**Research specification: To determine outcomes and priority indicators for adaptation to climate change in England**

Tender Reference Number: KB/0718v2

**Specification of Requirements**

Invitation to Tender for research: **To determine outcomes and priority indicators for adaptation to climate change in England**

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Deadline for Tender Responses: **8th October 2018**

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## Introduction and summary of requirements / Preamble

**Background to the Adaptation Sub-Committee**

The Adaptation Sub-Committee (ASC) of the Committee on Climate Change (CCC) is the government’s statutory adviser on preparing for climate change. Under the Climate Change Act (2008) the ASC has two main roles.

* To provide the government with advice on the UK climate change risk assessment (CCRA).
* To report to Parliament on progress with implementation of the National Adaptation Programme (England only).

To do this the ASC conducts independent analysis into climate change science, economics and policy, and engages with a wide range of organisations and individuals to share evidence and analysis. The CCC and ASC’s past reports are available at <http://www.theccc.org.uk/publications/>.

**The ASC’s assessment framework**

In order to report to Parliament on progress in adapting to climate change in England, the ASC has created an evaluation method based on a two-part framework:

a) **Indicator framework:** assessing trends in indicators of change[[1]](#footnote-1) that relate to climate change risks and adaptation and

b) **Decision making analysis:** the extent to which low-regret adaptation measures are being taken up, and how long-term decisions are accounting for climate change (figure1):



***Figure 1: The ASC’s assessment framework***

The ASC has applied this framework across a number of defined ‘adaptation priorities’ that cover the areas of climate risk set out in the UK Climate Change Risk Assessment. Using the framework to undertake the analysis, the ASC asks three questions in relation to each priority:

1. Is there a plan? (i.e. are there plans that take climate change into account where we would expect to see them?)
2. Are actions taking place? (i.e. are the actions set out in the National Adaptation Programme, and more widely, being delivered?)
3. Is progress being made in managing vulnerability? (i.e. what do our indicators and wider analysis tell us about whether climate risk is being managed adequately?)

The results from applying this framework can be seen in our [2015](https://www.theccc.org.uk/wp-content/uploads/2015/06/6.736_CCC_ASC_Adaptation-Progress-Report_2015_FINAL_WEB_070715_RFS.pdf) and [2017](https://www.theccc.org.uk/wp-content/uploads/2017/06/2017-Report-to-Parliament-Progress-in-preparing-for-climate-change.pdf) reports to Parliament.

**Developing an outcomes-based framing to the ASC’s assessment framework**

In summer 2019, the ASC will be publishing its first report on the [second National Adaptation Programme](https://www.gov.uk/government/publications/climate-change-second-national-adaptation-programme-2018-to-2023), which was published in July 2018. To inform this report, the ASC is interested in building another layer into its assessment framework to determine what **outcomes** the National Adaptation Programme is or could be seeking to deliver progress against, and following from this, which indicators are the priorities for enabling us to measure progress against these outcomes. The outcomes that the National Adaptation Programme (and other adaptation programmes) seek to deliver should be based enabling wider current government or societal goals or objectives to be met in the face of climate change, rather than having a specific set of ‘adaptation outcomes’. The ASC wants to assess the progress underway in terms of how adaptation action being taken in England is helping to achieve these wider goals when the risks from climate change are taken into account.

## Aims and Objectives

There are two parts to this project. The successful bidder will complete the first part, **after which** the ASC will determine if it wishes the second part to be completed as well. Both parts are set out here and bids should include proposals for both parts.

The aim of the first part of this project is to:

1. Identify existing government outcomes or targets that link with the ASC’s adaptation priorities, indicators and CCRA risks. Some, but not all of these outcomes are already set out in the NAP, and the project should collate these but also identify other relevant published outcomes where these are not explicitly stated in the NAP but the ability to achieve the outcome will be affected by climate change.
2. Map all of the outcomes identified against the ASC’s adaptation priorities, indicators and the risks set out in the UK Climate Change Risk Assessment (CCRA).
3. Identify if there are gaps where no outcomes currently exist to measure progress against.

