Department
for Environment
Food & Rural Affairs

Appendix 2 – Call-Off Procedure:

for The Research, Development and Evidence Framework 1

Tender Reference:

Date: 26/09/2023

1.0 Request for Proposal

1.1 The following document is to be used as a Call-Off template to be sent to all

Contractors on a sub-lot by the Project Manager of the Contracting Authority for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework REQUEST FOR PROPOSAL			
To be completed by Contracting Authority Project Manager please remove all red text before issuing			
Project title:	**Quantifying the economic value of marine species recovery**		
Call off Reference:	**RDE312**		
Atamis project ref (if applicable):	**C21087**		
Cost Centre Code **(for admin purposes only)**	**10021064**		
Date:	**18/10/2023**		
Contracting Authority (Defra and its arms-length bodies etc)	DEFRA		
Project Manager:	[redacted]	**Phone number:**	[redacted]
Authorized by:	[redacted]	**Email:**	[redacted]
Commercial Contact (if applicable):	[redacted]		
Project Start Date	24/11/2023		
Project Completion Date	31/03/2024		

For any projects over the direct award threshold, full competition is required (i.e., all contractors on the Sub-Lot are invited to quote).	**Direct Award**		**Mini-comp**	**X**
Call off from Sub-Lot number	4.1			
Proposal return date:	20/10/2023			

Evaluation criteria:		
Contractors: Failure to meet any minimum score threshold stated will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Quality	**Weighting**	**70%**
Price	**Weighting**	**30%**
Contractors: The scoring mechanism will be evaluated on 0-100 using the below scoring mechanism table to evaluate supplier responses. Minimum quality threshold 50 - If this score is not achieved, your bid will be deemed non-compliant and will be rejected. Failure to meet any minimum score threshold stated may result in the bid being removed from the process with no further evaluation regardless of other quality or price scores		
Quality Sub-Criteria Weightings: (Indicative only)		
Approach & Methodology ***(max.1000words)***	• The proposal must specify the number of marine species to be included in the project and must include the species which are most abundant in English waters. • The proposal must demonstrate one or more methods for measuring species recovery levels and explicitly explain how the measurement will allow the valuation of recovery to be quantified, how these measured levels will be assessed or assigned value and provide a clear explanation of how the assessed value was determined. • The proposal must demonstrate how the outcomes will be applicable to policy decision making in government.	**35%**
Proposed Staff (inc Pen Portraits) and Contractor's experience/accreditations.	• Provide details of the proposed project team and team structure that you intend to use to deliver this project,	**8%**

(max. 500 words)	including any sub-contractors and/or associates. • The proposal must identify a project manager with relevant experiences to manage and commit the identified resources to successfully deliver the outcome in the scope • Provide brief CVs for key staff such as project manager, technical professionals, including their job titles, working years of experiences, the names of organizations, and certificates they hold • The proposal must demonstrate that the team has the relevant technical skills and experiences to deliver the outcomes in the scope. • The proposal must provide the number of days that each team member will undertake for the project, with a justification for these that relates to the specific tasks being completed.	

Project Management (including project plan) & Risk Management ***(max. 1000words)*** •	• The proposal should Provide a Gantt chart presenting milestones, deliverables, timelines and inter-dependencies. (Gantt Chart can be provided as an appendix and does not count towards the word count) • The proposal should provide the project management plan, including day-to-day working for the project, the proposed timetable for the project and wider governance structure. • The proposal should identify potential disruptions to the management of the project. • The proposal should provide the quality assurance process used to ensure quality output, including how the project outcomes will be reviewed and verified. • The proposal must include a completed risk register. It must provide detailed mitigation plans for the top 3 identified key risks, including timeline risks, and protocols to enact contingency plans. (Risk register can be provided as appendix and excluded from word count) • The proposal must propose milestone dates as per specification part 3 in this call off form.	**17%**
Sustainability – Mandatory (max. 500words)	The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the Authority's sustainable procurement policy statement published at: https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement Within this context, the tenders should briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization's approach to this requirement.	**10%**

	The proposal must outline how the CO_2 produced during this project will be minimised The proposal could detail how many petrol/diesel-fueled transports will be replaced by electric vehicles. The proposal could detail how petrol/diesel fueled journeys will be minimised.	

Each quality criterion will be allocated a score of between 0 -100 for the documented response, based on the guidance in the table below. Note that this scoring only applies to quality responses

Descriptor	Score	Definition
Very good	100	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard.
Good	70	Addresses all the Authority's requirements with all the relevant supporting information set out in the Bidder Pack. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard.
Moderate	50	Addresses most of the requirements with most of the relevant supporting information set out in the Bidder Pack. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard.
Weak	20	Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met.
Unacceptable	0	No response or provides a response that gives the Authority no confidence that the requirement will be met.

Specification

1. Description of work required – overall purpose & scope (including reporting requirements)

1. Purpose of the Project
   The purpose of this research is to quantify the benefits of marine species recovery that come about through protective measures such as Marine Protected Area designation, and the costs associated with activities which prevent such recovery.

2. Project rationale
   This research will improve the analysis of policies affecting marine species by enabling the inclusion of recovery values in cost and benefit estimates.

3. Project Overview

   Stage 1:

   The research will begin by identifying which marine species are included in the analysis as part of the project proposal. This should be based on the species whose recovery is expected to have the highest value and the species which are most abundant in English waters. As a minimum we expect this to include the 5 cetaceans most common in English waters (Minke Whale, Harbour Porpoise, Bottlenose Dolphin, White-beaked Dolphin and common Dolphin), Harbour Seals and Grey Seals.

   Stage 2:

   The second stage of the research is to determine how species recovery can be measured. This needs to demonstrate how the measurement will allow the valuation of recovery to be quantified. We would expect species extent (the number of species) and condition (the health of the species) recovery to be considered, with justification needed to exclude either measure from the research. The recovery measurement for each species will need to be considered individually, as a blanket approach across all species may not be appropriate.

   Stage 3:

   The next stage of the research will involve the quantification and analysis of both the costs and benefits associated with improvement or deterioration of marine species recovery. We expect the valuation method to overcome biases that are often associated with standard non-market valuation techniques, including willingness to pay and willingness to accept surveys. This is the first key output of the research.

   Stage 4:

   The final stage of the research will estimate the impact of individual marine activities with the recovery of an individual marine species. The research will need to define how the activity impacts recovery and then apply this to the recovery valuations estimated earlier in the project. The research is expected to have a spatial aspect, defining the impact that a marine activity has on a species' recovery within a given proximity. Quantifying different spatial proximities would considerably strengthen a proposal as this would increase the applicability of the research to policy decision making. Marine activities which should be included in the research include, but are not limited to, fishing with mobile gear across the seafloor, fishing with other mobile gear, fishing with static gear, offshore wind farms (potential to split by floating and fixed), aggregate extraction, cabling and dredging.

