

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TISEM0022 UK SHORE Portfolio Evaluation**

THE BUYER: **Department for Transport**

BUYER ADDRESS Great Minster House, 33 Horseferry Road,
London, SW1P 4DR

THE SUPPLIER: **Frontier Economics Limited**

SUPPLIER ADDRESS:

[REDACTED]
[REDACTED]

This Order Form is for the provision of the Deliverables and dated 4th August 2023.

It's issued under the DPS Contract with the reference number RM6126 for the provision of UK SHORE Portfolio Evaluation.

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including any Order Special Terms and Order Special Schedules.
2. Attachment 5 - RM6126 Core Terms
3. RM6126 DPS Joint Schedule 1 (Definitions)
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for **TISEM0022**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
5. Attachment 3 – TISEM0022 Statement of Requirements
6. Order Schedule 4 (Order Tender) (Supplier response to Attachment 2 – TISEM0022 How to Bid Including Evaluation Criteria) as long as any parts of the Order Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.
7. Attachment 4 – TISEM0022 Pricing Schedule

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE: **4th August 2023**

ORDER EXPIRY DATE: **3rd September 2025**

ORDER INITIAL PERIOD: **25 Months**

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DELIVERABLES

As per Attachment 3 Statement of Requirements

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

ORDER CHARGES

As per Attachment 4 Pricing Schedule

REIMBURSABLE EXPENSES

As per Attachment 4 Pricing Schedule

PAYMENT METHOD

As per Attachment 4 Pricing Schedule

BUYER'S INVOICE ADDRESS:

The Supplier must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

BUYER'S AUTHORISED REPRESENTATIVE

Contract Manager:

[REDACTED]

[REDACTED]

[REDACTED]

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Commercial:

[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

As Attachment 3 Statement of Requirements

BUYER'S SECURITY POLICY

As Attachment 3 Statement of Requirements

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

As per Attachment 3 Statement of Requirements

PROGRESS MEETING FREQUENCY

As per Attachment 3 Statement of Requirements

KEY SUBCONTRACTOR(S)

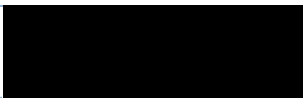
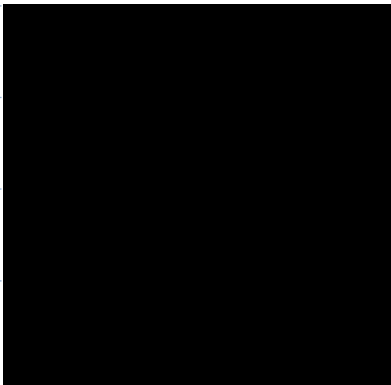



[REDACTED]
[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Supplier response to Attachment 2 – TISEM0022 How to Bid Including Evaluation
Criteria Attachment 4 – TISEM0022 Pricing Schedule

SOCIAL VALUE COMMITMENT

As per Attachment 2 How to Bid Including Evaluation Criteria

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Attachment 3 – TISEM0022 Statement of Requirements

1. PURPOSE

- In November 2021, the UK hosted [the 26th United Nations Climate Change Conference \(COP26\)](#), which brought together partners from around the world to accelerate action towards the goals of the [Paris Agreement](#) and the [UN Framework Convention on Climate Change](#). It built upon the leadership the UK has taken internationally in the field, and the great ambitions it has set to decarbonise.
- Transport is the largest emitting sector of greenhouse gases in the UK (27% of domestic emissions in 2019). It has an important role in the government's [ten-point plan for a green industrial revolution](#) and the [Net Zero Strategy](#), which sets out how the UK will deliver on its commitment to reach net zero emissions by 2050. It is clear that our transport system must change to deliver the Government's Net Zero ambition, and the Department for Transport (DfT) is at the forefront of this.
- Reducing environmental impacts is a strategic priority for DfT, as detailed in the [Transport Decarbonisation Plan](#). Reforming the transport system requires careful consideration of stakeholder needs and lessons learnt from past interventions, as well as evidence of what works, what does not work, for whom and why. DfT is committed to evidence-informed policies to ensure it achieves desired impacts and delivers maximum value for money to the taxpayer and His Majesty's Treasury.
- DfT, referred to as 'The Authority' throughout this document, is launching a new programme of work that will gather evidence of impact, value for money and lessons learnt from interventions it has run to date with the aim of decarbonising maritime transport. Through its UK Shipping Office for Reducing Emissions (UK SHORE), DfT intends to run a series of research and development (R&D) schemes and competitions, to support decarbonisation of the maritime sector.
- The Authority is seeking a supplier to scope, design and implement an evaluation programme that will be embedded across the UK SHORE portfolio from 2023 to 2025, to:
 - determine the effectiveness of the R&D projects and their value
 - record the lessons learnt from UK SHORE backed R&D
 - demonstrate the potential impact of the portfolio
 - bring together analysis across the individual UK SHORE projects in as consistent a format as possible
- The UK SHORE portfolio will include the following schemes, including additional ones to be confirmed at the inception meeting following contract award:
 - Clean Maritime Demonstration Competition (CMDC)

