



Defra Group Management Consultancy Framework: Project Engagement Letter







Completed forms and any queries should be directed to Defra Group Commercial at DgCConsultancy@defra.gov.uk


Engagement details					
Engagement ref #	DPEL_61539_017				
Extension?	No	DPEL Ref.	DPEL_61539_017		
Business Area	Defra Floods and Water				
Programme / Project	Water Quality/Water Targets				
Senior Responsible Officer	[REDACTED]				
Supplier	Deloitte				
Title	Evidence assessments to support Defra water policies				
Short description	A review of policy facing external publications on the water targets.				
Engagement start / end date	Proposed start date 23/02/2022	Proposed end date 29/04/2022			
Funding source (CDEL/RDEL)	Defra				
Expected costs 21/22	£32,000				
Expected costs 22/23	£7,925				
Expected costs 23/24					
Dept. PO reference					
Lot #	Lot 1				
Version #	0.1				



Approval of Project Engagement Letter

By signing and returning this cover note, Defra Water Quality accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial
		
or and on behalf of Deloitte LLP 	For and on behalf of Water Quality, Flood and Water Directorate, Defra 	Defra Group Commercial 
15 February 2022	17 February 2022	18/02/2022
Supplier engages with Business Area to complete. Once agreed, Supplier signs front page and sends to Business Area	Business Area signs front page and sends to DgC	On approval, DgC signs and returns copy to Business Area and Supplier

Supplier contact: 

Business Area contact: 

1. Background

We are currently developing water targets in accordance with the Environment Act. To facilitate public consultation in developing water targets which are widely supported, it is necessary to understand current stakeholder positions – where consensus exists, and where positions differ across relevant stakeholders – and to establish the evidence base, data, and interpretations which underpin these stakeholder positions.

2. Statement of services

Objectives and outcomes to be achieved

A review of policy facing external publications on the water targets as part of evidence assessments to support Defra water policies.

Scope

In order to address the issue above, the project team will systematically evaluate publications from a range of stakeholders to provide a summary of stakeholder positions, including their own evidence base, analysis and interpretations. The following provides an overview of the approach to developing the project outputs:

1. Kick Off meeting - to establish the drivers and objectives of the project, the current status of water target development and consultation, and the expected outcomes of the project. Discuss timeframes, workplan and proposed approach to the assignment.
2. Scoping – Based on kick off meeting, update the workplan and draft a set of methodological tools for analytical review. Develop policy review template sheets for categorising and summarising stakeholder documentation. Develop a matrix template for compiling and categorising the stakeholder reviews, for comparing data, analysis, findings, recommendations, and 'position' related to water target setting.
3. Agree deliverables (meeting) – Present templates developed in the scoping phase and agree the scope of project deliverables and a final workplan.
4. Policy analysis and review – This task includes document search and review to evaluate and categorise evidence, summarise finding, and determine interpretations, linkages and alignments for each identified stakeholder (or group). This task will be split, by stakeholder, between AECOM and Cranfield University. We have budgeted for a detailed review of documentation from 8 stakeholders but can use this budget line flexibly to adapt process to cover additional stakeholders and/or information. Where possible AECOM will utilise existing contacts to conduct informal interviews with key stakeholders to validate the analysis.
5. Prepare summary report – Draft a summary report including a matrix which compiles and compares stakeholder reviews. Submit draft deliverables, including the Policy analysis and review templates for each stakeholder.
6. Review and comments (meeting) – Meet to review and receive feedback on draft deliverables.
7. Final report – Finalise and submit deliverables.

Assumptions and dependencies



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- AECOM (a member of the Deloitte consortium) will be the key liaison point for the work All work will be conducted remotely
- The supplier, including wider delivery team, have both the required expertise and the means to resource this project within the short timescales agreed;
- Defra will work collaboratively with Deloitte and its consortium members to provide existing relevant data and documents, relevant insights from existing subject matter experts and timely feedback on draft materials to be enable us to perform the Services

Deliverables

A paper will be produced summarising stakeholder positions with respect to Water Targets, including the evidence base, analysis and interpretations.

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Project Stage A			
Working draft materials	Delivery of draft working materials and findings for discussion	31/03/2022	
Final deliverables (as per scope above)	Final handover of all deliverables	/04/2022	
Internal Capability Development Outcomes			
A stakeholder strategy for water quality policy based on stakeholder insights and data interpretation	A thorough understanding of stakeholder views on UK water quality and policy based on published reports and data	15/05/2022	
Social Value Outcomes			
N/A (covered at framework level)			

Limitations on scope and change control

Unless instructions to the Supplier are later amended in writing, the work undertaken will be restricted to that set out above. In providing the services detailed above, the Supplier will be acting in reliance on information provided by the Business Area.