The aim of the second part of this project is to:

1. Define new outcomes for those areas where gaps exist, using a stakeholder consultation process.
2. Determine the most important indicators to assess progress against the outcomes, drawing on the ASC’s current indicator list but also suggesting new indicators where appropriate.
3. For all outcomes identified, review the current published literature to assess how feasible it is to achieve the goal in a 2ºC world and a 4ºC world. Produce a narrative discussion based on this evidence on whether the goal is reasonable given the risks from climate change.
4. Identify any of the outcomes listed where the effects of climate change or behavioural responses to climate change have not yet been factored in to the government’s policy response. For these outcomes, undertake a high-level assessment of the costs of achieving the goal in the absence of adaptation versus including it (to show what, if any, benefits there are from taking climate change into account in designing policy responses).
5. Identify where conflicts exist between achieving different outcomes in the context of climate change.

##

## Methodology

Bids should set out a methodology for achieving the aims and objectives above. The methodology should include the following:

Part A:

* How the project will identify existing outcomes, i.e. what government policies or documents alongside the National Adaptation Programme are important to include in the search.
* How the project will determine between outcomes, objectives, actions and success criteria when mapping the contents of the NAP and other policies.
* How the outcomes will be mapped against the ASC’s adaptation priorities and CCRA risks. The ASC in its 2017 report assessed progress against 31 adaptation priorities and examined 56 risks or opportunities in the CCRA Evidence Report, so bids will need to suggest how these will be handled.

Part B:

* How the project will create new outcomes where gaps exist. We would expect methodologies to include focus groups, other stakeholder consultation methods and economic analysis.
* How the project will determine the broad feasibility of achieving the outcomes in a 2ºC and 4ºC world, including describing what existing published information can be drawn upon, namely the UK Climate Change Risk Assessment and previous ASC reports.
* An example of the method for looking at the costs of achieving the goal in the absence of adaptation versus including it.
* How the project will identify the most important indicators, including selection criteria.
* How the project will examine conflicts between different outcomes.

Bids should ensure that what is being proposed is achievable with the time and money available. The ASC requires a full set of outcomes and indicators with supporting analysis, i.e. bids should not just aim to pilot the approach and produce examples for specific adaptation priorities.

##

## Outputs Required

The ASC requires a final report that sets out the analysis and findings of the project, plus any appendices that describe the method, data collected and other background datasets. The ASC should be given all of the outputs of the project including background data collection. The final report must contain a section that includes any review comments and how these were dealt with.

## Ownership and Publication

The results of the analysis and all outputs produced will be owned by and published at the discretion of the Adaptation Sub-Committee.

## Quality Assurance

All research tasks and modelling must be quality assured and documented. Contractors should:

* Include a quality assurance (QA) plan that they will apply to all of the research tasks.
* Specify who will take lead responsibility for ensuring quality assurance and ensure that this responsibility rests with an individual not directly involved in the research, analysis or model development.
* Provide a QA log to demonstrate the QA undertaken, including who undertook the QA and the scope, type and level of QA that has been undertaken (e.g. a log entry only stating ‘the data was checked’ will not be sufficient).

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able take responsibility for the work done. Acceptance of the work by the CCC will take this into consideration. The CCC reserves the right to refuse to sign off outputs which do not meet the required standard (i.e. contains all of the outputs listed and of the required quality) specified in this invitation to tender.

The successful bidder will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contract is undertaken in accordance with the quality assurance expectation agreed at the beginning of the project.

For primary research, contractors should be willing to facilitate CCC staff to attend interviews or listen in to telephone surveys as part of the quality assurance process.

The consultant must demonstrate their ability to produce deliverables of quality, in particular following best practice regarding analysis and presentation of results.

## Timetable

An indicative timeline for deliverables is presented below. The contractors can propose modifications to the timeline to better suit their analysis if appropriate, though the final submission date must remain the same. Any proposed modifications should be set out in the bid and will require approval from the ASC secretariat.