- Zero Emissions Vessels and Infrastructure (ZEVI)
- Early Research Grants
- The UK SHORE portfolio will aim to achieve the following objectives:
 - Clarify the tools and barriers for achieving Net Zero within the Maritime sector: The programme will identify successful and unsuccessful technology and infrastructure that will enable the UK to achieve net zero emissions within the Maritime sector by 2050, reducing risk for future investment. The programme should identify barriers to achieving net zero. This aims to unlock future private sector initiative, finance, and growth.
 - Create long-term growth for Clean Maritime: The programme will support the development of high skilled jobs and technology innovations. This will nurture long-term growth within the UK, securing both domestic and foreign investment into the UK's maritime sector and the UK's science base.
 - Boost jobs in Clean Maritime Technology: This grant aims to directly support the creation of jobs within the supported research fields. Demand for successful R&D innovations will create long-term jobs within the maritime sector. Many jobs will be high skilled and located across the UK, which supports the [levelling up](#) agenda.
 - Support the deployment of infrastructure to facilitate Net Zero: The programme will fund early deployment of advanced fuels infrastructure between 2022 and 2025. This aims to develop and expand the implementation of technologies and infrastructure that can sustain net zero emissions by 2050 in the maritime sector.
 - Leverage private investment from industry in emerging Clean Maritime Technologies: The programme will secure industry co-investment and thus support private companies who currently have less access to investors. This is important for delivering value-for-money and maximising the impact of the scheme.
 - Facilitating the reduction of emissions within the maritime sector. The programme will generate a reduction of greenhouse gas emissions, moving the UK further towards achieving net zero.
- These objectives are not an accountability of the Supplier, but will support the evaluation by providing an understanding of the aims of the portfolio to be evaluated. Delivery of these objectives should be assessed as part of the evaluation.
- DfT recognises the challenges of evaluating transport innovations. Evaluation of this ambitious portfolio will give the successful bidders the opportunity to break new ground and display best practice in monitoring and evaluating throughout the contract term. Both proven approaches and new perspectives and innovative methodologies are valued.
- The purpose of this procurement is to commission an external evaluator (or consortium of evaluators) to develop a comprehensive evaluation programme that will reliably demonstrate the impact and value for money of the UK

SHORE schemes and overall portfolio, as well as document timely lessons that can help improve scheme delivery.

2. DEFINITIONS

Expression or Acronym	Definition
BEIS	Department for Business, Energy, and Industrial Strategy
CMDC	Clean Maritime Demonstration Competition
CoE	Centre of Excellence
COP26	The 26 th Conference of the Parties that signed the United Nations Framework Convention on Climate Change in 1994
DESNZ	Department for Energy Security and Net Zero
Dissemination	The process of sharing results, information and conclusions to relevant stakeholders
DfT	Department for Transport
DSIT	Department for Science, Innovation and Technology
EPSRC	Engineering and Physical Sciences Research Council
Greenhouse gas	Any gas that contributes to the greenhouse effect and global warming by absorbing infrared radiation
Portfolio	The overall collection of schemes included in UK SHORE
R&D	Research and Development
Scheme	A competition, hub, or funding provided as part of UK SHORE
TRIG	Transport Research and Innovation Grants
TRL	Technology Readiness Level
UK SHORE	UK Shipping Office for Reducing Emissions
UN	United Nations

ZEVI	Zero Emissions Vessels and Infrastructure
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3. BACKGROUND TO THE CONTRACTING AUTHORITY