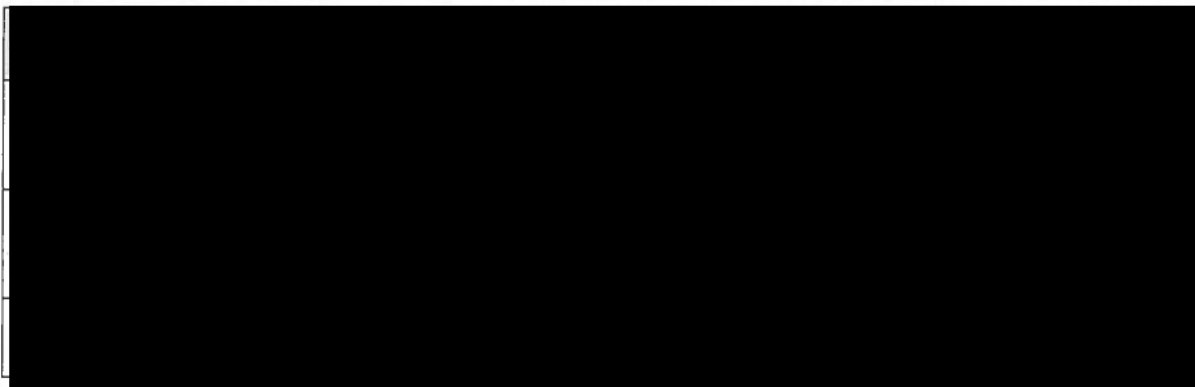
The Project Engagement Letter is the agreed contract of work between the Defra Group Business Area and the Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by DgC.

3. Delivery team





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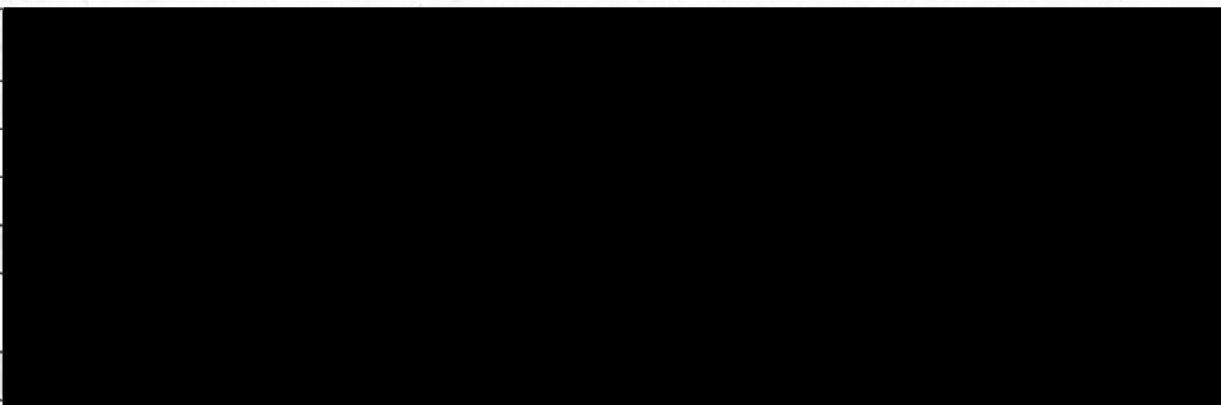
Total resource Total days* Engagement Length** <small>*Total days worked across all resources</small> <small>**Total working days in engagement</small>	34.5/50
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Business Area's team



4. Fees

Defra Group will reimburse the Supplier for approved work done according to the table below. The total fees for the scope of work detailed in this Engagement Letter will be £39,925, inclusive of expenses and excluding VAT.



Business Area considerations:

- Are the costs and fees appropriate (costs linked to deliverables, rates and drive value for money)?

Expenses statement

Defra Group overarching contract rates include expenses for any travel to/from any UK location defined by the Business Area as the base office for the work. Only expenses for travel at the Business Area's request from this base can be charged. If appropriate, define permissible expenses to be charged.

Payment

The Supplier should invoice fees in arrears on delivery of key milestones, which will be agreed before project commencement. Defra Group will reimburse fees monthly on confirmation of approval of work delivered by the Business Area. The Supplier will keep an accurate record of time spent by staff in providing the services and provide this information and supporting narrative, if requested.

