



REQUEST FOR PROPOSAL (RFP)

FOR THE PROVISION OF A RESEARCH PROJECT - ASSESSMENT OF THE SCOPE FOR ADDRESSING FUEL POVERTY IN GREAT BRITAIN BY UPGRADING THE ENERGY EFFICIENCY STANDARDS OF FUEL POOR HOMES



Project	RFQ1045_ Assessment of the Scope for Addressing Fuel Poverty in Great Britain by Upgrading the Energy Efficiency Standards of Fuel Poor Homes
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INTRODUCTION

Worldwide Fund for Nature UK (WWF-UK) would like to invite you to provide a proposal for a research project and report titled 'Assessment of the Scale of Benefits of Upgrading Fuel-Poor Homes with Energy Efficiency Measures in Great Britain'.

Please find enclosed a 'Request for Proposal (RFP) document which includes background information and a response template with instructions.

The Tender pack contains:

- RFP Brief
- Appendix 1 Sample template contract
- Appendix 2 Supplier code of conduct
- Appendix 4 Supplier Sustainable Procurement Questionnaire

If any part of this RFP is unclear, or if you have any questions about any aspect of this process, please email procurement team at the earliest opportunity at: procurement@wwf.org.uk

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CONTEXT

WWF

Founded on 11 September 1961 WWF is the world's largest and most experienced independent conservation organisation, working in more than 90 countries.

A charity dependent upon its five million supporters worldwide - some 90 per cent of our income derives from voluntary sources such as people and the business community.

In addition to funding and managing countless conservation projects throughout the world, WWF continues to lobby governments and policymakers, conduct research, influence education systems, and work with business and industry to address global threats to the planet by seeking long-term solutions.

Further Information can be found at www.wwf.org.uk.

PURPOSE

The purpose of this Request for Proposal (RFQ1045) is to contract for a duration of 2 months, with a research consultant / consultancy company that will provide research and report writing services for WWF-UK.

CONTEXT

We are looking for an expert, external third party (with a strong economic analysis capability) to assess the scope for addressing the economic and social costs associated with fuel poverty through an additional, targeted public funding commitment from 2025 to 2030 delivering energy efficiency measures to low-income households at risk of fuel poverty in Great Britain (GB). The analysis should focus on the scope for moving as many low-income households as possible at risk of fuel poverty in Great Britain to a level of energy efficiency standard represented by Energy Performance Certificate (EPC) band level C by 2030.

Considering different levels of public funding (and building on current Government support for energy efficiency, including through the supplier obligations ECO4 and GBIS), the analysis should estimate the number of fuel poor homes which could be upgraded to an energy performance certificate (EPC) band C level by 2030, factoring in the deployment of heat pumps as part of this. The analysis should also make a broad assessment of the wider economic and social benefits associated with upgrading the energy efficiency standards for this number of fuel poor homes, considering the benefits to households in terms of bill savings as well as the contribution to emissions reduction, plus potential wider socio-economic impacts such as improved health conditions and savings for the NHS.



BACKGROUND

The deployment of energy efficiency measures (both fabric energy efficiency measures and heat pumps) in existing homes is an important way in which the Government can support households to reduce their energy bills and their emissions. Given constrained fiscal resources and taking into account the social and economic benefits, there is clearly a case for targeting additional public support for improving energy efficiency for households to those most in need in the next five years. As well as saving these households money on their energy bills, scaling up the delivery of energy efficiency measures to this group has the potential to bring benefits to the wider economy.

With the Energy Company Obligation and Great British Insulation Scheme due to end in March 2026, work needs to start now on how to scale up delivery to ensure that low income households are able to have their properties upgraded to a high standard of energy efficiency by 2030, in line with the ambition to ensure that as many as households as possible who are in or at risk of fuel poverty are in properties that meet an EPC standard of band level C by 2030.

We are therefore commissioning analysis to better understand the number of low-income households at risk of fuel poverty in Great Britain who could potentially receive home upgrades as a result of providing additional public funding for energy efficiency measures targeted at these fuel poor households, as well as a broad assessment of the wider social and economic benefits associated with upgrading these homes. In this context, the analysis might also assess the potential benefit of a tougher regulatory regime in terms of energy efficiency standards for the Private Rented Sector – for example, with a toughening of the existing standards in 2028.

RFQ1045 SERVICE

PROPOSAL

WWF-UK's provider will deliver service provision for the research project and report writing.