4. Project Requirements:

After each stage of the research outlined above, the outputs should be presented back to DEFRA. The final quantified outputs should be presented in an excel document, along with a report on the research. As a minimum, the final report must include:

1) A list of the species in the project, including the justification for the inclusion of each species
2) An explanation of the methodology used to measure species recovery, including justification of why the method was preferable to alternatives.
3) An explanation of the methodology used to quantify the costs and benefits of species recovery, including a justification of why the method was preferable to alternatives.
4) A list of the recovery measurement for each species.
5) A list of the value of costs and benefits for the recovery of each species.
6) A list of how the selected marine activities impact each species recovery, applied to the recovery valuations calculations earlier and including a spatial context.
7) A database in Microsoft Excel which includes the recovery cost and benefit valuation for each species and each marine activity.

2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work.

The project team must include specialists with degrees in economics, with relevant experience in environmental economics and/or marine environmental sciences.

The project team must contain team members with experience in quantifying non-market values and using social research techniques.

3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate) Payment schedule should detail the % amount that will be paid after delivery of each task. *We always hold back a minimum of 30% until the project is complete.*

Task no.	Task and deliverable	Completion date	Payment schedule
1.	To identifying which marine species are included in the analysis	**08/12/23**	**20%**
2	To determine how species recovery can be measured	**19/01/24**	**25%**
3	To provide the quantification and analysis of both the costs and benefits associated with improvement or deterioration of marine species recovery	**16/02/24**	**25%**
4	To estimate the impact of individual marine activities with the recovery of an individual marine species	**28/04/24**	**30%**

A draft of each stage will need to be provided to DEFRA. This will be reviewed and any amendments made by the supplier before the final version is agreed. Final approval will not be unreasonably withheld. Invoices will not be valid without this approval.

4. Risk **Note:** *This section is to be used to detail any risks or key elements relevant to the project i.e., Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc. that could impact the success of the project if they are not managed.*
This project must be completed by 31st March.2024

Note: The following information is managed at framework level and should not be repeated unless there are specific requirements that relate to your project. General requirements should be covered in Section 1 and be included in the Contractors reply to the Approach and Methodology section unless you are using the optional evaluation criteria. Delete sections if not required.

5. Health and Safety Requirements ***Note**: Only include if high risk activities being undertaken e.g., working at height, near or over water). Do not request RAMS or similar risk assessments are returned with submissions. These should only be requested at contract award.*
N/A
6. Further Sustainability Considerations
Nothing further than the Authority's sustainable procurement policy statement.

2.0 Proposal

2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off

procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework 2

PROPOSAL

To be completed by the Contractor

Contractor's Name: ICF Consulting Services Ltd

Call off Reference: RDE312

Sub-Lot Number: 4.1

Date: 20/11/2023

Note: Your proposal must not exceed the max word counts for each criteria. Attachments must not be included unless requested except for a programme diagram and full cost schedule if you consider these would support your proposal.

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.

1. Approach & Methodology

Marine policies in the UK must manage multiple priorities of economic development, including net-zero energy and sustainable fisheries, and the UK's Global Biodiversity commitments and domestic nature recovery targets. These priorities have major economic implications, complex interactions over short and long timescales and face uncertainty from climate change. Economic appraisal of marine policies should include the effects on economic activity and social value (in line with HMT Green Book guidance), but evidence valuing impacts on marine biodiversity is limited, so effects of marine activities on species and ecosystems are often poorly quantified. This project will try to address this gap in evidence for key marine mammal species impacted by marine activities.

Our method will be multi-disciplinary, combining scientific, policy and economic expertise. Following inception, the project team will meet to devise an analysis framework to combine scientific and economic valuation evidence using key parameters of marine species recovery, including: spatial area/proximity to activities; species status; sectors; timescales; and recovery metrics. This framework will then shape parallel reviews of scientific and economic valuation evidence relating to recovery of the species in scope. The marine sectors covered will be confirmed with Defra and will include (but not be limited to): fishing with different broad gear types; offshore energy; aggregates; cabling; marine transport and dredging. The appropriate measurement of the extent and intensity of these activities will be derived from relevant data sources (e.g. fisheries effort by ICES zones, wind farm licencing rounds from The Crown Estate).

In the scientific review, the species will be chosen based on their frequency of occurrence within UK waters and inclusion for regulatory purposes (Annex II listed species or designated site features), which will be identified from published records in the JNCC Cetacean Atlas (for cetaceans) and most recently available monitoring data. Species covered will include cetaceans (minke, humpback & northern bottlenose whales; harbour porpoise; bottlenose, Risso's, white-beaked & common dolphins) and pinnipeds (harbour & grey seals). Key measurements to determine species recovery will be changes in presence/ absence, seasonal distribution and relative abundance of these species within relevant coastal areas.

These key measurements will be derived from available sightings records (e.g. OBIS-SEAMAP) and cause of death records from the Cetacean Strandings Investigation Programme to assess the proportion of mortalities from anthropogenic origin (e.g., by-catch). Sensitivity to recovery and disturbance for different species will be evaluated through grouping species according to ecological roles to indicate where and when each group would be most at risk of interactions with specific marine activities (e.g. foraging depths will be analysed alongside published studies on interactions with human activities, identifying the sensitivity of different species to different activities). Species impact data will also be collated from: Marine site/ development evidence on impacts such as Environmental Statements (ESs); The Crown Estate's Marine Data Exchange for industrial impacts; and studies investigating implemented management strategies (i.e. Marine Protected Areas). Where possible, risk categories will be evaluated over time and overlaid onto a map(s) that also displays sources of disturbance, providing a process for evaluating the costs and benefits of species recovery.

Given the lack of market values for marine species, the economic evidence review will focus on revealed and stated preference evidence. Revealed preference uses observed behaviour to estimate value, while stated preference uses simulated markets. This kind of evidence on marine mammals is limited, but the literature includes studies that cover: broad conservation aims (e.g. McVittie & Moran, 2005); overall species recovery (Marine Scotland, in prep); and changes to specific marine species abundance (e.g. Jobstvogt, 2014). eftec is currently leading a study valuing the bottlenose dolphin among other marine species (results expected February 2024). Finally, values from studies on terrestrial species and biodiversity measures might also be used, such as the valuation of species recovery targets in England for Defra (eftec, awaiting publication).