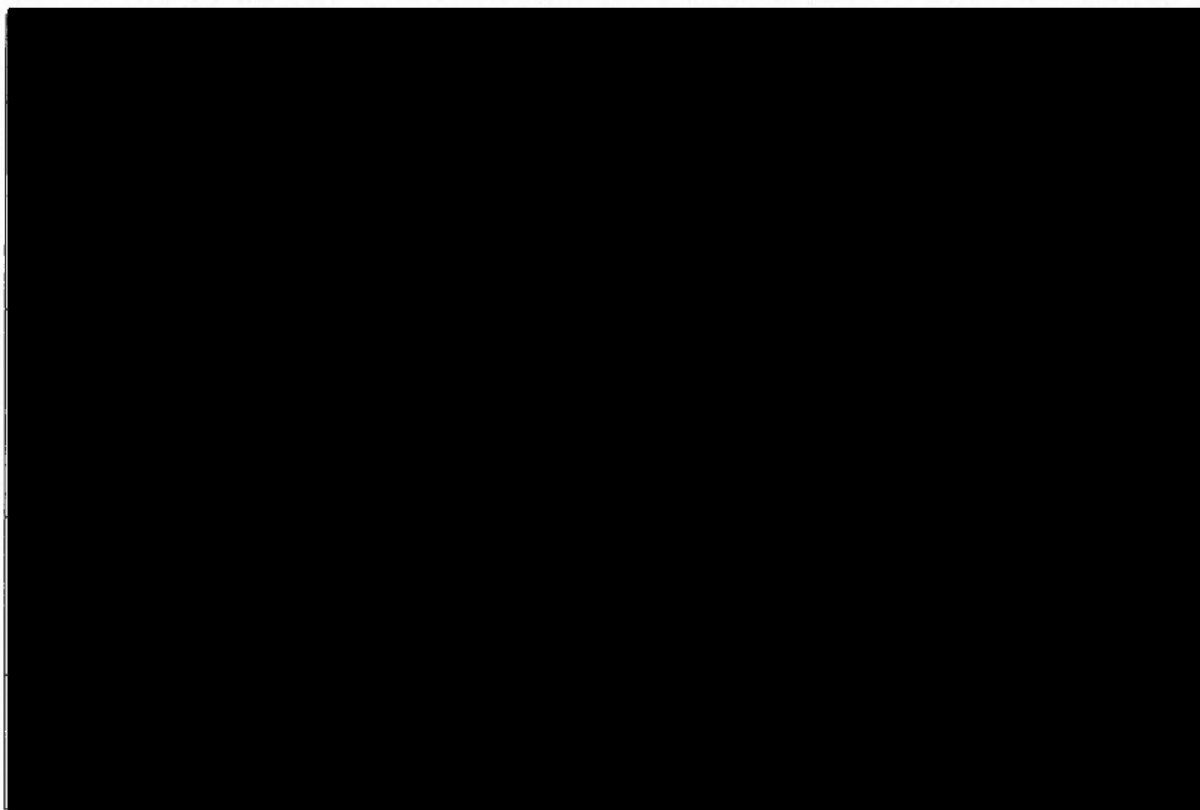
5. Governance and reporting

Given the relatively small scale and short time-frame for completing this work, we will establish light touch governance to manage delivery. A project working group will be established which includes members of the supplier 'Delivery Team' and client 'Business Area's team'. It is planned for this group to meet once a week with the purpose of reviewing progress and providing project assurance against agreed outcomes and outputs. This group will be coordinated and chaired by the supplier, with support from the Defra project manager.

As part of the Call-Off Contract, the Supplier and Business Area agree to provide reporting on the following:

- Completion of the time tracker on a monthly basis, to track days worked by our consultants;
- Weekly progress update against the agreed activities and deliverables

Key Performance Indicators



Feedback and satisfaction

A project working group has been established which includes members of the supplier 'Delivery Team' and client 'Business Area's team' and which is planned to meet once a week. This working group will provide the required reporting intervals to support delivery of this project and project assurance. (see



section 5). Defra Group reserves the right to hold review meetings during the assignment, discussing what went well, opportunities for improvement on future assignments and similar. This will incorporate any 'Show and Tell' documentation or transferable products that have been produced.

A post-engagement quality review of the engagement will be arranged where the Business Area rates the services provided.

Non-disclosure agreements

It is not expected that there will be a need for any additional NDA's for this project. The overarching MCF2 framework include NDAs.

6. Exit management

The agreed actions and deliverables by the Supplier for when the contract ends are as follows:

It is expected that a short review will be undertaken between the Business Area's Team, Supplier and associated delivery partners nearing completion of this work to review the report/write-up of final outputs.

Following this review and agreement of final outputs a project sign-off will be given. See above for the project's KPIs

Notice period

The nature of these engagements require that Defra Group have the ability to terminate an engagement with notice. Defra Group's termination rights for this engagement are marked below.

The minimum notice period for termination is 5 working days regardless of engagement duration.

1. Business Area identifies a potential need for delivery support, initiates a conversation with DgC, confirms which approvals are required for an engagement to occur, e.g. Consultancy Governance Board if over £100k or DgC Corporate Services Delivery Board if under £100k.
2. Request Form completed by Business Area and submitted to DgC at:
[REDACTED]
3. The form is reviewed by the DgC team around which resource route is most appropriate (e.g. Lots 1/2/3) and may request additional information/edits from the Business Area if required.
4. Lot / Supplier is selected and briefed on the request by DgC, then introduced to the requesting Business Area for further discussion and confirmation of work to be delivered
5. A Project Engagement Letter is completed by the Business Area with input from the Supplier (with supporting proposals as appropriate) and then finally agreed between the two parties, including evidence of all required approvals either being in place or being progressed (e.g. PO) and forwarded to the DgC for review by the Consultancy Governance Board (CGB). Approval states are:

Approval state	Definition	Permissions
Full approval	<ul style="list-style-type: none"> ▪ DPEL agreed ▪ DPEL signed: Supplier, Dept and CO ▪ Purchase Order number 	<ul style="list-style-type: none"> ▪ Work can start ▪ Supplier can invoice for work