- The analysis should include an estimate of the number of fuel poor homes in England, Scotland and Wales which could be upgraded to an energy performance certificate (EPC) band C level by 2030 under different levels of additional annual public funding from April 2025 onwards (for example, an additional £1 billion, or £1.5 billion, or £2 billion per annum).
- The analysis should consider the possible factoring in of the installation of heat pumps in a number of fuel poor homes alongside fabric efficiency upgrades – for example, consistent with a wider decarbonisation pathway for households generally from 2025 to 2030.
- The range of additional funding levels considered should take into account existing allocated UK Government spending on energy efficiency and heat pump deployment, and also



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assume the continuation of the Energy Company Obligation and Great British Insulation schemes at current levels running up to March 2030 (i.e. c £1.5 billion per annum). The analysis should then assume an additional amount of public funding from April 2025 to March 2030 beyond this baseline to scale up delivery, with the exact levels of additional funding to be agreed at the start of the project.

- These funding levels should cover both the deployment of fabric energy efficiency measures and an element of heat pump delivery as noted above. The precise approach here might be discussed and agreed at the outset of the project.
- The analysis should set out a broad assessment of the potential economic and social benefits that could result from upgrading the energy efficiency standard of a number of fuel poor homes to EPC C by 2030 (associated with a particular level of additional public funding). This analysis might also consider how to factor in the benefits associated with the additional deployment of heat pumps. These benefits should include positive impacts on household bills and greenhouse gas emissions reductions, as well as consideration of wider socio-economic benefits such as health benefits and helping to support jobs in the energy efficiency sector).
- The final analysis should be reflected in a 20-30 page report.

Deliverables:

- A fully designed report, including a 2-4 page executive summary, and relevant images and graphs, that totals up to around 20-30 pages, in the form of a PDF.
- Brief text summarising the report, to be used on a report landing website page.
- Weekly progress meetings, alongside additional communications as required.

Required Expertise:

- Experienced economist or team of economists with strong quantitative modelling expertise and some experience in undertaking economic modelling in an environmental context, preferably on energy efficiency and fuel poverty estimates.
- Please provide evidence of having previously undertaken similar work that demonstrates the required skills and experience, as well as brief professional biographies of the team involved.

EXPECTATIONS

This project is being conducted as part of the WWF-UK and ScottishPower partnership. The project will be jointly led by both parties.

WWF-UK expects the pricing submitted to be accurate and robust and the successful bidder to be able to place and maintaining the services at the prices quoted during the term of the contract.

All prices must be in clearly labelled in Pounds Sterling (£) and be inclusive of all costs.



WWF-UK is seeking to develop a mutually satisfactory relationship with the successful provider. It is envisaged that the features of such a relationship will:
foster effective communication between all parties.

- be based on a partnering ethos and principles built on mutual trust and respect.
- focus on a proactive, problem-solving approach from both parties.
- place emphasis on robust research and accurate reporting

To be considered within this tender exercise, please:

- Adhere to the Time Plan
- Confirm acceptance of the WWF T&C's.
- Confirm acceptance of the WWF Supplier Code of Conduct
- Provide a formal written proposal, including completion of the WWF Sustainable Procurement Questionnaire

Ideally your proposals should:

- a. follow the structure listed in the response instructions listed below, using the same headings and containing the requested information in a Word, PDF or PowerPoint document.
- b. contain diagrams where this will add to clarity,
- c. contain no jargon or un-defined abbreviations / acronyms.
- d. proposals should be no longer than eight pages (names and CVs of staff working on the project are excluded from this).

Note that as the WWF-UK and ScottishPower team will be reviewing more than one proposal, brevity will be appreciated, and that the inclusion of generic but not directly relevant materials should be avoided.

RESPONSE INSTRUCTIONS

1. Experience and Resources

In this section we will be looking for your Account Teams': Overall experience, skills and background on similar projects carried out, alongside how you intend to run the contract at an operational level.

- i. Please evidence depth and breadth of expertise in this field in the charity /not for profit / NGO and commercial / private sectors. Please include names of recent clients for who you have delivered similar work.
- ii. Please attach an organisation diagram to include how you would, ideally, see the human resourcing levels, hierarchy and responsibility.
- iii. Please provide short biographies for all those who would be involved on the project and details of your teams experience relating to the work listed in the RFP.



- iv. Division of responsibilities between WWF-UK and you; description of the working relationship between WWF-UK and you.

2. Implementation and Methodology

In this section we will be looking for your company's: Proposed implementation methodology.

- i. Please evidence your understanding of the brief and propose options for the approach.
- ii. Please outline possible time frames and requirements of us in a project plan
- iii. Please identify the key elements of the process and what the measures of success would be.

