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## **Bid Pack**

### **Attachment 3 – Statement of Requirements**

Contract Reference: CCZZ19A86

Literature Review on Impacts of Infrastructure

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Attachment 3 – Statement of Requirements  
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## **1. PURPOSE**

- 1.1 The purpose of this requirement is to procure an academic literature review of evidence for links between infrastructure and quality of life.

## **2. BACKGROUND TO THE CONTRACTING AUTHORITY**

- 2.1 The National Infrastructure Commission (“NIC”) is an independent body (an Executive Agency of HM Treasury) which provides the government with impartial, expert advice on major long-term infrastructure challenges.
- 2.2 The NIC was set up in an interim basis on 5 October 2015 and formally became an Executive Agency of HM Treasury on 24 January 2017. The NIC’s objectives are to support sustainable economic growth across all regions of the UK, improve competitiveness and improve quality of life. The Commission’s remit covers six infrastructure sectors (transport, energy, water and wastewater, digital communication, solid waste and flood risk management), also considering their interdependencies and wider cross-cutting issues.
- 2.3 The Commission makes recommendations to government through a National Infrastructure Assessment, covering the UK’s long-term infrastructure needs across a thirty year horizon and to be published once every five years, and studies on specific issues commissioned by government. The first National Infrastructure Assessment was published in July 2018.

## **3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

- 3.1 The NIC (herein referred to as the Customer) wishes to understand better how infrastructure can affect economic success and quality of life in different places. The Customer’s work has previously drawn on evidence of how infrastructure can affect economic success in different places, particularly transport and digital. However, the Customer has less evidence available to them on how different infrastructure in different places can affect well-being more broadly.
- 3.2 The Customer’s understanding is that this is a very broad area cutting across a range of different disciplines, and that evidence may in some areas be contested. The Customer therefore requires the assistance of academic experts in this area who have deep understanding of these issues and can provide them with a definitive guide to the evidence that exists, as well as guidance on where further evidence may need to be developed.

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## 4. DEFINITIONS

Expression or Acronym	Definition
NIC	National Infrastructure Commission
Potential Provider	The supplier who is awarded the contract to deliver the services set out in this specification.

## 5. SCOPE OF REQUIREMENT

- 5.1 The Customer requires a review of literature covering the evidence for links between infrastructure provision and quality of life at the local level.
- 5.2 The infrastructure sectors within scope are: transport, energy, waste, water and wastewater, flood risk, and digital. So far as possible the review should consider provision of infrastructure by reference to the Customer's framework of infrastructure performance measures, covering volume of provision, quality, cost, resilience, environment and efficiency. Additionally, any significant effects associated with design, construction, installation or maintenance of infrastructure should also be included. However, it is not necessary to comprehensively cover all possible effects of each sector – the review should focus on areas where the potential impacts on quality of life are most significant.
- 5.3 By 'quality of life' we mean factors other than income and wealth which affect people's well-being. This should include, but is not necessarily limited to:
- Connections – access to key services and social community (digitally and by transport), time spent travelling, quality of telecoms services
  - Health and safety - physical health (air quality, thermal comfort, walking/cycling, protection from hazards) and mental health (noise, perceived hazard protection, flooding)
  - Affordability – cost of infrastructure services that domestic consumers pay for directly through bills or fares
  - Local built and natural surroundings – value of design, change in ecosystem services, amenity value of spaces impacted by infrastructure
  - Comfort and convenience – crowding, convenience of payment, thermal comfort, access and provision
- 5.4 In the case of energy, waste, water and wastewater and flood risk, but not transport and digital, the scope also extends to include local economic factors i.e. those affecting productivity and incomes at the local level. Additionally where the economic and quality of life effects of transport or digital

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infrastructure are very closely interlinked, they should be considered holistically.

- 5.5 The review should not include: impacts of global phenomena such as climate change; indirect economic consequences such as tourism; or any impact on macroeconomic indicators including employment conditions, skills, education and wealth.
- 5.6 By 'evidence for links between', the Customer is ideally looking for empirically evidenced causal effects, both positive and negative. However where highly robust evidence isn't available then best alternatives should be included. The Potential Provider should use the best evidence available on each issue, making clear the level of robustness in each case with reference to the framework used. The Potential Provider should also highlight areas where strong theoretical grounds exist to expect that there should be significant effects but the evidence for effects actually occurring is contested or missing.
- 5.7 The Customer is most interested in effects of increasing or reducing the performance of infrastructure provision. Secondly the Customer may also be interested in effects associated with the overall level of performance, especially where there is no evidence on the former.
- 5.8 The literature review should make clear the extent to which particular effects are likely to either: appear quite consistently nationally, vary between places according to the level of provision at the local level, or have different effects on places with different characteristics or demographics.
- 5.9 The review should include both evidence from the UK and international evidence from relevant economically developed comparator countries.
- 5.10 The literature review must not include any advice or recommendations on whether any particular policy should or should not be adopted.

