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Installer / contractors representatives ²⁸ (those funded by Phase 3a)	Scheme administrative data.	To provide insights into the challenges in delivering low carbon installations and to discuss challenges to the supply chain in general.
Supply chain representatives	Approaching relevant groups. Expected to include: manufacturers; accreditation and training bodies in low carbon sector; low carbon supply chain representatives (i.e. trade associations).	To provide insights and thoughts around how the supply chain is developing and adapting to meet the demands of PSDS.
Phase 3a grant recipients (single-year projects who also received Phase 2 of the LCSF)	Scheme administrative data. Should ensure there is a spread across organisations and projects.	To provide insights around whether Phase 2 of the LCSF enabled decarbonisation measures to be identified, increased the scope of measures or accelerated the delivery of decarbonisation. To also provide an understanding around the role of LCSF in their application / project.
Non-participants who previously received Phase 2 of the LCSF (eligible non-applicants and scheme applicants who did not receive funding)	Scheme administrative data to identify those applicants who did not receive funding / did not apply.	To understand why non-applicants did not apply and to discuss marketing of the scheme and their strategy for decarbonisation in the absence of funding. For those who did apply, to also discuss the application process and what (if any) impact the development of their application had on their decarbonisation aspirations and strategy. To understand how receiving Phase 2 of the LCSF will support them with their decarbonisation plans.
Phase 2 of the LCSF contractors / consultants	Scheme administrative data.	To understand the types of support they provided Phase 2 of the LCSF recipients and the challenges and barriers to public sector sites undertaking low carbon projects.

²⁸ As described above, installers submit contact details voluntarily to BEIS.

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For qualitative interviews across both stages of this project, bidders should ensure that they have reflected the proposed sampling approach, how they would acquire and maintain engagement with participants (including proposed interview lengths with each participant group), any expected challenges and mitigation strategies, and their approach to quality assurance. Bidders should also explain how data will be collected, analysed and reported on. Suppliers should refer to detail outlined in Section 4 (*data collection and analysis considerations*) to support their bids. Bidders must ensure that they outline when they propose to conduct all interviews across both stages of the project.

Third Party Technical Assessors focus group

Third Party Technical Assessors are expert subcontractors who provide technical advice to Salix when reviewing PSDS applications (they do not have a role in LCSF). Subsequently, the successful contractor could conduct a focus group with this group to provide insight around their experiences and thoughts of the Phase 3 application assessment process, as well as a high-level insight of the understanding and engagement with decarbonisation and the scheme itself across the public sector. As with the qualitative interviews, bidders should note any expected challenges and potential mitigating strategies and should refer to Section 4 when outlining their proposed approach to sampling and collecting data on this group. Bidders should also propose when they would look to conduct this research.

Year 1 case study interviews

To understand how multi-year projects have engaged with the requirements of the scheme, BEIS proposes that the successful contractor conducts three waves of case study interviews with multi-year grant recipients which are conducting projects of interest across multiple years of Phase 3 of the PSDS. This will help BEIS to explore the differences between single-year and multi-year projects, for example, through understanding multi-year projects' ambitions, their experiences with delivery and timescales, their management and approach of projects and funding, and whether they are equipped to deliver longer-term projects.

The sample of sites will need to be scoped and agreed with BEIS, but could include projects installing technologies of interest, demonstrating the bundling approach, those which have received LCSF, or those with multiple sites and/or large-scale projects. It is expected that the case studies will also be able to illustrate any specific challenges or benefits faced by multi-year projects.

BEIS expects up to 5 sites to be included as case studies in the first year of Phase 3 (with 3 interviews per site), however we are open to suggestions on this. BEIS proposes flexibility in the assignment of the number of interviews to each site as some projects may be larger in scale and require more interviews than others. The successful contractor will therefore need to scope this and agree the samples with BEIS. However, it is expected that at least two interviews could be assigned to each case study site to collect evidence from projects' internal energy manager (or equivalent) and their respective installer. Suppliers are invited to propose (with justification) whether case study interviews should be conducted face-to-face or over the phone.

With respect to all waves of case studies, bidders should outline their proposed sampling approach, how they would achieve and maintain engagement with participants (including proposed interview length), any expected challenges and mitigation strategies and their approach to quality assurance. Bidders should also outline how data will be collected, analysed and reported on. Section 4

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provides more detail on what bidders should consider. Bidders should also outline when they propose to conduct the three waves of case studies.