- DfT works with its agencies and partners to support the transport network that helps the UK's businesses and gets people and goods travelling around the country. DfT plans and invests in transport infrastructure to keep the UK on the move.
- The [Transport Decarbonisation Plan](#) sets out the department's commitments to reaching net zero by 2050 through decarbonising all forms of transport, including modal and multi-modal strands.
- The UK Shipping Office for Reducing Emissions (UK SHORE) is a portfolio within the Department for Transport, aiming to tackle shipping emissions and advance the UK towards a sustainable shipping future. Its fundamental objective is to implement a £206 million investment portfolio from 2022-25, in partnership with industry, to accelerate research into the development of clean maritime technologies and create skilled jobs across the country.
- This investment is vital to tackle climate change, improve air quality, and achieve the objective of decarbonising transport, particularly focused in the commercial maritime sector.
- UK SHORE includes several projects within its portfolio, with a range of Technological Readiness Levels (TRLs), which include:
 1. Low TRLs – Early Research Grants (including Transport Research and Innovation Grants and Clean Maritime Research Hub)
 2. Mid TRLs – Clean Maritime Demonstration Competitions (CMDC)
 3. Mid-High TRLs – Zero Emissions Vessels and Infrastructure (ZEVI)
- Technology Readiness Levels (TRLs) refer to the stage of development of the technology. Low TRL projects refer to technologies in the early stages of development (e.g. initial ideas, academic research), whilst high TRL projects are those closer to working application and commercialisation. Monitoring metrics will be similar across most schemes, and the relevant data for each scheme will be collected by the delivery partner and shared with the Supplier.
- Further information on the specific schemes and competitions within UK SHORE's portfolio is contained in Section 3.

4. BACKGROUND TO THE REQUIREMENT

- This section will provide an overview of the details of the schemes within the UK SHORE portfolio. The requirement is outlined further in Sections 5 and 6.

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- The Cabinet Office and His Majesty's Treasury are focused on robust monitoring and evaluation to evidence the impact and value for money of government-funded programmes such as UK SHORE. The [central Evaluation Task Force](#) scrutinises departments' evaluation activities, tracks the delivery of evaluation projects, and ensures results are used to inform future spending decisions
- In UK SHORE, robust monitoring is embedded in the scheme delivery from the start. This ensures timely, consistent, and comprehensive data collection is in place to facilitate robust impact and value for money evaluations.
- UK SHORE has been working with DfT's internal Evaluation Centre of Excellence (CoE) to support the monitoring and evaluation of the UK SHORE portfolio. The Evaluation CoE and analysts across the Aviation, Maritime and Border Analysis (AMBA) team will support UK SHORE delivery partners and the Supplier in scoping, managing and quality assuring this project.
- Background to the schemes included in the portfolio are below.

Scheme	Description and Delivery Model
Clean Maritime Demonstration Competition Mid Technology Readiness Levels (TRL) Approx. budget: £106m Duration: <i>September 2021 to March 2025</i> Delivery partner: <i>Innovate UK</i>	<p>The Clean Maritime Demonstration Competition (CMDC) is a multi-series grant competition developed to fund working demonstrations of clean maritime technologies. This is aimed at developing projects of mid TRL.</p> <p>CMDC1 funded a total of £23m to support 55 feasibility studies and technology trials between September 2021-March 2022. CMDC2 will fund £12m to 31 projects between January-August 2023. CMDC3 will fund £60m for technology and system demonstrations between April 2023-March 2025. CMDC aims to progress technologies up the TRL scale, with many projects funded by CMDC1 further developed by CMDC3 funding.</p> <p>Existing monitoring/evaluation activities: Baseline and post project completion questionnaires, post-completion reports have been collected by a delivery partner from the project teams. A detailed set of metrics were developed recently with an external supplier and are being implemented in scheme delivery.</p>
Zero Emissions Vessels and Infrastructure (ZEVI) Mid to High TRLs	<p>ZEVI will provide funding of high TRL technologies, which will allow the building and deployment of clean maritime technologies in vessels and at UK ports at a large scale. ZEVI is composed of (1) R&D grants towards the development of commercial trials for zero emission vessels, and (2) R&D grants to port refuelling</p>