We will review this evidence in detail to extract the relevant information and to understand the preferences these studies reveal, and link them to the species recovery evidence derived from the scientific review (using the analysis framework). Assumptions on these preferences may be necessary where the evidence base is limited or specific to certain outcomes (e.g. to differentiate between values for increases or decreases in species populations). This evidence will be applied using value transfer principles (following Defra guidance – eftec et.al. 2010), which may require adjustments to data for different species, baseline status, degree of recovery, spatial scale, timescale, and other factors. The people benefiting will also be determined using multiple dimensions including geography, demography, and time (i.e. future generations). The analysis may require novel combinations (e.g. of evidence on the value of overall species recovery with relative preferences for charismatic and non-charismatic species),

as we are not aware of evidence that distinguishes values for status changes for different species. This analysis may produce results with high uncertainty, and we cannot guarantee robust answers to all policy questions of interest. Instances of limited evidence will be clearly reported, and recommendation made to fill gaps.

The final stage of the analysis will be to combine the data on extent and intensity of marine activities, scientific evidence on the impacts of activities on marine mammal recovery, and economic valuations for marine mammal recovery. The results will be presented as a combination of physical data and the monetary value (costs or benefits) of improved or reduced recovery of individual marine species recovery in an Excel™ workbook. This combination of results, along with confidence levels and guidance on what aspects of value they capture, will be designed to provide clear and concise inputs for policy analysis. Where feasible, the workbook will provide a values lookup tool, using parameters such as size, intensity and proximity to marine activities, and the degree and timing of the species' recovery. We will also report on the adequacy of the evidence used in the research, and its appropriate interpretation (e.g. to avoid double-counting with broader measurement and valuation of marine biodiversity recovery).

NOTE: FULL REFERENCES AVAILABLE ON REQUEST

2. Project Management (inc Project plan). A project plan may be provided as an attachment with your reply (delete if not required)

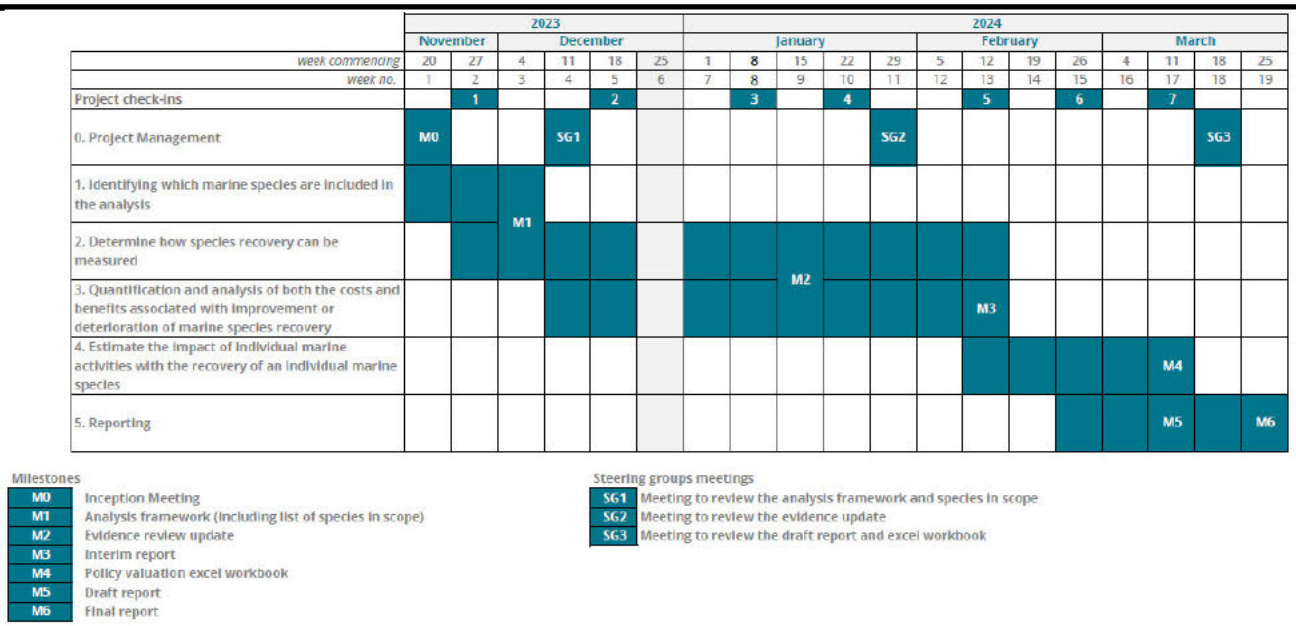
PROJECT MANAGEMENT ARRANGMENTS

The project will be managed in accordance with eftec's Quality Policy (available on request). We adhere to the principles of good business practice and good project management and our procedures are certified to the requirements of ISO 9001:2015. eftec is highly experienced at managing complex projects with project teams comprising eftec team members, partners, and associates to ensure that the best available expertise is assigned to each project requirement. The role of our project manager [redacted] is to ensure the work is coordinated and delivered on time within the available budget and includes scheduling and responding to internal quality assurance procedures. Regular in-person and virtual meetings with the project team ensure consistency between different strands of work and all outputs go through a rigorous review process before submission to clients.

As part of the project management arrangement, we also propose a regular schedule of progress meetings with the Defra project manager which will cover current risks, project progress, and action items (fortnightly – to be confirmed at project inception). Key team members will participate as required. We also propose three steering group meetings to discuss major milestones. Defra would be encouraged to invite relevant representatives to these meetings to provide comment and discuss the research to date.

TASKS AND MILESTONES

Our proposed project plan is summarised in the following Gantt chart (full size image provided as attachment), which sets out the timings for the project tasks and deliverables. Project progress will be monitored against this schedule.



Task 0. Project Management. An inception meeting will be arranged to confirm the project objectives, tasks, milestones and timetable. eftec will produce inception meeting minutes that update this approach to reflect the discussion.

- Milestone 0: Inception meeting (w/c 20th November).

Task 1. Identifying which marine species are included in the analysis. The team will devise an analysis framework for combining scientific and economic valuation evidence. This process with also identify the list of species and marine activities in scope.

- Milestone 1: Analysis framework including list of species in scope (w/c 4th December 2023)

Task 2. Determine how species recovery can be measured. The team will conduct the scientific evidence review of the impacts to marine species (see Method). We will report progress during the review, highlighting where adequate information or data gaps have been found. This will include a list of the recovery measurements for each species, which will continue to be updated throughout the research period.

- Milestone 2: Evidence review update (w/ 15th January 2023)

Task 3. Quantification and analysis of both the costs and benefits associated with improvement or deterioration of marine species recovery. This Task will review marine mammal economic valuation evidence. It will be reported, with outputs from Task 2, in an interim report. This will include draft spatial outputs (maps).