Impact and Economic evaluation scoping

The successful contractor will be expected to confirm the methodological approach to conducting the impact and economic evaluation work for Phase 3 of the PSDS in Stage 2 of the project. The contractor will be required to scope and confirm how impact and cost-effectiveness will be established. As part of this work, the contractor will need to confirm whether a suitable counterfactual group exists, and if so, how they can be identified and recruited as part of the impact and economic evaluation workstreams to be delivered in Stage 2. As part of the scoping, the successful contractor will be required to undertake desk research, feed in insights from the theory of change and conduct the data scoping and analysis workstream to identify relevant data which will need to be collected (and confirming the means for collecting it). Where possible, materials from the Phase 1 evaluation will be made available to the successful contractor so that they can consider how best to make the Phase 1 and Phase 3 impact and economic evaluations comparable, whilst also ensuring that the most appropriate method is being considered for the Phase 3 evaluation.

It is expected that a quasi-experimental analysis (QEA) approach will be scoped to identify an appropriate methodology to assess additionality of Phase 3 of the PSDS on organisations receiving funding. BEIS assumes that a difference-in-difference approach will be taken with a viable counterfactual identified through scoping (such as matching with non-beneficiaries of the scheme), but suppliers are encouraged to suggest appropriate alternative methodologies. BEIS expects suppliers in their bids to outline an appropriate impact evaluation methodology that they would utilise for this project. All approaches proposed must be compliant with the Magenta Book²⁹. It is envisaged that the impact evaluation will draw on qualitative and quantitative primary research findings, as well as scheme delivery data, meter data (ND-NEED) and supply chain data (to be scoped).

BEIS also requires the economic evaluation to be scoped to identify how value for money and cost-effectiveness of Phase 3 of the PSDS can be determined. BEIS assumes that a cost-benefit analysis (CBA) approach will be taken, however suppliers are also encouraged to suggest appropriate alternative methodologies in their bids when outlining approaches that they would consider utilising for this project. All approaches proposed must be compliant with the Green Book³⁰. It is also expected that the successful contractor will engage directly with BEIS analysts to ensure that the agreed economic evaluation approach is comparable with internal analysis. It is expected that the economic evaluation will also draw on qualitative and quantitative primary research findings, as well as the QEA and secondary data sources.

Impact and economic evaluation approaches should also be scoped with the consideration that further evaluation of Phase 3 could be conducted further down the line, if BEIS decided that additional evaluation work was necessary to track long-term impacts.

It is expected that impact and economic analysis will be cut by different subgroups, including the split between single-year projects and multi-year projects, the various single-year projects from the

²⁹ HMT, 2020. The Magenta Book. <https://www.gov.uk/government/publications/the-magenta-book>

³⁰ HMT, 2020. The Green Book.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/938046/The_Green_Book_2020.pdf

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three Phase 3 delivery years, and those projects that receive PSDS-only and those who have previously received LCSF.

Bidders are reminded that BEIS also requires some analysis of the impact and cost-effectiveness of Phase 2 of the PSDS. This work will need scoping, but it is expected to be smaller in scale and will likely make use of matching and analysing secondary data sources (e.g., scheme administration data, scheme monitoring data, and ND-NEED) to establish impact and cost-effectiveness. Due to Phase 2 being smaller in scale, analysis may involve measuring the impacts of Phase 2 and 3 together so that the carbon savings associated with Phase 2 can be counted. However, BEIS would like the successful contractor to scope approaches further to confirm how Phase 2 impacts could be measured.

Suppliers should outline their proposed approach and timings to scoping the evaluation approaches and demonstrate knowledge of the relevant datasets they intend to explore. Where relevant, suppliers should also outline any challenges and mitigations as well as their approach to quality assurance.

The reporting of the progress of this scoping work, and any recommended approaches, should be included in the interim reporting (see *Outputs* in Section 2 *Aims and Objectives*). Following the completion of scoping work, BEIS expects the successful contractor to run an internal workshop with the BEIS project team to agree and confirm the approach for Stage 2 of the project. Bidders should propose the potential timing of this workshop.

Year 2 (FY 2023/24)*Phase 3a single-year projects quantitative telephone survey*

To support the process, impact and economic evaluation, BEIS expects quantitative telephone surveys of scheme participants (Phase 3a single-year projects only). The appointed contractor will be asked to determine the most effective sample design. BEIS expects that this will require further scoping in Stage 1.

BEIS anticipates the aim of this survey will be to investigate attitudes, understanding, awareness and behaviours of decarbonisation of public sector sites, as well as asking for detail around Phase 3a single-year projects implemented using scheme funding and any early outcomes.

Surveys should be designed in such a way that allows comparisons with the surveys conducted in the Phase 1 of the PSDS evaluation, later waves of surveys (single-year projects and multi-year projects across all of Phase 3), and potentially with the same groups in the future should BEIS decide further evaluation work is required. Surveys should therefore be consistent across waves, but with the option to change a couple of questions based on changing priorities each year.