| **Phase** | **Deliverable** | **Date** |
| --- | --- | --- |
| Bidding | Bids received | 8th October 2018 |
|  | Interviews conducted | w/c 15th October 2018 |
|  | Contract awarded | 22nd October 2018 |
|  | Kick-off meeting with ASC  | w/c 22nd October 2018 |
| Project part A development | First pass of identification and mapping of outcomes completed | 19th November 2018 |
|  | ASC secretariat comments back on initial mapping | 23rd November 2018 |
|  | Mapping exercise results sent to ASC committee | 30th November 2018 |
|  | Presentation to ASC on outcomes of mapping at committee meeting, for feedback | 7th December 2018 |
|  | Write-up of Part A for review by ASC | 21st December 2018 |
|  | Comments back from ASC | 8th January 2018 |
|  | Part A write-up finalised – decision made on whether to proceed to Part B | 18th January 2018 |
| Project part B development | Analysis conducted | February – April 2019 |
|  | Findings of analysis and first draft report to ASC for review | 1st April 2019 |
|  | Comments back from ASC | 12th April 2019 |
|  | Final report submitted to ASC  | 26th April 2019 |

# In order to ensure smooth and rapid progress the project plan should allow for regular interactions and meetings where necessary between the contractors and the ASC project team. We would ask bidders to set out when would be appropriate to meet during the project (after the initial kick-off meeting), given the timetable above, and how much flexibility there is to add additional meetings as necessary.

## Challenges

Analysis of this sort has not been done from an adaptation perspective before in the UK, so bids should set out why the bidders feel they have the skills to deliver the project outputs, given that the project will require innovative thinking. There are a number of methodological issues that bids should consider:

* How to physically find existing outcomes, as these can often be buried in the literature.
* How to work with generalised statements to derive outcomes e.g. those that contain very high level statements with any quantified basis or defined end point.
* How to get wider stakeholder buy-in to outcomes that are created as part of the project.
* How to justify the prioritisation of indicators.
* How to assess the feasibility of meeting an outcome in a 2ºC and 4 ºC world.

Bids should also set out other risks and challenges to successfully undertaking this work.

## Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues including the new GDPR rules on use of personal data. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the ‘addressing challenges and risks’ criterion.

We expect contractors to adhere to the following GSR Principles:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

## Working Arrangements

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

## Skills and experience

The ASC would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team member’s experience and capabilities. We expect the project to be managed day-to-day by a senior consultant with at least 15 years’ experience of evaluating or advising on government policy.

Contractors should propose named members of the project team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project.

## Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. However, please note CCC reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

CCC recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to CCC so that it can make a further assessment by applying the selection criteria to the new information provided.

## Budget

**The budget for Part A is up to £20K excluding VAT (£25K including VAT) and for part B is up to £80K excluding VAT (£100K including VAT), with £1K of this to be paid in the 19/20 financial year and the remainder in the 18/19 financial year.**

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This MUST include the funding allocated by each task as well as by person. Please include the number of days in the unpriced bid.

Cost will be a criterion against which bids which will be assessed.

Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments can be adjusted and agreed with the contractor and Project Manager. Please advise in your tender response how this breakdown reflects your usual payment processes.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The CCC aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

## Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 35 pages, excluding declarations. Tenders will be evaluated by at least three reviewers.

The ASC will select the bidder that scores highest against the criteria and weighting listed below, see the ITT for further information.

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting |
| 1 | **RELEVANT EXPERIENCE / DEMONSTRATION OF CAPABILITY OF THE PROPOSED PROJECT TEAM** | 30% |
| 2 | **QUALITY ASSURING THE SERVICES YOU PROVIDE** | 10% |
| 3 | **MANAGEMENT STRUCTURE AND MANAGING RELATIONSHIP WITH THE CCC** | 10% |
| 4 | **METHOD** | 30% |
| 5 | **UNDERSTANDING OF REQUIREMENTS** | 10% |
| 6 | **RISK AND CHALLENGES** | 10% |
|  |  |  |
|  | 100% |

## Scoring Method

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any contractor score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps  |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

## Structure of Tenders

Contractors are strongly advised to structure their tender submissions to cover each of the criteria above and supply a price schedule specifying the daily rates (ex-VAT) you will charge for each level of your staff.

## Evaluation for Interviews, if held

CCC reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

Should interviews go ahead, they are provisionally expected to be held on the week commencing **15th October 2018**. If this date changes, the ASC will notify applicants.

The areas to be covered in the interview will be sent to the shortlisted supplier prior to interview.

Further details of interviews will be sent to successful applicants on selection.

## Feedback

Feedback will be given by email.

1. The ASC currently collects information for around 150 indicators [↑](#footnote-ref-1)