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***INCREES (Improving Norfolk Carbon Reduction and Energy Efficiency in existing Stock): Feasibility Study***
***NCCQ42934***

Service Specification

18 March 2024

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# Contextual Information

## About Norfolk County Council

Norfolk County Council (NCC) is the local authority for Norfolk. We provide a wide range of services for people who live, work, do business or visit here. They include passenger transport, Children’s and Community services, highway maintenance, waste disposal, libraries, museums, fire and rescue, economic development and trading standards. Further details may be obtained from [www.norfolk.gov.uk](http://www.norfolk.gov.uk).

There are ambitious plans for Norfolk – we are looking to create 73,000 more homes, 57,000 more jobs and 5,300 new businesses by 2026. Our key sectors, many of which are of national importance, are spearheading growth. We have a powerful energy hub on the east coast, advanced engineering and manufacturing capabilities and a world-class food, life-science and Agri-tech cluster.

The Council will play a leading role in ensuring that Norfolk has a growing economy, thriving people and strong communities. Our aim is to deliver economic growth for the region and address some of our challenges, such as housing, transport, productivity and skills.

Norfolk is also a place where highly skilled people work, where ideas flourish, and where businesses grow. It’s also a place that a diverse population of people call home.

## Context for this assignment

Norfolk County Council (NCC) are delivering the INCREES (Improving Norfolk Carbon Reduction and Energy Efficiency in existing Stock) project.

INCREES (Improving Norfolk Carbon Reduction and Energy Efficiency in existing Stock) will deliver a comprehensive intervention to accelerate and expand Norfolk’s Net Zero responsiveness by:

* Producing a fully costed study, establishing the feasibility of developing a Norfolk Net-Zero Academy and/or Norfolk Net-Zero training provider network

This Feasibility Study will feature alongside:

* The development of a funding strategy, outlining methods and recommended funding programmes to support the installation of retrofit measures across the County.
* An implementation plan in 2024 to enable public sector partners to accelerate the increase in energy efficiency and quality of Norfolk’s housing and commercial stock.

## Requirement

To produce a fully-costed study, establishing the feasibility of developing a Norfolk Net-Zero Academy and/or Norfolk Net-Zero training provider network.

The project will commission a study into the feasibility of establishing a Norfolk Net-Zero Academy. Utilising a previously compiled evidence base and indication of demand, this will include the financial requirements and business case in developing and establishing sustainable provision, design of the curriculum portfolio and full business case of invested training providers.

## Specification

This Feasibility Study will consider and encompass:

* Establishing relationships with all the colleges and ITPs (Independent Training Providers) in the region.
* Consider the sustainability of any Net Zero academy offer, i.e. after the “critical mass” in a ‘ramp up’ to Net Zero has been trained.
* Use the existing evidence base to build a case for the demand to 2050.
* The current training rates and throughput of existing colleges to identify size gap.
* Understand local facilities / training provision and desire from colleges and ITPs to provide additional places / course, through stakeholder engagement
* Review and assess other models in relation to net zero academies / umbrella approaches to regional training provider (perhaps looking nationally or internationally as well as across industries).
* Test these models with local training providers to assess whether a network could be created.
* Understand where accreditation and standardisation would sit in terms of responsibility (could be via a centre of excellence)

## Experience and Expertise

We require the successful consultant to have the following:

**Expertise:**

**Sustainability Knowledge:** In-depth understanding of sustainable practices, particularly in the context of net-zero carbon initiatives.

**Education Sector Proficiency:** An understanding of curriculum development and market demand

**Stakeholder Engagement:** Proven ability to engage effectively with educational institutions, training providers, and local authorities.

**Market Research Skills:** Proficiency in conducting market research to assess demand and feasibility of educational initiatives.

**Financial Planning:** Experience in budgeting and developing fully-costed studies for educational programs or curriculum development

**Innovative Thinking:** Ability to explore alternative models for net-zero academies, drawing from national and international best practices.

## Milestones

Monthly milestone meetings with Norfolk County Council throughout the delivery phase.

Suggested timeframe, with an intended project completion in October 2024:

* Project Initiation (May 8-31, 2024): Kick-off meeting with Norfolk County Council to define project scope, roles, and responsibilities.
* Stakeholder Engagement and Research (May 8 - July 15, 2024): Engage with colleges, independent training providers, and other stakeholders. Conduct market research, assess existing training provision, and identify demand for a Norfolk Net-Zero Academy.
* Refinement and Finalization (September 6-30, 2024): Refine the feasibility study based on stakeholder and market feedback. Present a first draft of the study to Norfolk County Council for review and input.
* Presentation of Final Feasibility Study (October 1-15, 2024): Present the final feasibility study to Norfolk County Council and key stakeholders, outlining the rationale, financial requirements, and recommended next steps for establishing the Norfolk Net-Zero Academy.
* Project Closure and Handover (October 15-21, 2024): Complete project documentation, conduct a final review of deliverables, and formally hand over the feasibility study to Norfolk County Council for further action.