Salix will provide contact details (i.e., names, telephone numbers and email addresses, see Annex 1) to BEIS and the appointed contractor. For all surveys across both stages of this project, bidders are expected to outline their recruitment and sampling approach; how they would acquire and maintain engagement with participants (e.g. considering whether incentives will be required); how robustness of samples will be ensured; challenges and mitigations; and approach to quality assurance. Bidders should also note what they consider to be an appropriate survey length with this group. Suppliers are welcome to suggest an alternative sample design. Bidders should also consider how analysis will be conducted and reported, especially with small base sizes. Suppliers

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should refer to the data collection and analysis specifications in Section 4. Bids should outline when the three waves of surveys will be conducted.

LCSF consultant / contractor workshop

The successful contractor should look to conduct a workshop with representatives from LCSF consultants / contractors. The aims of this session will be to understand common experiences of the type of support they are providing and the challenges and barriers to public sector sites undertaking low carbon projects.

The successful contractor will be expected to work with BEIS to agree on the sample, although bidders should outline their proposed approach to sampling, recruitment and analysis (see Section 4). Bids should also outline any potential challenges and mitigation strategies. Bidders should also propose the length of time to conduct this workshop and when they would look to conduct it.

Year 2 qualitative interviews

In Phase 3b of the PSDS, BEIS proposes that the successful contractor conducts qualitative telephone interviews with the following subgroups to evaluate the scheme design, marketing of the scheme, the application process, and the supply chain response. Findings from these interviews will continue to feed into both the process evaluation and impact evaluation, serving to monitor the progress of the scheme and fill gaps in the quantitative research.

Group	Sample	Rationale
Phase 3b grant recipients (single-year projects)	Scheme administrative data. Should ensure there is a spread across organisations and projects.	To provide insight around the scheme and funding mechanisms, marketing of the scheme and their decision-making.
Phase 3b grant recipients (single-year projects) who also received LCSF	Scheme administrative data. Should ensure there is a spread across organisations and projects.	To provide insight around the scheme and funding mechanisms, marketing of the scheme and their decision-making. To also provide an understanding around the role of LCSF in their application / project.
Installer / contractor representatives (those funded by Phase 3b)	Scheme administrative data.	To provide insights into the challenges in delivering low carbon installations and to discuss challenges to the supply chain in general.

Year 2 case study interviews

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The second wave of case study interviews should look to include the previous 5 multi-year projects which started in Phase 3a, as well as an additional 10 multi-year projects that start in Phase 3b. As with the first wave of case studies, it is expected that the successful contractor will conduct 3 interviews per site (at least one with the internal energy manager or equivalent and one with the installer). Again, flexibility in the assignment of the number of interviews to each site will need to be taken and the successful contractor will need to agree this with BEIS. The sample of the additional 10 sites will need to be scoped and agreed with BEIS.

Stage 2 (April 2024 – March 2026)**Year 3 (FY 2024/25)**

In Stage 2, the continued process evaluation will sit alongside the impact and economic evaluation. As with Stage 1, bidders are welcome to suggest innovative methods for gathering evidence to support this stage beyond what is outlined below.

As noted previously, bidders should be aware that neither the final funding amount for FY 2024/25 of Phase 3 of the PSDS, nor any revised application guidance for that financial year will be published until 2023. As such, changes to the current evaluation plan may be required to be responsive to the final design for the final year of Phase 3. BEIS expects any required contract changes related to the final year of Phase 3 would apply to FYs 2024/25 and 2025/26 of the evaluation contract. These changes could include (but are not limited to): changes to the contract length, reallocation of spend within the contract, or a reduction to the overall contract value.

Phase 3 of the PSDS Theory of Change refinement (including LCSF)

The successful contractor will be expected to update and refine the theory of change, assumptions and research questions following the findings from Stage 1 and throughout Stage 2. Updating the model will increase the credibility of the commissioned work and ensure that Stage 2 is fit-for-purpose. This work may be informed by an additional workshop or focus group, though other or combined approaches can be suggested. Bidders should outline when they would expect to conduct this work.

Follow-up interviews with Phase 3a single-year projects

BEIS expects the appointed contractor to conduct follow-up qualitative telephone interviews with Phase 3a single-year grant recipients from the first quantitative survey (mix of PSDS-only projects and those projects who also received LCSF previously). The aim of this would be to investigate and explain any trends of interest emerging from the survey and explore impacts a year after their projects conclude. Suppliers should reflect what they consider to be an appropriate length for all follow-up interviews with grant recipients.