## **6. THE REQUIREMENT**

- 6.1 The Customer requires a review of literature to be delivered in line with the scope of requirement set out above.
- 6.2 The requirement is for a review using the best evidence available, understood and contextualised to a high level of rigour and quality assurance. It is expected that the Potential Provider will include or have access to senior academic expertise across relevant disciplines in order to ensure these standards are met.
- 6.3 The scope of the review covers what may turn out to be a wide range of effects of infrastructure on quality of life, in which case it may be necessary to focus on the most significant effects. It will be the responsibility of the

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Potential Provider as part of the project to identify which effects are likely to be the most significant, and to agree with the Customer on any refinements to the scope that may be required.

- 6.4 The Potential Provider will be required to discuss progress on the project at least fortnightly including updates on the work undertaken and to seek the Customers advice on any proposed refinements to the scope.
- 6.5 To assist with scoping and quality assurance of the project, the Customer will be convening a panel of experts across disciplines with knowledge of issues covered by the literature review (Milestone 2). The panel will be used to provide guidance on relevant literature via at the outset of the project, and to provide feedback on the literature review in draft. The Potential Provider will be expected to take into account guidance and feedback from the expert panel, however responsibility for research and drafting will remain with the Potential Provider.
- 6.6 At Milestone 3 the Potential Provider will be required to submit an interim report to the Customer. This should set out progress to date and plans for the rest of the literature review. It should provide a string indication of what the final report will cover. This report will only be used by the Customer and effort should not be expended to deliver it to a publishable standard.
- 6.7 At Milestone 5 the Potential Provider will be required to submit a draft report to the Customer. This should set out in full detail the literature that has been reviewed and conclusions about the evidence that exists to date as set out in the scope (see section 5), subject to any refinements of scope agreed between the Potential Provider and the Customer.
- 6.8 All literature, data and evidence that is used to produce the report should be derived from a broad range of credible sources (with appropriate references and citations), in particular drawing on information and analysis that is already in the public domain, including published academic literature and other good quality studies. The report should be clear and concise, and readily understandable as a standalone document.
- 6.9 At Milestone 7 the Potential Provider will be required to submit a final report. The final report must be to a fully publishable standard, reflecting any feedback and formatting requirements provided by the Customer and also taking into account any guidance or feedback provided by the Customer's panel of experts. In the event that the final report requires further work to meet the standard set out in this statement of requirements, the Potential Provider will undertake the additional work within two weeks of notice being given by Customer of the additional work that is required.

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- 6.10 Analysis and outputs must not be shared or discussed with any party other than the Customer, without explicit Customer consent.
- 6.11 On satisfactory completion the final report will be published by the Customer. It will be identified as the work of the Potential Provider rather than as the Customer's own work, with a disclaimer to the effect that the views of the author do not necessarily reflect the position of the Customer.

## 7. KEY MILESTONES AND DELIVERABLES

- 7.1 The Potential Provider should note the following project milestones that the NIC will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Project inception meeting with Customer to include: agreed refinements to the scope of the literature review, clarifying approach to be taken by the Potential Provider to the project.	w/c 1 <sup>st</sup> of June
2	Expert panel input into the literature review scope	w/c 1 <sup>st</sup> of June
3	Interim summary paper to be provided to the Customer.	w/c 22 <sup>nd</sup> of June
4	Customer to provide feedback and comments on the interim report, potentially including comments from the expert panel.	w/c 22 <sup>nd</sup> of June
5	Draft final report to be provided to the Customer.	w/c <sup>27th</sup> of July
6	Customer final comments on draft	w/c 3 <sup>rd</sup> of August
7	Final draft of final report to be submitted to Customer.	w/c 17 <sup>th</sup> of August

The above timetable assumes the Contract will be awarded by 27<sup>th</sup> of May 2020

## 8. NIC'S RESPONSIBILITIES

- 8.1 The Customer will share pertinent information received through relevant stakeholders and introduce the Potential Provider to relevant stakeholders, which can offer valuable advice on the requirement.