- Milestone 3: Interim report (w/c 12th February 2023)

Task 4. Estimate the impact of individual marine activities with the recovery of an individual marine species. The economic and scientific review findings will be combined, using the analysis framework from Task 2, to produce results on the value (costs or benefits) of improved or reduced recovery of individual marine species. The results will be presented as a combination of physical data on species recovery with monetary value evidence in an Excel™ database.

- Milestone 4: Policy valuation excel workbook (w/c 11th March 2023)

Task 5. Reporting. A draft report will consolidate the outputs and findings from Tasks 1-4. This will document the approach, specific methodologies used, and learning gained. The report will include specific guidance and recommendations.

- Milestone 5: Draft report (w/c 11th March 2023)

Comments from Defra will be consolidated and reflected in the final report. A meeting will be organised to discuss these comments and the presentation format for conclusions, recommendations and the executive summary.

- Milestone 6: Final report (w/c 25th March 2023)

PROJECT TIMETABLE

Our proposed timetable matches that laid out in the specification for project deliverables. below are the suggested payment milestones.

- Task 1 (Milestone 1) - complete w/c 4th Dec 2023 - 20% of payment
- Task 2 (Milestone 2) - complete w/c 15th Jan 2024 - 25% of payment
- Task 3 (Milestone 3) - complete w/c 12th Feb 2024 - 25% of payment
- Task 4 (Milestone 6) - complete w/c 25th Mar 2024 - 30% of payment

The detailed timetable for this project is shown in the attached Gantt chart.

3. Proposed Staff who will do the work and briefly state previous relevant qualification/experience. Contractors experience of undertaking similar projects and accreditations (if requested).

eftec will be the lead consultancy responsible for overall management and implementation of the research. The project team will also comprise of eftec associates [redacted] will provide project quality assurance.

Key eftec personnel are introduced below (CVs attached):

[redacted]

[redacted]

This scientific team has experience in coordinating multidisciplinary research to deliver policy-relevant impact. They have knowledge of passive acoustics as a tool for marine mammal monitoring, and to evaluate impacts on marine mammals related to sources of human disturbance.

4. Risk

Note: *This section is to be used to detail any risks relevant to the project i.e. Programme deliverable dates, data, consultees etc.*

Our management of project risks involves ongoing review of the project and facilitates pre-emptive action as required to maintain project schedule and outputs. Changes to project risks will be an explicit part of fortnightly project management updates to Defra. Should any risks change significantly, they would first be addressed by the Project Manager, and if no sufficient conclusion, then it will be handled by eftec's Founding Director, Ece Ozdemiroglu.

Potential risks to this project, and mitigating actions, are set out in the risk register (attached). These risks will be discussed with Defra as part of the project inception. There is potential for this project to handle policy-sensitive data, such as on potential impacts of marine activities, or unpublished Government studies. All information will be communicated and stored in line with eftec's data management policy (available on request). We will set up a secure file-sharing portal to handle information across the project team.

QUALITY ASSURANCE

Our overall quality management and assurance processes include a risk management assessment, data protection (covering confidential and commercially sensitive information), sustainability and health and safety policies. Tiziana Papa (Project Manager) will be responsible for ensuring all team contributions to the final deliverables align with expectations and ensure that Defra has opportunity to review the final drafts and that all feedback is addressed. Ian Dickie (Project Director) will review interim outputs to ensure that they meet our quality standards and the project specification. Ece Ozdemiroglu (eftec Director) will undertake an independent review of key outputs. Prof. Nick Hanley will provide expert review in addition to his inputs on the quality of the economic evidence used.

5. Health & Safety (only complete if requested in defined evaluation criteria)

N/A

6. Sustainability (only complete if requested in defined evaluation criteria)

Sustainability is an explicit component of eftec's Corporate Social Responsibility Policy (CSR) which describes how we integrate our business values and operations to meet our own expectations and those of our stakeholders, including clients, employees, investors, suppliers, the local community, and the environment. We have equality and employment policies to ensure we provide a fair and inclusive working environment. We are not only committed to providing services that reduce costs to ourselves and to our clients, but also to improving sustainability through regular review, monitoring and feedback.

Our environmental policy is core to our sustainability objectives. eftec monitors its environmental impact, in particular GHG emissions and produces an annual report that forms the basis for our carbon offset purchase. As an office-based company with no direct impact on land use, the majority of our environmental impact comes for carbon emissions (and other resource uses). We follow 'minimise first, offset later' rule, and work to minimise our consumption and impacts, and offset where they cannot be avoided. In the latest report for 2020-21 we have used the GHG Protocol and BEIS conversation factors to identify Scope 1, 2 and 3 emissions. Scope 1 is not applicable to our activities. Our Scope 2 emissions are zero as we purchase electricity from a 100% renewable provider. Scope 3 emissions include capital expenditure, utilities, consumables, business travel and commuting to work. Due to changes in working practices resulting from the COVID-19 pandemic, we also included the use of energy by staff while they work at home.

Our offsets have been purchased from World Land Trust – www.carbonbalanced.org through a biodiversity friendly voluntary offset programme since 2007. We remain committed to Net Zero. Our staff training includes awareness of our environmental management policies and impacts. Going forward, we will continue our plan to minimise our GHG emissions by maintaining our renewable energy purchase, minimising our capital purchase, and choosing minimal impact

products, minimising our consumption of materials and travel, and encouraging our suppliers to move to less polluting production and service provision.

This, alongside a future development of Science-Based Targets for the reduction of our emissions, will enable eftec to become a net-zero organisation through further reduction of emissions and thereby less need for offsetting. These actions are appropriate for a service sector SME like eftec.

In addition to actions stemming from our overall policy, to minimise environmental impacts due to this project all project meetings (both internal or external) will be conducted with an option for online participation via platforms such as Zoom or Teams to avoid unnecessary travel. We have found the online meetings often accomplish the same aims at little to no loss in the quality of delivery. Our CSR policy, environment policy, Environment Report, Scopes 1-3 emissions, offsetting and reduction plans are available upon request.

7. Cost Proposal

Please use day rates, including any applicable discounts, as agreed under the framework contract. A full cost schedule may be attached to support the costs summarised below.