Phase 3b single-year projects quantitative telephone survey

To support the process, impact and economic evaluation, BEIS expects a second wave of quantitative telephone surveys of scheme participants (Phase 3b single-year projects only). The aims of the survey will be the same as the first wave in that it will look to investigate attitudes, understanding, awareness and behaviours of decarbonisation of public sector sites, as well as asking for detail around Phase 3b single-year projects implemented using scheme funding and any early outcomes/impacts. As previously outlined, the appointed contractor will be asked to determine the most effective sample design.

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Follow-up Salix Workshop

The successful contractor will be expected to conduct a follow-up workshop with Salix delivery representatives within the first few months of financial year 2024/25. The aims of the workshop would be to gather and discuss their thoughts around the delivery of Phase 3 of the PSDS and any changes between the three years and subsequently how they have adapted in response to these changes and any lessons learnt. The workshop should also explore their thoughts around future rounds of the PSDS.

LCSF consultant / contractor workshop

The successful contractor should consider conducting a second workshop with representatives from LCSF consultants / contractors. The aims of this session would be to continue exploring common experiences of the type of support they are providing and the challenges and barriers to public sector sites undertaking low carbon projects.

Year 3 qualitative interviews

In financial year 2024/25, BEIS proposes that the successful contractor conducts qualitative telephone interviews with the following subgroups to evaluate the scheme design, marketing of the scheme, the application process, and the supply chain response. Findings from these interviews will continue to feed into both the process evaluation and impact evaluation, serving to monitor the progress of the scheme and fill gaps in the quantitative research.

Group	Sample	Rationale
Phase 3c grant recipients (single-year projects)	Scheme administrative data. Should ensure there is a spread across organisations and projects.	To provide insight around the scheme and funding mechanisms, marketing of the scheme and their decision-making.
Phase 3c grant recipients (single-year projects) who also received LCSF	Scheme administrative data. Should ensure there is a spread across organisations and projects.	To provide insight around the scheme and funding mechanisms, marketing of the scheme and their decision-making. To also provide an understanding around the role of LCSF in their application / project.
Non-participants (eligible non-applicants and scheme applicants who did not receive funding)	Scheme administrative data to identify those scheme applicants who did not receive funding.	To understand why non-applicants did not apply and to discuss marketing of the scheme and their strategy for decarbonisation in the absence of funding.

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	Identifying eligible non-applicants from a range of PSDS-eligible organisations. Should ensure there is a spread (organisation types, geographies, etc).	For those who did apply, to also discuss the application process and what (if any) impact the development of their application had on their decarbonisation aspirations and strategy.
Installer / contractor representatives	Scheme administrative data.	To provide insights into the challenges in delivering low carbon installations and to discuss challenges to the supply chain in general.
Supply chain representatives	Approaching relevant groups. Expected to include: manufactures; accreditation and training bodies in low carbon sector; low carbon supply chain representatives (i.e. trade associations).	To provide insights and thoughts around how the supply chain is developing and adapting to meet the demands of PSDS.

Third Party Technical Assessors focus group

The successful contractor will be expected to conduct a second focus group with Third Party Technical Assessors to provide insight around their experiences and thoughts of the Phase 3 application assessment process, as well as a high-level insight of the understanding and engagement with decarbonisation and the scheme itself across the public sector.

Year 3 case study interviews

The final wave of case study interviews should revisit the 15 multi-year projects covered in the previous waves (the 5 which started in Phase 3a and the 10 which started in Phase 3b). A flexible approach will need to be taken to the final assignment of interviews and sampling for each case study site. This will need to be scoped by the successful contractor and then agreed with BEIS.

Analysis of secondary data (scheme delivery data and supply chain data)

Throughout Stage 2 of this project (FY 2024/25 and 2025/26), the appointed contractor will be expected to conduct additional analysis of the scheme delivery data to provide an updated picture around the progress of the scheme and trends in projects being implemented. The approach to this analysis will be informed by the data scoping that will be conducted in Stage 1.

Whilst interviews with supply chain representatives will give BEIS an understanding of the experiences of those in the sector, it would also be beneficial to have quantitative data on the sector. As noted previously, the appointed contractor will need to scope supply chain data sources to identify how we can observe and understand the effect of the scheme on the sector. The approach to this analysis will therefore also be informed by the data scoping in Stage 1.

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Analysis of scheme delivery data and supply chain data will be fed into the impact and economic analysis. Bidders are asked to set out their approach to, and potential timing of, this secondary data analysis and quality assurance (see Section 4 on *data collection and analysis considerations*).