3. Commercial

In this section we will be looking for your company's: Commercial proposal, with a clear breakdown of the various fees.

- i. Please evidence value for money; competitive pricing for expertise.
- ii. Fees need to be clear and structured, fully broken down and itemised.
- iii. Please state day / hourly rates and price per project element, ideally with capped fees.
- iv. If VAT registered, please ensure application of vat is clear.
- v. Please include any NGO discounts you may wish to offer.

SENDING YOUR RESPONSE

Please email Procurement@wwf.org.uk and copy Dorothy Tang dtang@wwf.org.uk and Rick Parfett rparfett@wwf.org.uk

To include:

- Proposal
- Completed Sustainable Procurement Questionnaire
- Confirm acceptance of WWF T&C's and Supplier Code of Conduct (this can be communicated within the body of the email).

Deadline: **Midday (12pm) Monday 1st July 2024.**

TIME PLAN

This following time plan is subject to further discussion and refinement at the outset of the project in the usual way.

DESCRIPTION	DUE DATE
Issue of RFP	18/06/24
Email confirmation of interested to submit a proposal	19/06/24
Deadline for Vendor questions	20/06/24
WWF-UK response to all questions issued	21/06/24
Deadline for electronic submissions	01/07/24
Award	10/07/24
Implementation Kick off target	11/07/24
First draft of Report	Week commencing 19/08/24
Final Delivery of Project	Week commencing 02/09/24

Although every effort will be made to adhere to the timing plan, WWF-UK reserves the right to amend the dates stated above.

Should you choose not to respond, or if you are unable to submit an offer, please advise Procurement department by e-mail at Procurement@wwf.co.uk.

EVALUATION CRITERIA

WWF-UK and ScottishPower will consider proposals and appoint the successful third party through a mix of qualitative and quantitative assessments. All proposals will be evaluated on total cost and service levels which provide optimal benefit to WWF-UK and ScottishPower. The following criteria will be used for evaluation:

1- Financial and Terms Proposal 40%

- Total cost of the proposal
- Contractual terms – Acceptance of the WWF-UK T&C's

2- Services Proposal 45%

- Alignment between WWF-UK requirement and the vendor's capacity



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- Quality and effectiveness of the proposed methodology, approach and ability to deliver the brief
- Ability to deliver the outputs according to the required timeline
- Relevant organisational experience, expertise and skills of staff

3- Company Profile and Values including sustainability approach 15%

- Evidence that the vendor is proactively reducing their impact on the planet.
- n.b. this information is collated from the Sustainable Procurement Questionnaire.

CONFIDENTIALITY AND DISCLAIMER

This RFP and any other supplementary information provided to you contains WWF-UK confidential information and shall remain the property of WWF-UK.

- 1.1. This RFP contains proprietary information and is confidential to WWF-UK. No part of the RFP or its attachments may be reproduced, in whole or in part, unless specifically required for your internal use in responding to the RFP. You must not distribute this RFP outside your organisation (including to sub-contractors) without our prior written permission.
- 1.2. The unauthorised disclosure of the RFP or any part of it, or failure to observe other requirements contained in this document will result in your immediate disqualification from further consideration as a bidder.
- 1.3. All information in this RFP and any information provided because of this RFP (including but not limited to the scope of the requirement) is to our reasonable knowledge and belief accurate at the time such information is provided. However, all such information may change over time and WWF-UK makes no representations or warranties concerning the completeness or accuracy of that information. All such information is provided only to indicate to you the scope of WWF-UK's requirements. You are solely responsible to undertake whatever investigation and due diligence you consider appropriate to verify the accuracy of any information provided to you.
- 1.4. All proposals, presentations and supporting materials submitted in response to this RFP will be treated as confidential and used solely for the purpose of selecting a Facilities Services provider for WWF-UK.
- 1.5. This RFQ does not commit WWF-UK to any specific course of action. The issuance of this RFQ does not bind WWF-UK to accept any proposal, in whole or in part.
- 1.6. WWF-UK will attempt to provide limited feedback to every bidder submitting an unsuccessful proposal.
- 1.7. WWF-UK reserves the right to disqualify and reject proposals from vendors who do not comply with these guidelines and anti-bribery act 2010.
- 1.8. As part of this tender process WWF-UK makes no obligations in any way to:
 - (i) pay any vendor for any RFP response; or
 - (ii) award the contract with the lowest or any bidder; or



- (iii) accept any RFP information received from vendors; or
- (iv) include vendors responding to this RFP, in any future invitation; or
- (v) any other commitment to vendors.