Task No.	Name	Framework grade	Day rate	No. of Days or part thereof	Cost
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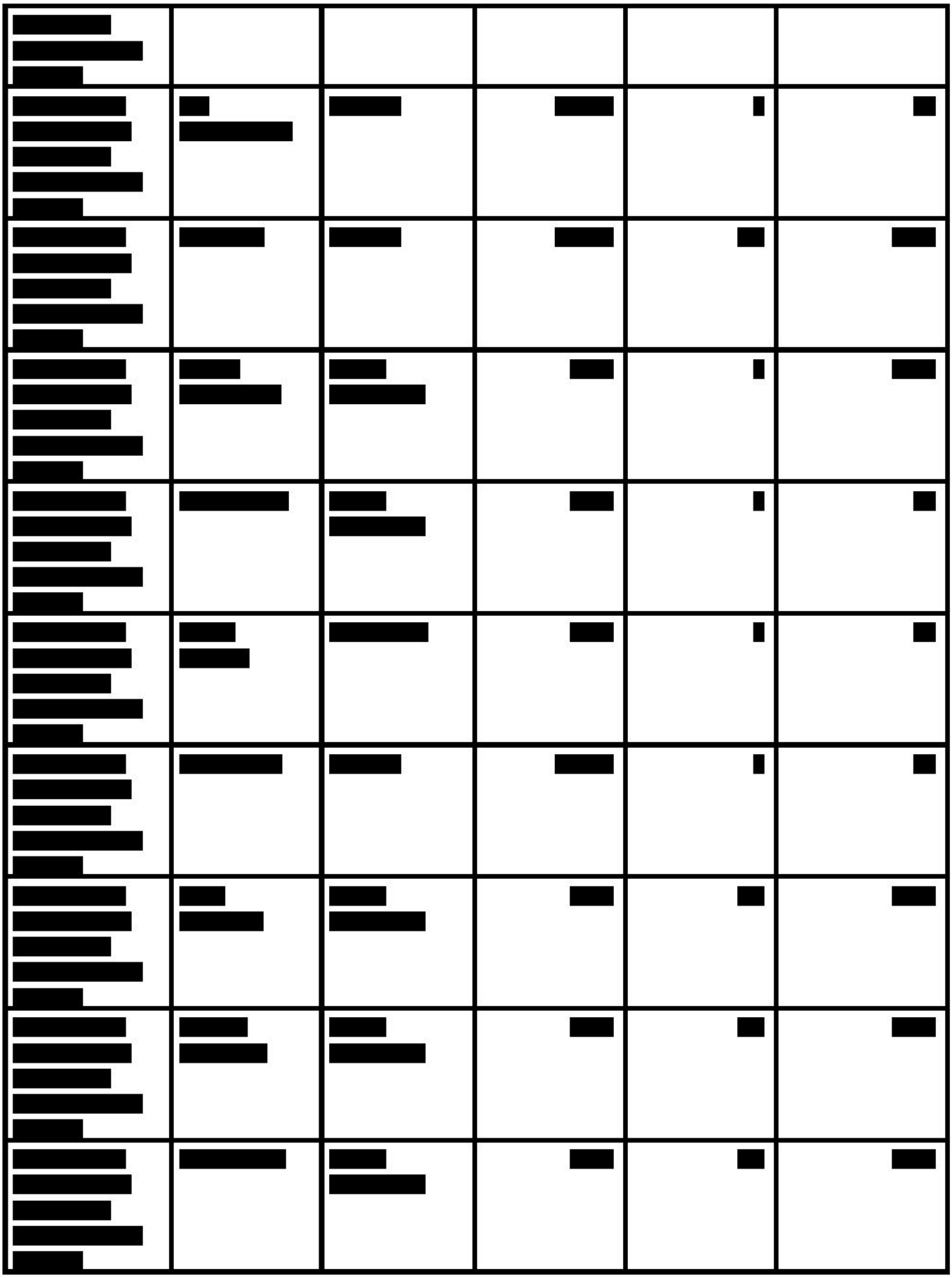