Year 4 (FY 2025/26)Follow-up interviews with Phase 3b single-year projects

BEIS expects the appointed contractor to conduct follow-up qualitative telephone interviews with Phase 3b single-year grant recipients (mix of PSDS-only and those receiving both LCSF and PSDS) from the second quantitative survey. The aim of this would be to investigate and explain any trends of interest emerging from the survey and explore impacts a year after their projects conclude.

Phase 3c single-year projects, multi-year projects, and non-participants quantitative telephone surveys

BEIS expects a third and final wave of quantitative telephone surveys of the following groups:

- Grant recipients (Phase 3c single-year projects)
- Grant recipients (multi-year projects across Phases 3a and 3b)
- Eligible non-participants (c.150)

The aims of the survey will be the same in that it will look to investigate attitudes, understanding, awareness and behaviours of decarbonisation of public sector sites, as well as asking for detail around multi-year and Phase 3c single-year projects implemented using scheme funding and any early outcomes/impacts. It is expected that results from the survey of eligible non-participants will be fed into the QEA and CBA.

When considering survey sample numbers, suppliers should be mindful of the scale (in terms of population size) between Phase 3c single-year projects and multi-year projects. Suppliers should also outline appropriate survey lengths across the three different groups and provide justification.

As noted previously, Salix will provide contact details (see Annex 1 for more info) to BEIS and the appointed contractor to identify grant recipients and those scheme applicants who did not receive funding. Bidders will need to outline how they would expect to identify and include eligible non-applicants in the sample. Suppliers should also note any relevant challenges and potential mitigations in their bid.

As highlighted previously, surveys should be designed in such a way that allows comparisons with the same groups in the future, should BEIS decide further evaluation work is required.

Due to the anticipated base sizes for multi-year projects being very low, it is expected that analysis of this group may be limited to descriptive statistics.

Quasi-experimental Impact Analysis (QEA)

As highlighted previously, BEIS expects that QEA will likely be the most appropriate methodology for the impact evaluation to empirically assess the additional impact on organisations implementing projects funded by Phase 3 of PSDS. This analysis would primarily draw on the scheme delivery data, quantitative survey data and meter data, with the qualitative data to provide detail and support findings.

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The approach taken will be determined by the scoping (see Stage 1 *Impact and Economic evaluation scoping* section), although BEIS assumes that a difference-in-difference approach will be taken with a viable counterfactual identified through the scoping work. In Stage 2, the QEA would require activities around conducting the necessary data matching, establishing a baseline and producing the impact figures. The final approach to QEA must be compliant with principles of the Magenta Book³¹.

Results from the QEA would need to be synthesised and reported on in the final report (see section below on *evidence synthesis and reporting*). BEIS expects that QEA will be able to investigate any differences in additionality between characteristics (e.g., technology, organisation type, single year v multi-year project). Those projects who have received LCSF should also be included in the analysis.

Bidders are also reminded that a separate work strand is also required to analyse the impact of Phase 2 of the PSDS. This will also require scoping in Stage 1, but BEIS envisages this work to be smaller in scale and be reported on separately from the Phase 3 final synthesis report.

Since the exact methodology will be determined through the scoping in Stage 1, bidders should ensure that they have outlined appropriate QEA methodologies that they would consider utilising and highlight any relevant challenges and mitigations. Suppliers should also outline when they propose to conduct this analysis and how outputs will be quality assured.

Cost-benefit analysis (CBA)

The successful contractor is also expected to conduct cost-benefit analysis to determine the value for money of Phase 3 of the scheme for the government, for society and for the grant recipient organisations. The CBA should also highlight any differences where specific technologies or organisation types are proving more or less cost-effective. The benefits which are expected to be monetised are carbon savings, energy savings and air quality enhancement, however the successful contractor may identify further monetisable benefits.

The costs expected to be considered include (but are not limited to) capital and installation costs, scheme administration costs, and additional operational costs related to the new heating systems. The contractor is expected to give special consideration to the whole costs of the projects, rather than only the parts of the project funded by BEIS. This will involve ensuring appropriate information is collected from scheme participants on their own contributions to the total project costs. It will also involve identifying what participants' counterfactual/ business-as-usual costs would have been in the absence of PSDS projects (e.g. what they would have spent on replacement/ maintenance of their heating systems in a counterfactual where they do not decarbonise), in order to identify the net/ additional costs of PSDS projects.

The exact approach will need to be scoped and confirmed by the successful contractor, although it is expected to draw on other workstreams such as the QEA, scheme data, meter data and quantitative survey data. Therefore, the successful contractor's team / subcontractor should be engaged and involved throughout the project so that the CBA is considered during the design of all research and fieldwork materials to ensure that the necessary data is being gathered. BEIS analysts should also be engaged throughout to ensure that the approach is comparable with internal analysis and so that evidence needs are met. The approach is expected to create benefit-cost ratios for participants in the scheme and for society to understand the economic impacts of the

³¹ HMT, 2020. The Magenta Book: <https://www.gov.uk/government/publications/the-magenta-book>

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scheme in achieving its objectives. For instance, secondary data analysis may be conducted on information around fuel use to estimate impacts on air quality.