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## **9. REPORTING**

- 9.1 As set out in Section 7 (Key Milestones). Additionally, the Potential Provider will be expected to update the Customer on project progress on at least a weekly basis via a meeting or phone call, including to flag any issues or early findings.

## **10. VOLUMES**

- 10.1 This is a substantial piece of work – the expectation is that the key outputs and related materials will be both extensive and of publishable standard.

## **11. CONTINUOUS IMPROVEMENT**

- 11.1 The Potential Provider will be expected to give due consideration to the way in which the required Services are to be delivered throughout the Contract duration and can be continually improved.
- 11.2 Changes to the way in which the Services are to be delivered must be brought to the Customer's attention and agreed prior to any changes being implemented.

## **12. QUALITY**

- 12.1 The Customer will be publishing the literature review. Outputs should therefore be to a publishable standard, with all assumptions and caveats clearly highlighted.
- 12.2 The source of evidence, as well as advice on its robustness, should be clearly set out, and it will need to be demonstrated how the findings have been suitably quality assured, including through senior academic review. The report will need to be a self-standing piece that can set out its analysis and justify its conclusions.

## **13. PRICE**

- 13.1 Prices are to be submitted via the e-Sourcing Suite [Attachment 4- Price Schedule excluding VAT and including all other expenses relating to contract delivery]
- 13.2 Bids for the full requirement are expected to be in the range of £10,000.00 to £20,000.00 (excl. VAT). Bids that exceed £20,000.00 (excl. VAT) will be excluded.
- 13.3 Prices should be inclusive of all expenses and exclusive of VAT.

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## 14. STAFF AND CUSTOMER SERVICE

- 14.1 The Customer requires the Potential Provider to provide a sufficient level of resource – with sufficient but not excessive senior involvement and oversight – throughout the duration of the Contract in order to consistently deliver a quality service to all Parties at value for money.
- 14.2 Potential Provider’s staff assigned to the Contract shall have the relevant qualifications, experience and expertise to deliver the Contract to the required standard.
- 14.3 The Potential Provider should not replace staff members in the team which was assembled and presented in the bidding process without informing and getting consent from the Customer.
- 14.4 The Potential Provider shall ensure that staff understand the Customer’s vision and objectives and will provide customer service by attending to the customer needs throughout the work, responding to queries and requests for meetings by the Customer throughout the duration of the Contract.

## 15. SERVICE LEVELS AND PERFORMANCE

- 15.1 The NIC will measure the quality of the Potential Provider’s delivery by:

16. KPI/SLA	Service Area	KPI/SLA description	Target
#1	Regular project updates	The Potential Provider will be expected to update the NIC Customer on project progress on at least a weekly basis via a meeting or phone call, including to flag any issues or early findings.	100%
#2	Literature review	Full written report on the literature review (including an executive summary)	100%
#3	Survey	A full written research report on the findings of the survey (including an executive summary).	100%

## 17. SECURITY REQUIREMENTS

- 17.1 Due care must be taken by the Potential Provider to protect the confidentiality of all analysis and outputs (including in development and draft phases) relating to this requirement, to avoid pre-empting the Customer’s placement of the final report or any of its contents into the public domain.

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## **18. INTELLECTUAL PROPERTY RIGHTS (IPR)**

- 18.1 All analysis (including research, notes and interim reports) used to generate the outputs should be provided to the Customer for future use. This analysis and the interim and final reports will be the property of the Customer. The Potential Provider must not disclose the report (either in part or in full) to any third parties prior to publication by the Customer unless the Customer gives express consent to do so.

## **19. PAYMENT**

- 19.1 Payment can only be made following satisfactory delivery of the pre-agreed certified products and deliverables. Payment will be made in arrears, subject to invoice(s) being submitted for work carried out.
- 19.2 Before payment can be considered, invoices(s) must include a detailed elemental breakdown of work completed and the associated costs.
- 19.3 Invoices should be submitted to Nathan.Wyatt@nic.gov.uk

## **20. LOCATION**

- 20.1 The location of the Services will be carried out at the offices of the Potential Provider. Some meetings will need to take place with the NIC at the NIC's offices in finlaison House 15-17 Furnival street, London EC4A 1AB, or at other locations in central London.

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