<p>Approx. budget: £77m</p> <p>Duration: August 2023 to March 2028</p> <p>Delivery partner: <i>TBC</i></p>	<p>infrastructure including bunkering (refuelling) of zero emission fuels and shore power (the provision of shoreside electrical power to a ship at berth).</p> <p>Projects funded by ZEVI will start by September 2023 and complete their initial build phase by March 2025. This will be followed by a 3-year deployment period to March 2028, providing a demonstration of the technology.</p> <p>Existing monitoring/evaluation activities: This is currently being scoped by DfT and is likely to be similar to CMDC activities where the relevant monitoring data will be collected by the delivery partner.</p>
<p>Early Research Grants</p> <p>Low TRLs</p> <p>Approx. budget: £5m</p> <p>Duration: November 2022 to March 2025</p> <p>Delivery partner: Connected Places Catapult (TRIG)</p>	<p>UK SHORE is funding early research in less developed, lower TRL solutions, in collaboration with research councils and academia. This funding will help develop novel ideas and build an academic network focused on developing a research base in the UK on clean maritime.</p> <p>TRIG The Transport Research and Innovation Grants (TRIG) programme is a 100% grant funding competitive scheme to deliver early-stage research projects and prototyping of innovative transport ideas to help improve the transport system across all modes. TRIG is delivered by the Connected Places Catapult (CPC) on behalf of DfT. Only the maritime-related projects funded by UK SHORE (approximately £400,000 in total) will be in the scope of this evaluation. TRIG funds much smaller projects than those funded by CMDC and ZEVI.</p> <p>TRIG existing monitoring/evaluation activities: Baseline and post project completion questionnaires collected by delivery partner from the project teams.</p> <p>EPSRC Clean Maritime Research Hub</p> <p>UK SHORE is working with the Engineering and Physical Sciences Research Council (EPSRC), part of UK Research and Innovation (UKRI), to establish a flagship UK National Clean Maritime Research Hub, made up of a consortium of leading UK universities to address research challenges in clean maritime. DfT and EPSRC would fund up to 80% of the hub, with industry and academia providing the remaining 20%.</p>

	<p>EPSRC existing monitoring/evaluation activities:</p> <p>The research hub will conduct baseline, mid-project, and post-project data collection, as well as a formal report at the end of each financial year.</p>
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- Existing monitoring data and data collection tools will be shared with the appointed Supplier at contract inception for the purpose of this project, alongside scheme and portfolio documentation (likely to include a detailed system map). A list of data collection metrics developed for UK SHORE can be found in Annexe A. The Supplier is expected to build upon the existing data and data collection tools and incorporate them into an overarching approach to monitoring and evaluating the entire UK SHORE portfolio.
- There remains uncertainty about the future and timings of some UK SHORE schemes, with additional schemes still in development and not yet publicly announced. A more granular programme will be shared with the Supplier at contract inception, as well as details of how this will affect the workload. Additional schemes will likely include similar monitoring activities as previous schemes. DfT will collaborate with the Supplier to deliver these workloads as agreed by both parties in a reasonable timeline.
- DfT will be available to support the Supplier by providing:
 - A project lead, who will be the first point of contact for any questions or concerns.
 - Expert advice and knowledge on the maritime sector, through our team of maritime analysts and policy colleagues, as well as an academic specialising in maritime.
 - Input into evaluation activities through the Department's Evaluation Centre of Excellence.
- To give an estimate of the amount of data needed to be processed by the Supplier, the following figures of the number of projects in each scheme can be used. Whilst the figures for CMDC1, CMDC2, and CMDC3 are confirmed, the others are best estimates at this stage and may be subject to change. Any changes to these figures are not expected to significantly alter the workload of the Supplier. However, the Supplier may need to undertake additional data collection, such as interviews or case studies, if relevant.

Scheme	Number of projects	Estimated/confirmed
CMDC1	55	Confirmed
CMDC2	31	Confirmed
CMDC3	19	Confirmed
ZEVI	10	Estimated
TRIG	13	Estimated
EPSRC	N/A	N/A

1.1 A provisional portfolio timeline can be found below:

DfT Objective: Accelerate the design and development of zero emission vessels in the UK through a series of projects covering a range of technology including build and infrastructure, as well as tackling the technical barriers in the adoption of clean propulsion technologies and advanced materials through targeted R&D investment.	
Deliverable: Complete Clean Maritime Competition 2	
Competition launch	01/06/2022
CMDC2 projects begin	02/01/2023
CMDC2 projects complete	31/08/2023
CMDC2 end of project data collection	09/2023
CMDC2 1-year post project data collection	09/2024
Deliverable: Complete Clean Maritime Competition 3	
Competition launch	26/09/2022
CMDC3 projects begin	03/04/2023
CMDC3 mid-project data collection	04/2024
CMDC3 projects complete	30/03/2025
CMDC3 end of project data collection	04/2025
Deliverable: Zero Emission Vessels and Infrastructure scheme (ZEVI)	
Competition launch	09/01/2023
ZEVI projects begin	21/08/2023
ZEVI projects complete build phase	30/03/2025
ZEVI end of build phase data collection	04/2025
ZEVI projects complete demonstration phase	31/03/2028
ZEVI end of demonstration phase data collection	04/2028