During Stage 2 of this project, assumptions should be refined and social net present values (NPVs) and benefit-cost ratios (BCRs) produced for the overall Phase 3 of the scheme. Results from the CBA will be synthesised and reported on in the final report (see section below on *evidence synthesis and reporting*).

Bidders are also reminded that a separate work strand will be required to conduct cost-effectiveness analysis (CEA) of Phase 2 of the PSDS. This will also require scoping in Stage 1, but BEIS envisages this work to be smaller in scale and be reported on separately from the Phase 3 evaluation.

The final approach to CBA and/or CEA must be compliant with principles of the Green Book³² (government's guidance on how to appraise policies), such as the application of discounting to adjust for social time preference of when benefits occurred. Green Book supplementary guidance on how to quantify and value energy use and changes to greenhouse gas emissions should also be followed, and any other relevant government guidance for quantifying and monetising impacts for which no market values exist, unless there are strong reasons why alternative valuations would be more appropriate.

Since the exact methodology will be determined through the scoping in Stage 1, for the purpose of procurement bidders should ensure that they have outlined appropriate CBA and CEA methodologies that they would consider utilising and highlight any relevant challenges and mitigations. Suppliers should also outline when they propose to conduct this analysis and how outputs will be quality assured.

Evidence synthesis and reporting

As the process, impact and economic evaluation work requires multiple research activities spread over two stages, the end of Stage 2 will require a synthesis of evidence. This will entail bringing together evidence across the work streams, combining or comparing evidence from the different evaluation activities to provide an assessment against the evaluation questions, for example, connecting evidence from the scheme data and interviews to understand why scheme participants' experiences and journeys may differ from what was originally expected. This stage could include an internal workshop, bringing together contractors and BEIS policy and analytical colleagues to discuss the findings and update the theory of change.

Bidders should explain how they will synthesise the evidence from the multiple workstreams into an overall, coherent and accessible final report. Bidders should include their approach(es) and activities to analyse and synthesise the evidence collected. Suppliers should also be clear in their bids how they propose to structure outputs: if they intend to deliver multiple strand reports (alongside a final synthesis report), and if so, detail should be included around what each report will focus on and the proposed length.

Bidders should also propose how they would analyse and present findings from the c.15 case studies across the three waves. Due to the smaller population size of multi-year projects, findings from the case studies will be disclosive. It is therefore envisaged that each case study will have its

³² HMT, 2020. The Green Book, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/938046/The_Green_Book_2020.pdf

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own write-up (for internal use), with a separate non-disclosive findings note produced which can be synthesised for final reporting.

Additionally, the Phase 2 impact and cost-effectiveness analysis should be synthesised to produce a separate note.

4. Data collection and analysis considerations

Bidders should set out full details of all their preferred methods of analysis for any data and insight collected, as well as any analysis of existing data and their quality. Bidders should explain how these will be used to answer the evaluation questions.

For both qualitative and quantitative data collection and analysis, it is expected (where relevant) that the proposed methodologies will be sufficiently detailed to give a clear understanding of how data collection and analysis will be approached, including an outline of any techniques that bidders expect to use (as well as statistical significance testing). At a minimum, where relevant, the following areas should be considered:

- Sampling robustness - including sample sizes, sampling strategies and the achievement of adequate responses. In addition, for quantitative data collection confidence intervals and weighting approaches should be outlined;
- Sample recruitment – bidders are expected to propose which roles within organisations will be asked to participate in interviews and the survey, as well as sampling designs and how they plan to obtain contact details and obtain and maintain engagement with participants;
- Development of data collection instruments and fieldwork materials (e.g. interview/topic guides) – bidders are expected to explain how data collection instructions and fieldwork materials will be developed and, where relevant, piloted. As part of this, BEIS expects to have the opportunity to review and sign off any instruments and fieldwork resources;
- Data capture – for qualitative data collection, BEIS expects all interviews will be recorded where consent is granted. In addition, a sample of anonymised interview transcripts for BEIS quality assurance purposes will be required. BEIS would also expect there to be opportunity during data collection to review and revise the topic guide if required, on the basis of initial interviews;
- Data processing and cleaning – for quantitative data collection, including handling missing values, non-response and managing outliers;
- Analysis of qualitative data – including how themes will be identified and developed, whether analysis will be undertaken within and/or across cases, and how the analysis will be managed across organisations and individuals, if applicable;
- Quantitative data analytical approach and outputs – including use of descriptive or multivariate analysis, and how an appropriate approach to the analysis will be identified and developed.
- Quality assurance undertaken within the data collection and analysis process should be explained and any quantitative data analysis is expected to be in line with HMG's Aqua book.