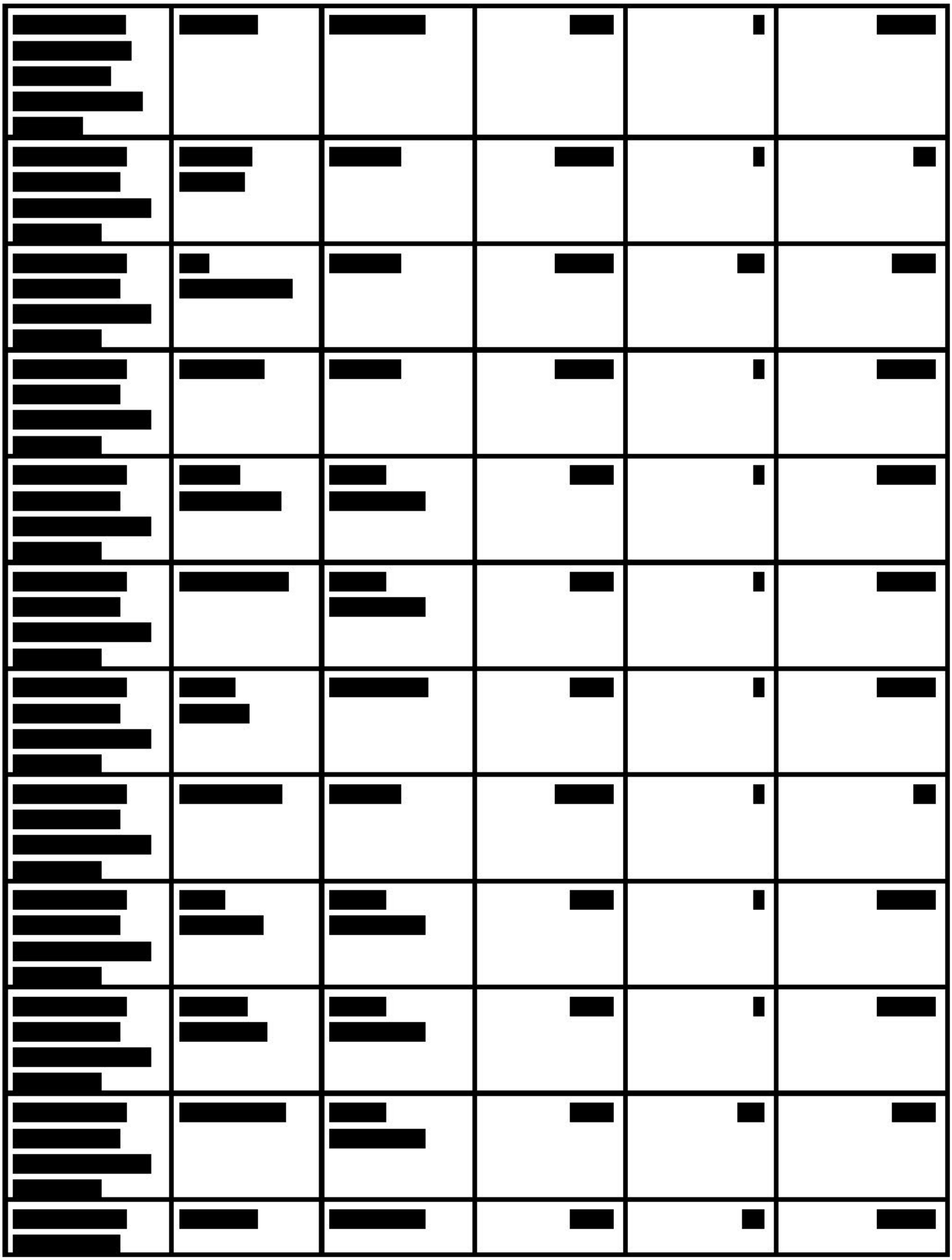

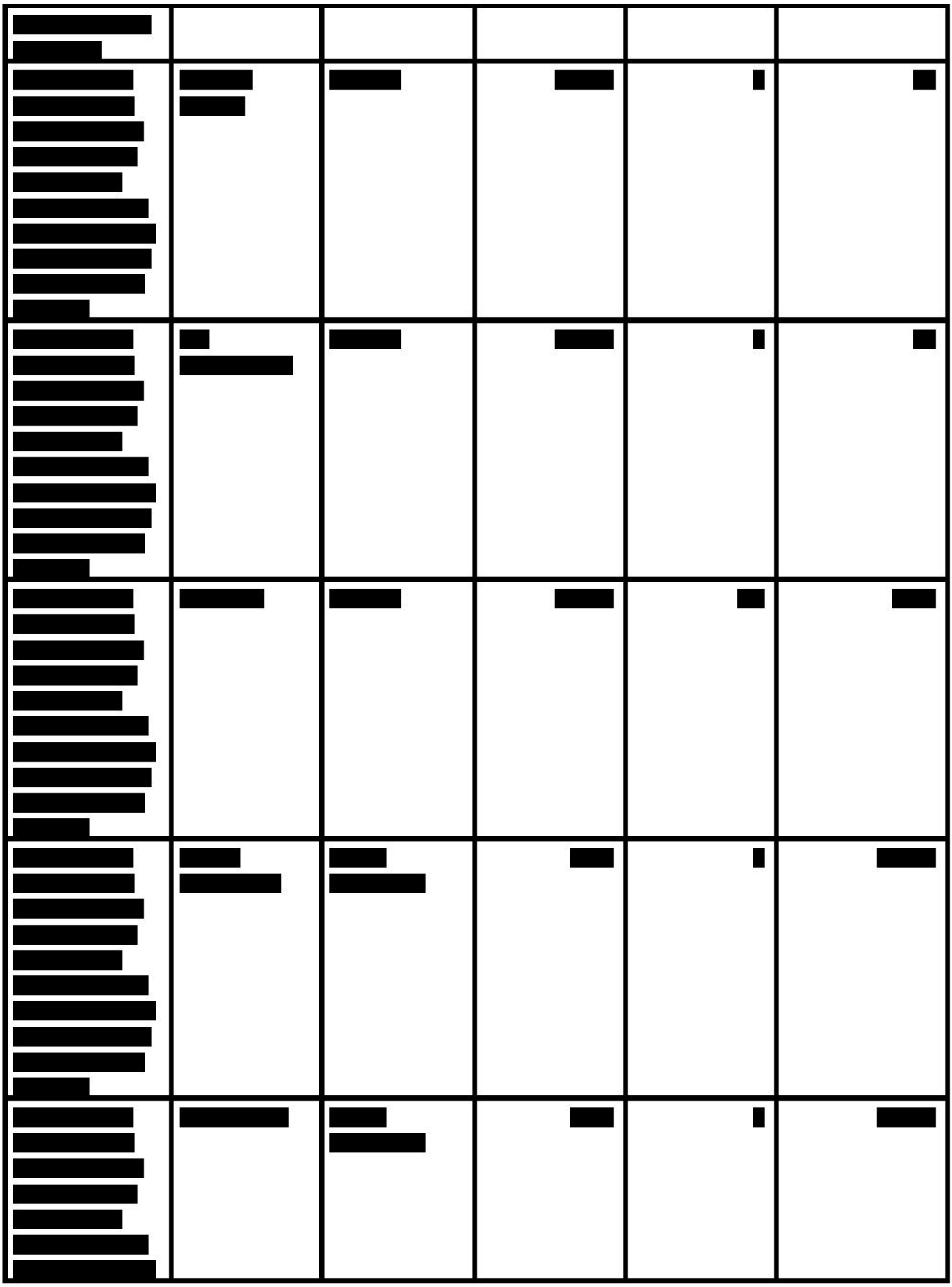

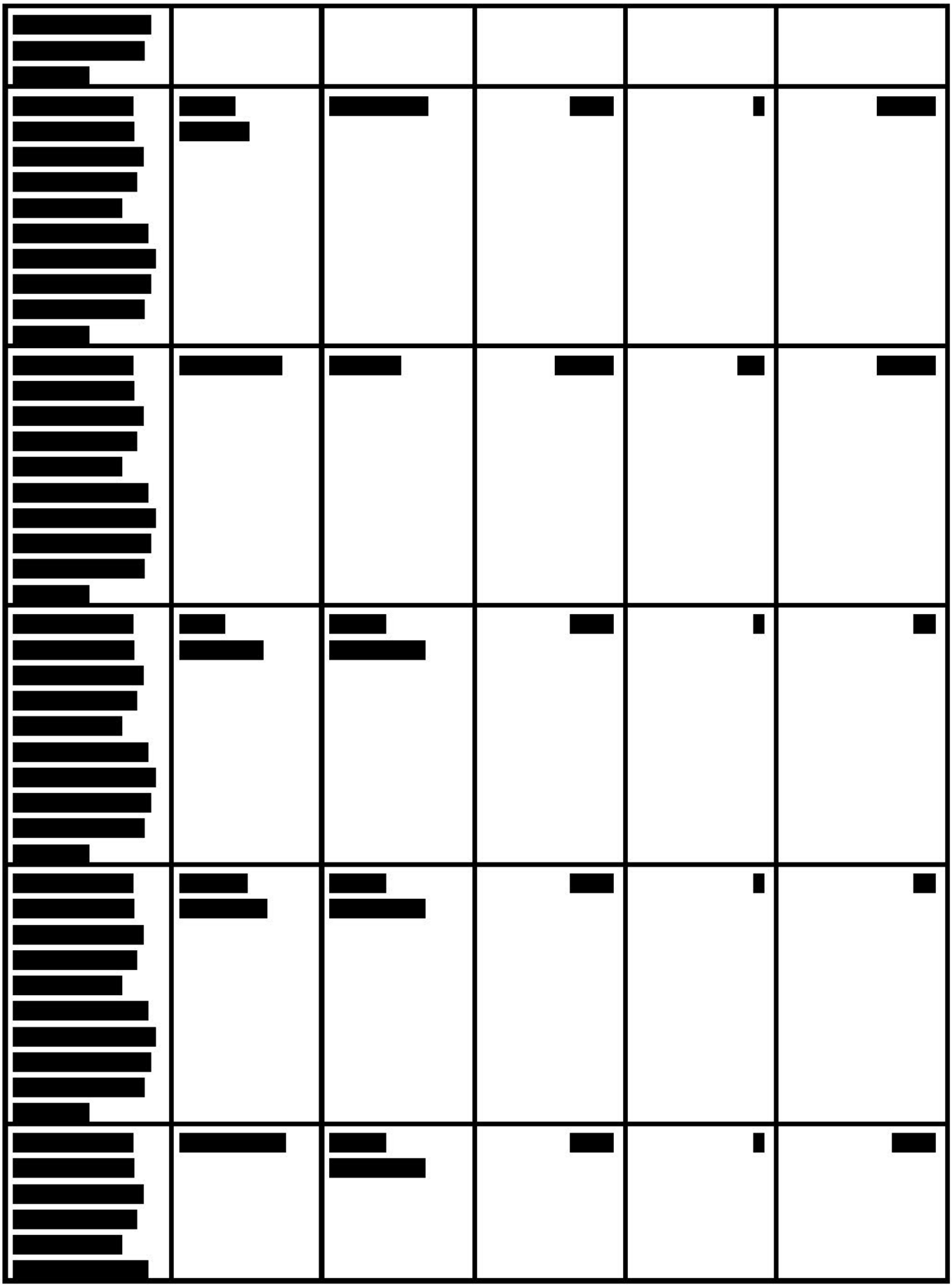

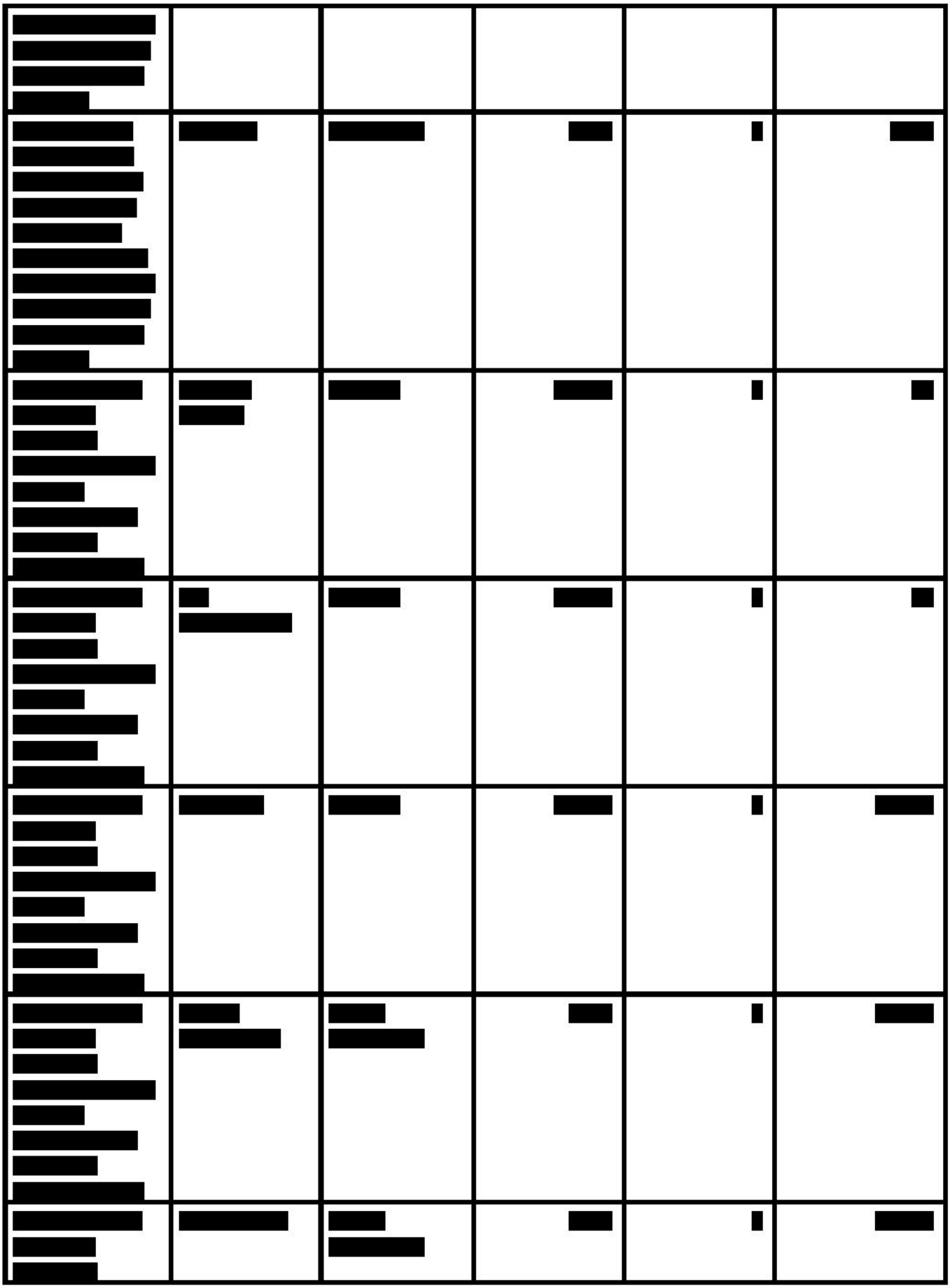

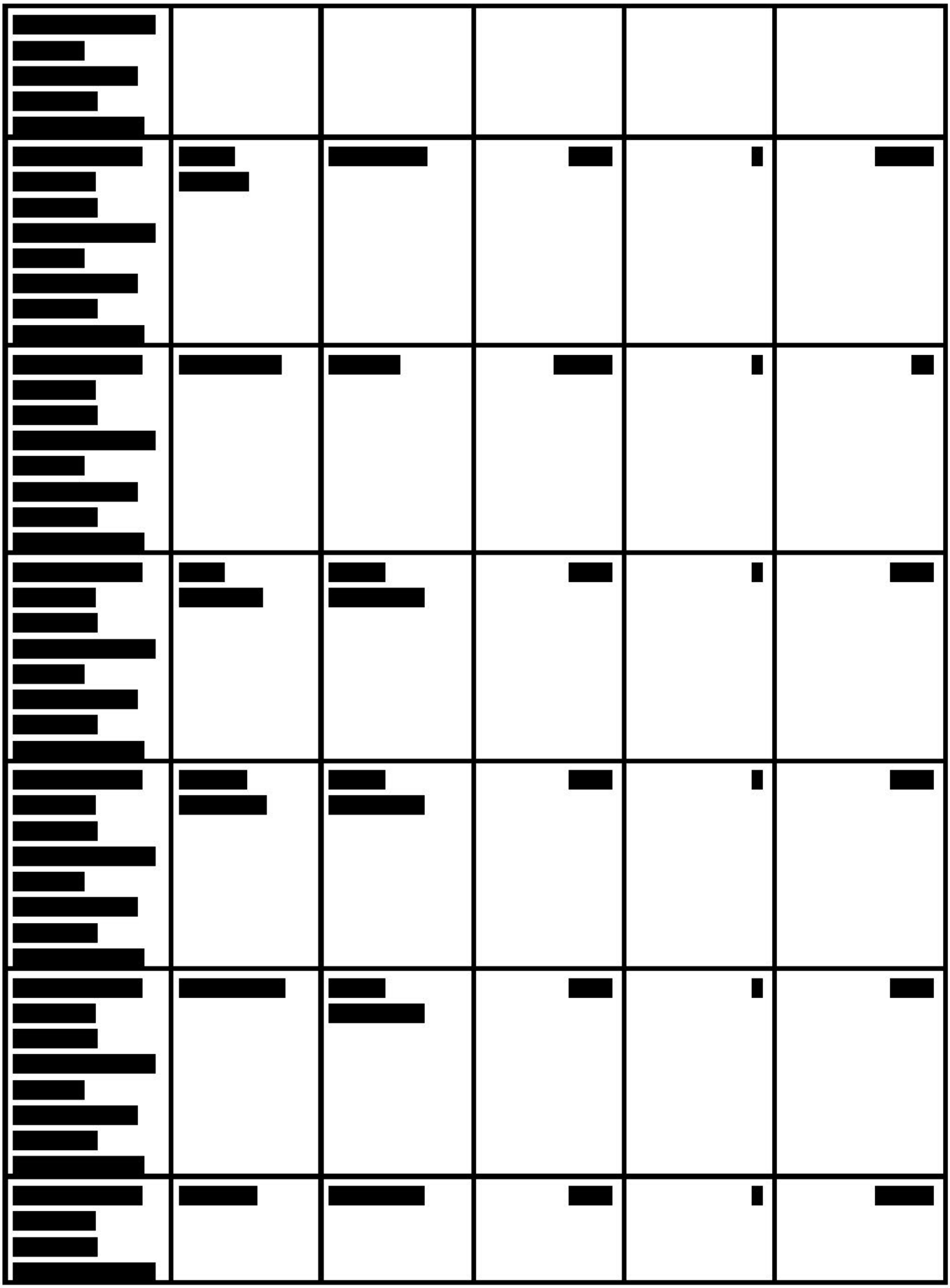

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[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
			Total Staff Costs		[redacted]
Expenses (please detail type i.e. travel, accommodation etc.)			[redacted]		
			Overall Costs		[redacted]

By signing this form eftec agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1Conditions of Contract.

Contractor Project Manager:	[redacted]
Signature:	[redacted]
Date:	20/11/2023

[redacted]

3.0 Order Form

3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.

Research, Development and Evidence Framework 2 **ORDER FORM**
To be completed by Contracting Authority Project Manager and sent to Contractor for countersignature. PLEASE INCLUDE ENTIRE DOCUMENT
Project title: Quantifying the economic value of marine species recovery **Call off Reference:** RDE 312 **Atamis project ref (if applicable):** C21087 **Date:** 24/11/2023

THE Contracting Authority: The Department for Environment, Food and Rural Affairs, [redacted]

THE CONTRACTOR: ICF Consulting Services Ltd., [redacted]

[Contracting Authority guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [Insert date of issue]. It's issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of [Insert name of project].

CALL-OFF SUB-LOT: 4.1

CALL-OFF INCORPORATED TERMS The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Request for Proposal;
3. Proposal;

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF CONTRACT START DATE: 24/11/2023

