sciences research for MOD including in relation to the Armed Forces Community and have previously explored the impact of separation upon military personnel and their families. However, we would typically seek ethics approval for work of this nature (the associated process can take some months). We'd be grateful if you could please advise if there is any flexibility on the timelines for delivery of the draft report (currently due in November) and/or the budget?	This research is primarily about the needs of the family, and does not depend on engaging with serving personnel. The design of the project in response to the tender is the responsibility of the organisation submitting the response. It is up to the bidder to work within the available parameters to ensure their proposed project can be delivered within the timeframe and budget set out in the ITT.
3	Would participant incentives be included or outside of the allocated budget?	Everything to be delivered in this contract must be within the stated budget.
4	Who will manage the contract from the Trust's side – will there be a single point of contact, or will we need to coordinate multiple stakeholders?	There will be a single point of contact at the Trust.
5	Can you give an indication as to the length of the monthly progress meetings?	One hour.
6	Is there a character or word limit for questions 1-3 in the technical criteria?	There are no character or word limits, although proposals should be a maximum of 10 pages, excluding appendices.
7	Is there any kind of security clearance required for people working on the project?	There are no specific requirements for security clearance for people working on the project.
8	Could the Trust confirm that the obligation to promote the Trust's interests in clause 3.2 of the Agreement will not affect the Contractor's independence.	Yes, clause 3.2 will not affect the independence of the Contractor or the research findings.
9	Could the Trust confirm the terms of access to the Knowledge Network, and would this extend to permitting the Contractor to use the results of the project for further research. To what extent will the work undertaken be made available on the Knowledge Network?	Information on the Knowledge Network on the Trust's website is freely accessible and available to the general public and other stakeholders. The final report delivered in this contract will be made available on the Trust's website in an appropriate way given the nature of the research. Permission to use the data and results of the project for further research will not be unreasonably withheld, and the Trust must be appropriately credited.
10	Please can you confirm that the Contractor's background IP will not be transferred to the Trust under clause 9.2 of the Agreement.	Any IP that is not directly associated with this project or created under this contract is not subject to clause 9.2 of the agreement.
11	Are you comfortable with a payment/voucher being offered to the members of the submarine community who take part?	No objection to this in principle.
12	Are any further details available on the size and composition (e.g. approximate numbers in single and family living accommodations) of the submarine community?	This data collection and analysis will form part of the research project.
13	Paragraph 2.3(e) states that proposals should be a maximum of 10 pages, does this limit apply to the responses to the Technical Criteria only?	Yes, this applies to the Technical Criteria, which is the substantive part of the submission. Reasonable additional material can be included in appendices.
14	Will the successful bidder have access to notes, recordings or slides from the workshop about support for naval personnel and families in Helensburgh in April 2024? And if so, at what point in the contract will they be made available?	Any relevant data and background information of this nature will be provided to the successful bidder at the earliest opportunity.
15	Is it permitted to include full CVs for key members, a Gantt chart, and an organogram as an appendix? (i.e. excluded from the 10 page limit)?	Yes, reasonable additional material can be included in appendices.
16	Will AFCF be in a position to support the successful bidder with making contact with members of the submariner community?	The Trust will only be able to facilitate contact directly with stakeholders. Those stakeholders may then be able to facilitate direct contact with members of the submariner community.
17	Recruitment: Can the AFC facilitate contact with submariners, not-for-profit sector organizations, and government entities?	The Trust will only be able to facilitate contact directly with stakeholders. Those stakeholders may then be able to facilitate direct contact with members of the submariner community.
18	Target Population: Is the recruitment focus solely on current serving submariners, or does it also include service leavers and veterans?	The research is focused on the needs of the serving Royal Navy Submarine community.