Deliverable: EPSRC Research Hub	
MOU of EPSRC programme agreed	31/01/2023
EPSRC Hub opens	01/09/2023
EPSRC mid-project data collection	TBC
EPSRC Hub closes	31/03/2027
EPSRC end of project data collection	TBC
Deliverable: TRIG	
TRIG 2022 launched	12/12/2022
TRIG 2022 projects conclude	31/08/2023
TRIG 2022 end of project data collection	09/2023
TRIG 2023 launched	01/12/2023
TRIG 2023 projects conclude	31/08/2024
TRIG 2023 end of project data collection	09/2024
TRIG 2024 launched	01/12/2024
TRIG 2024 projects conclude	31/08/2025
TRIG 2024 end of project data collection	09/2025

- These timelines refer to DfT activities and are not directly related to Supplier deliverables. However, the data collection dates for each scheme will help inform what is in scope for each report and when the Supplier can expect to receive data from DfT/delivery partners. Any data collection falling beyond the contract period will not be required to be included in the analysis under this contract but should be used to inform the future evaluation framework requirement.
- There are no major differences to the requirement between schemes. Metrics will be consistent across most schemes. The ZEVI scheme will require a further technical evaluation due to its substantial demonstrator phase, where the technologies are tested in a real-world environment. This will involve the assessment of key performance indicators, such as the number of miles travelled without refuelling and the number of emissions generated. This technical evaluation falls outside the scope of this procurement but will need to be incorporated into the future evaluation framework.

5. SCOPE OF REQUIREMENT

- This section provides an overview of the evaluation requirement for the Supplier. The requirements are outlined in further detail in Section 6.
- The Authority seeks to appoint a Supplier to develop a comprehensive evaluation programme for the UK SHORE portfolio, working closely with DfT analysts and delivery partners and building on existing monitoring activities, scheme, and portfolio documentation.
- We expect the evaluation programme to start in July 2023 and end in August 2025 (three fiscal years) – to be confirmed upon Supplier appointment. Bidders should use this programme timeline when preparing proposals.

- Evaluation activities and outputs (defined below) should cover the period from 2021 (when the first UK SHORE scheme, CMDC, started operating) until 2028 (the estimated end of the longest scheme, ZEVI).
- The Supplier will be expected to:
 - a) Work closely with the DfT and delivery partners to understand the context, aims, delivery models, stakeholders, and any existing monitoring in place for UK SHORE and its schemes.
 - b) Review documentation and data shared by DfT and delivery partners at contract start, building on them to develop a robust, comprehensive, and coherent approach to monitoring and evaluating the UK SHORE portfolio over the 2021-2028 period. This will include early impact and value-for-money evaluation and a recommended work plan to be implemented after the end of this contract.
 - c) Review current monitoring practices and data available for CMDC, Early Research Projects, and plans for ZEVI. In addition, recommend any changes needed to ensure there is a robust, comprehensive, and coherent approach to monitoring and evaluating the UK SHORE portfolio.
 - d) Collect and analyse any additional data needed to estimate the impact and value for money of the UK SHORE portfolio, and document lessons learnt.
 - e) Deliver the evaluation deliverables over five delivery phases (see Section 7 – Key Milestones and Deliverables).
- The required deliverables for this evaluation are (described in detail in Section 6):
 - A comprehensive **evaluation framework** for the UK SHORE portfolio for the period 2021-2028 (including a recommended work plan for future evaluation activities).
 - Two **interim reports** estimating the impact and value for money of UK SHORE schemes and containing lessons learnt for the period 2021-2024.
 - A **final report** estimating the impact and value for money of specific schemes and the overall portfolio for the period 2021-2025.
 - Dissemination of the findings of the final report to stakeholders.
- The Supplier will be required to collaborate on all deliverables, ensuring the project addresses the needs of the Authority and its stakeholders. Regular fortnightly meetings with the Authority to track progress will be required.
- Complying with data protection guidelines, the Supplier should provide the Authority datasets for relevant data used in this evaluation in a clean, fully labelled, and quality assured format using Excel or another agreed format at the end of the contract.

- The Authority reserves the right to use outputs delivered under this contract for any subsequent evaluation activity relating to UK SHORE. The Supplier should ensure that outputs under this contract are suitable for use in this way.