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In explaining their approaches to analysis, bidders should illustrate how these will ensure a credible and impartial outcome and set out any limitations or bias. Bidders will need to demonstrate that they will meet BEIS standards for quality assurance, which are outlined in Section 5 below.

5. Deliverables

The following section outlines the key deliverables and outputs that BEIS expects from this project. Section 2 also provides an overview of the outputs required and expected timings.

Evaluation reports

BEIS expects all bids to confirm proposed interim and final reporting dates, and strand reports that align with the proposed methodologies.

The planned interim outputs (see Section 2) are timed to provide emerging evidence during the scheme as well as ongoing evidence for benefit reviews. Subsequently, BEIS requires the delivery of two interim reports in May 2023 and March 2024 which will focus on findings to date and results from the impact and economic scoping work. BEIS suggests that interim reports are between 50-80 pages, although welcomes bidders' thoughts on this. These interim outputs will be aligned to the first two contract break points (in May 2023 and March 2024 respectively).

The successful contractor will also be expected to deliver the final reporting of the process, impact and economic evaluation. Bidders should refer to the *evidence synthesis and reporting* section found in Section 3 (Stage 2 of project) when setting out their approach to final reporting. BEIS would like bidders to propose the length of the final synthesis report (as well as any strand reports if being proposed).

Supplier bids should be clear about what content will be included within each report and the length of reports. All reports should be of a publishable standard, with technical annexes and data tables provided where appropriate. Reports should use the BEIS Microsoft Word reporting template for published reports. All reports should also be produced in line with the latest accessibility guidance³³, or any revised guidance issued between now and preparation of reports. BEIS expects at least two draft versions of all reports and outputs which have been quality assured by someone of sufficient seniority within the contractor organisation. Bids will benefit from providing additional outputs that support dissemination across BEIS, for example presentations, interactive dashboards or infographics.

Additional outputs

BEIS is interested in receiving light-touch outputs shortly after some data collection periods to provide an opportunity to internally share headline insights with policy colleagues. BEIS would expect these to be shared as short slide decks (5-10 slides, not including technical annexes) and be caveated appropriately where necessary. BEIS envisages receiving around 5 of these lighter-touch outputs throughout the evaluation, although would like suppliers to outline thinking and propose where these might best be delivered (considering fieldwork and interim reporting timings). Whilst BEIS expects these outputs to be quality assured to a high standard, it is recognised that it will be lighter touch than with other outputs.

Alongside the delivery of the interim reports in May 2023 and March 2024, the successful contractor will also be required to deliver slide decks which provide a project update and summarise findings

³³ <https://www.gov.uk/guidance/publishing-accessible-documents>

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from the research and scoping work to date (15-30 slides, not including technical annexes). A slide deck will also need to be produced for the delivery of a presentation alongside the final report in March 2026 (see below subsection).

In March 2025, before the third contract break point, the successful contractor will be required to deliver an internal interim note to provide a project update as well as findings of interest from that year. BEIS suggests that the length of this note is between 5-15 pages, although welcomes suggestions on this.

Bidders should also propose how they would analyse and present findings from the c.15 case studies across the three waves. It is envisaged that each case study will have its own write-up (for internal use), with a separate non-disclosive findings note produced to be synthesised for final reporting. Suppliers should outline their suggested approach in their bids.

Bidders will need to cost for a short internal note for the light-touch qualitative review of Phase 2 of the LCSF, which will need delivering by the end of February 2023. Bidders should also cost for producing a separate internal note outlining the Phase 2 impact and cost-effectiveness analysis.

Where relevant, the successful supplier should also deliver data tables to a publishable standard (in line with the latest accessibility guidance available at the time of producing). It is also expected that raw datasets will be provided to BEIS to support further analysis. This will include fully disclosive data from surveys. BEIS also requires the files for the analysis conducted to be shared (e.g., SPSS Syntax and Excel files) to ensure that the Department is able to access the full extent of the analysis after the end of the contract.

Workshops and Presentations

Each stage in the evaluation is expected to start with a workshop with BEIS to agree the key elements in that phase. For Stage 1 this will be part of the inception meeting. A second workshop with BEIS will be required to agree and confirm the approach for Stage 2 of the project, following completion of the impact and economic evaluation scoping work.

In Stage 2, an additional workshop with the BEIS project team will be required to synthesise findings and identify key themes.