CALL-OFF CONTRACT EXPIRY DATE: 31/03/2024

CALL-OFF PERIOD: 0 years 4 months

For and on behalf of the Supplier: For and on behalf of the Buyer:

Appendix

Project Risk Register **eftec + ICF**

Project risks and mitigating actions are described in the table below. They are rated (H - High, M - Medium, L - Low)

		Risk Score	Remedial Action/Mitigation	Residual
1	Meeting key deliverables on time	H	The project has a relatively rapid timescale, but the work plan has been carefully constructed to provide adequate duration for more time-consuming tasks and ensure punctual completion. The project plan will be continuously reviewed and internal deadlines updated to ensure timely delivery. The delivery timetable will be reported to Defra on a regular basis.	M
2	Difficulty in obtaining data to inform the review of existing evidence	H	A broad range of evidence will be used, drawing from literature and expert knowledge. Potential gaps in the data will be highlighted as soon as possible to identify areas that may need additional research and/or modification of the methodology. Moreover, team members allocated to tasks are experienced in assessing and prioritising relevant data sources and are familiar with the strengths and limitations of relevant data sources. Where data gaps persist, we will make these clear and provide appropriate reporting and guidance with respect to limitations and weaknesses of "second-best" approaches. We will also make recommendations to fill these gaps.	M
3	High uncertainty in results/ contradictory information	H	The team has experience in research areas where uncertainty is a challenge and will apply best practice approaches to sourcing and analysing data to strengthen the reliability of conclusions.	M
4	Difficulty in linking scientific and economic evidence in a coherent manner	H	The team selected has longstanding experience in fostering collaboration across different disciplines, combining scientific, policy and economic valuation expertise. An analysis framework will be developed in the initial stages of the project to maximise links between the scientific and economic evidence. For all metrics identified the underlying assumptions will be clarified and the use of data will always be linked back to the policy need.	L
5	Final report does not provide an adequate or robust evidence base for future policies to be based upon	H	Regular milestones and meetings will enable Defra to ensure that outputs continue to be useful at each work package and appropriately provide the evidence needed to underpin future policy.	M
6	Continuity of personnel (through	H	Team requirements for this project have been carefully determined, and the project manager will actively manage resources and schedule tasks accordingly.	L

	illness or unavailability)		Across the project team there are suitably skilled alternative staff who can deliver the project Tasks if unexpected unavailability arises. Team members would only be replaced by suitably experienced and equally qualified personnel approved by Defra. We will ensure appropriate succession plans are in place for key personnel to mitigate any negative impact on delivery of the programme.	
7	Poor quality outputs	M	All work within the project will be subject to eftec's quality assurance policy. In particular, this will include independent review of all outputs by an eftec Director (Ece Ozdemiroglu).	L