



Defra Group Management Consultancy Call Off Contract: Project Engagement Letter

Completed forms and any queries should be directed to Defra Group Commercial (DgC) at [REDACTED]. Please do not complete this form until you have liaised with DgC, and they have allocated you a lot to access Consultancies within and subsequent reference number.

Engagement details					
Engagement ref #	DPEL_ 61539_052				
Extension?	N	DPEL Ref.			
Business Area	Portfolio Delivery DG				
Programme / Project	Enabling Programmes				
Senior Responsible Officer	[REDACTED]				
Supplier	Deloitte				
Title	Supporting Enabling Programmes Establishment				
Short description	Support, building on previous work, in delivering Enabling Programmes				
Engagement start/end date	Proposed start date 3 Feb 2025	Proposed end date 31 March 2025			
Consultancy Spend approval reference					
Expected costs 24/25	£83,333 ex VAT				
Expected costs 25/26	£0				
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)				
Lot #	Lot 1				
Version #					



Approval of Project Engagement Letter

By signing and returning this cover note, Strategic Change Projects 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



Date	Date	Date
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

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1. Background

Briefly justify why support is required:

Defra recognises the need to build a Future Defra that (a) prioritises delivery of an improved environment, more resilient world and great services; (b) makes it easier to get our jobs done, with greater flexibility and seamless working across the group; and (c) is a destination organisation, investing in our people so that they can enjoy their jobs and feel valued.

Continuing the approach to deliver a small number of 'enabling programmes' that cut across Defra group that was agreed at the Future Defra Summit held in September 2023, further support is required from Deloitte that will allow them to partner with Defra group and drive forward the next phase of work to contribute to the long-term strategic change ambitions.

This work package will take forward the work supporting Defra's enabling programmes. In the next phase, this work will continue to focus on customer, and more specifically the Framers and Land Managers work. This work is a continuation of work builds on the work progressed under DPEL 61539_043 and DPEL 61539_046.

2. Statement of services

Objectives and outcomes to be achieved.

Defra recognises the need to build a Future Defra that (a) prioritises delivery of an improved environment, more resilient world and great services; (b) makes it easier to get our jobs done, with greater flexibility and seamless working across the group; and (c) is a destination organisation, investing in our people so that they can enjoy their jobs and feel valued. In pursuit of this vision, Defra agreed to invest in a small number of "Enabling Programmes" that cut across Defra Group.

Specialist time-limited support, building on previous work, is required to:

- Continue supporting the delivery of Enabling Programmes ([REDACTED])
- Contribute to the development of a PID / business case for Farmers and Land Managers as input into both business planning and SR preparation. ([REDACTED])



Scope

The scope of this DPEL is for the Supplier to broadly support Defra in the ongoing development of the Enabling Programmes - specifically the Customer Enabling Programme. The scope of Services is outlined below. The budget envelope for the DPEL gives some flexibility around the nature and scope of the work delivered under the DPEL. However, the scope will encompass the following core areas:

- Providing ongoing strategic advice on the enabling programmes and their execution based on previous knowledge and work delivered to date, including providing advice and guidance on the operating model for the delivery of Farmers and Land Managers.
- Continued support in preparing for and the execution of stakeholder sessions and papers (as required) e.g. senior stakeholder forums etc.
- Continuing to co-ordinate and liaise with the wider Defra Transformation
- Build on previous data analysis work on farmers and land managers as required to support progression of phase 2 of the discovery - e.g. developing user journeys
- Analysis and insight on targeted customer elements identified through previous engagements to contribute to a Farmers and Land Manager PID / business case
- Provide benefits and cost modelling support to contribute to a Farmers and Land Manager PID / business case
- Provide content and strategic narrative to contribute to a Farmers and Land Managers PID / business case



Assumptions and dependencies

- Deloitte resources will be working as part of a multi-disciplinary team with deliverables co-created with Defra colleagues.
- Deloitte access to Defra stakeholders to be engaged as part of the work will be facilitated by Defra within the timelines available
- The structure of the PID / business case will be agreed on commencement of the engagement but is assumed to be pre-SOC
- The type of data and information that is being handled, and in what location the analysis takes place, will determine the extent to which AI can be used, though where appropriate Deloitte may use AI to analyse Defra data
- Information pertaining to financials and benefit models will be constrained by the availability and accessibility of data.
- Data (no PII) to support the activities will be provided by Defra
- Any analysis of cost and benefits will be based on information provided by Defra, and is likely to be rough order of magnitude (ROM) only.

Risk management.

- Risks will be managed through Weekly status reports and existing Programme governance arrangements

Deliverables

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
<ul style="list-style-type: none"> • Support for ongoing strategic advice on the enabling programmes and their execution 			
<ul style="list-style-type: none"> • Support for the preparation and the execution of stakeholder sessions and papers 			
<ul style="list-style-type: none"> • Support for benefits and cost modelling as input into a Farmers and Land Managers PID / business case 			
<ul style="list-style-type: none"> • Support for analysis and insights as input into a Farmers and Land Managers PID / business case 			
<ul style="list-style-type: none"> • Support progress of phase 2 of the Farmers and Land Managers discovery 			



The contract is based on a time and materials approach. There will be a capped total Charge of £83,333 ex. VAT under this DPEL. Indicative individuals in support of the work are provided below, though these may be varied to meet Defra's requirements over the duration of the arrangement, within the total contract value.

Name	Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
			Totals		Not to exceed. £83,333

Total resource	
<u>Total days*</u>	
Engagement Length**	



Business Area's team

4. Fees

Defra Group shall pay the Supplier for approved work completed. The total fees for the scope of work detailed in this Engagement Letter will be no more than £100,000 inclusive of expenses and VAT.

The Strategic Change Projects PMO team will ensure that the specialist support provided is aligned to the approved scope, that total expenditure remains within the overall envelope, and that milestone delivery dates are met.

Provide costs for any particular stages of the engagement.

Stage	Cost	Due (link to milestone dates)
No specific stages defined for this DPEL costs will be invoiced monthly on a Time & Materials basis subject to the contract limit set out above	Up to £83,333 ex VAT	NA
Expenses		
None expected and only in accordance with expenses statement below		
Grand total		

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 monthly in arrears. 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

- Deliverables will be reviewed and signed off by [REDACTED]



- Any amendments to the contract will be approved by [REDACTED] in consultation with Commercial
- Risks will be managed through Programme Boards and CEO Forum using a RAID log maintained by the Enabling Programmes Portfolio. 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.

Key Performance Indicators

Business Area and Supplier to agree any specific key performance indicators related to this specific project engagement.

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
	See Deliverables section					

Feedback and satisfaction

Business Area and Supplier to agree regular reporting intervals for the duration of the engagement.

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.

The parties agree that this DPEL is governed by the MCF2 RM6008 Call Off Order Form entered into by the Customer and the Supplier dated 17th May 2021 for the provision of Defra Group Management Consultancy Support Arrangements.

Subject to Clause 37.1 (Unlimited Liability), the Supplier's total aggregate liability, in respect of all other Losses incurred by the Customer under or in connection with this DPEL as a result of Defaults by the Supplier shall in no event exceed a sum equal to one hundred and twenty-five per cent of the Call Off Contract Charges payable in connection with this DPEL.

Non-disclosure agreements

The overarching MCF2 framework includes NDAs. Insert any additional NDA requirements here.

none

6. Exit management.

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

See Objectives and Deliverables section.

Notice period.

The nature of these engagements requires that Defra Group have the ability to terminate an engagement

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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.



Department
for Environment
Food & Rural Affairs

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