BEIS expects there to be a presentation of findings alongside delivery of the final report in March 2026. We welcome bidders' proposals as to whether this will be conducted face-to-face and/or virtually via Microsoft Teams. In addition, up to two presentations per year may be required at BEIS Programme Board meetings.

Suppliers should be clear in their bids when they intend to deliver these workshops/presentations.

Quality Assurance

All bids should state the quality assurance (QA) processes that will be applied to different activities and outputs. Where necessary, deliverables that provide evidence of QA should be specified. Sign-off for quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able to take responsibility for the work done. Acceptance of the work by BEIS will take this into consideration.

BEIS reserves the right to refuse to sign off outputs which do not meet the required standard

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specified in this invitation to tender and/or the contractor's QA plan. QA should cover all aspects of the project undertaken by the contractors, including data collection, data analysis and reporting.

In the event BEIS deems the quality of submitted work to be insufficient owing to data issues or poor drafting, we will be at liberty to request additional drafts and would not expect to incur additional charges for this. BEIS will endeavour to be as clear as possible about our expectations in regard to the quality of reports and be reasonable in our requests for additional drafts.

To demonstrate an effective process to produce high quality reporting, the contractor/s must ensure that quality assurance is done by individuals who were not directly involved in that particular research or analysis.

Bidders should note that BEIS may appoint its own peer reviewer(s) to QA publishable outputs. Consideration should be given to how the external peer reviewer(s) will be included in the QA process.

Where complex or innovative methods are proposed, bidders should specify how additional quality assurance will be provided. Where necessary, this should include the use of external experts. A BEIS appointed peer reviewer will not be expected to provide detailed quality assurance, their role will be focused on higher level peer review.

Outputs will be subject to BEIS internal approvals, the more substantive the output the longer the approval time required. Published reports will require two rounds of comments, which should be factored into the timelines.

The successful bidder will be responsible for any work supplied by sub-contractors. For primary research, contractors should be willing to facilitate BEIS research staff to attend interviews or listen in to telephone surveys as part of the quality assurance process.

Project Management

All bids should include a summary of their project management approach and the proposed frequency of project management meetings. BEIS would expect progress to be reported through both written and phone updates. BEIS would also expect other potential resources to support with project management, such as an invoicing schedule and a risk log (updated as and when necessary).

The successful contractor will be expected to identify one named point of contact through whom all enquiries can be filtered. A BEIS project manager will be assigned to the project and will be the central point of contact.

Where a consortium or sub-contractors are in place, BEIS expects that they are included in relevant meetings, workshops and review points to ensure their full engagement in the project. All contractors and sub-contractors are responsible for the delivery of outputs to the appropriate time and quality. It is expected that the lead contractor takes an active role in oversight of all workstreams and bears the overall responsibility for the delivery of the evaluation activities and outputs.

Bids should assume that BEIS takes an active role in review and quality assurance of research materials, analysis and outputs, beyond external peer review. It should be expected that research materials and outputs go through at least three iterations (i.e. two rounds of comments from BEIS), dependent on the complexity of the product. Additional amendments may be required for published

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outputs.

The appointment offer will be confirmed by 26th October 2022. Note that bidders must be available to attend an inception meeting in the week commencing 26th October 2022.

BEIS envisage the need for close interaction between the BEIS Project Manager and contractor throughout the process, to ensure that emerging issues are dealt with promptly and that BEIS fully understands the assumptions and approach taken. Bidders should assume that engagement with BEIS will include weekly project management phone calls, weekly progress update reports, and if necessary, covid-safe face to face meetings as required to design and deliver the chosen methods. Throughout the research, BEIS will be required to review and sign off all final data collection instruments, analytical approaches (including key assumptions) and outputs.

Data security

The successful tenderer must comply with the General Data Protection Regulation 2016 (GDPR) and any information collected, processed and transferred on behalf of the Department, and in particular personal information, must be held and transferred securely. Contractors must provide assurances of compliance with the GDPR and set out in their proposals details of the practices and systems they have in place for handling data securely including transmission between the field and head office and then to the Department. Contractors will have responsibility for ensuring that they and any subcontractor who processes or handles information on behalf of the Department is conducted securely. The sorts of issues which must be addressed satisfactorily and described in contractors' submissions include:

- procedures for storing both physical and system data;
- data back-up procedures;
- procedures for the destruction of physical and system data;
- how data is protected;
- data encryption software used;
- use of laptops and electronic removable media;
- details of person/s responsible for data security;
- policies for unauthorised staff access or misuse of confidential/personal data;
- policies for staff awareness and training of Data Protection Act;
- physical security of premises; and
- how research respondents will be made aware of all potential uses of their data.