6. THE REQUIREMENT

- **Evaluation framework.** The Authority requires the Supplier to collaborate with DfT, delivery partners and stakeholders to design a robust, comprehensive, and coherent evaluation framework that will stand up to external scrutiny and capture robust evidence of impact and value for money for the UK SHORE portfolio. The Supplier will be required to do the following, but may undertake additional tasks if they wish:
 - Review the portfolio and scheme documentation shared by DfT, including contextual/background documents.
 - Review monitoring processes and data shared by delivery partners, providing recommendations where necessary.
 - Conduct interviews with UK SHORE staff and other stakeholders recommended by UK SHORE to fully understand the context, aims, stakeholders, opportunities and constraints of the schemes and overall portfolio. For costing purposes, bidders should assume that a total of around five interviews will be conducted, each involving up to ten policy and analysis leads.
 - Interview UK SHORE delivery partners to fully understand the delivery models, monitoring activities in place, data collection tools and existing data for relevant schemes (for costing purposes, bidders should assume that around five interviews will be conducted in total, each involving around ten programme and analysis leads).
 - Drawing on evaluation best practice and expertise, supplemented by the HMT Magenta Book, design a robust, comprehensive, and coherent evaluation framework to capture the impact, value for money and implementation lessons learnt for the UK SHORE portfolio, including:
 - an overarching portfolio-level theory of change, including contextual factors, assumed causal links and other assumptions.
 - scheme-level logic maps feeding clearly into the portfolio theory of change, clarifying how scheme-level outcomes and impacts contribute to the overall portfolio outcomes and impacts. The Supplier will adapt and incorporate any existing theories of change/ logic maps (e.g., CMDC, ZEVI) into this work.
 - portfolio-level and scheme-level evaluation questions covering impact (including attribution and additionality), value for money (including economic, social, and environmental benefits) and process/ implementation.

- portfolio-level and scheme-level metrics and methods required for robustly monitoring progress, estimating value for money, direct and indirect impacts. The Supplier will adapt and incorporate any existing metrics (e.g., CMDC, ZEVI, TRIG) into this work.
- data collection instruments for any schemes without existing monitoring arrangements/ any additional data collection requirements that have been identified.
- an evaluation plan for 2021-2025, including a work plan for delivering the interim and final reports for this procurement, covering 2021-2025. This should draw on the most rigorous methods possible for assessing impact and value for money of the portfolio, including counterfactual analysis. (See [Transport Analysis Guidance, Unit E1 – Evaluation](#), Section 5 – The counterfactual.)
- The evaluation framework including all the above must be completed and signed off by representatives of the Authority by September 2023.
- **Interim reports.** The Authority requires the Supplier to deliver two interim reports by January 2024 and June 2024, including:
 1. an impact evaluation that assesses the impact of UK SHORE schemes. This should draw upon scheme level data shared by delivery partners and data from the DfT, including emissions modelling. Data from delivery partners on the performance of schemes should be supplemented by interviews and/ or focus groups with stakeholders and any additional data collection deemed necessary. The Supplier should also capture wider trends in the market, such as green shipping uptake, green jobs, and maritime emissions data. This may draw on administrative datasets and other publicly available data (e.g., [government seafarers statistics](#), [government maritime statistics](#), government energy statistics). DfT is available to help direct the Supplier to relevant data sources.
 2. value for money evaluation which monetises the impacts identified where possible, including economic, social, and environmental impacts to the UK. These should use the same inputs as the impact evaluation (including data from delivery partners and DfT) in conjunction with Green Book and TAG guidance. This should be used to perform a cost-benefit analysis, as well as a consideration of risks and uncertainties in the assessment.
 3. a process evaluation focusing on lessons learnt for improving delivery in the future. This should draw on the interviews conducted for the evaluation framework (e.g., UK SHORE policy and analysis leads, UK SHORE delivery partners) and any additional data collection used for the impact evaluation.

- **Future evaluation framework.** The Authority requires the Supplier to produce a framework for evaluation of current and future competitions up until 2028, to be delivered in March 2025. This should include:
 - a proposed work plan for capturing impact and value for money evaluation evidence after the end of this procurement (2025-2028). This work plan will inform activities that will be commissioned and delivered after the end of this project, such as the ZEV scheme which runs until March 2028. The work plan should include timings and methods to publish a final report and any additional interim reports that may be deemed necessary.
 - an overarching portfolio theory of change, scheme-level logic maps, portfolio-level and scheme-level evaluation questions, portfolio-level and scheme-level metrics, and data collection instruments, as outlined in the “Evaluation Framework” requirement. This will draw on lessons learnt and a gap analysis of the current evaluation to help develop a comprehensive future evaluation framework.
- **Final report.** A final report for publication on www.gov.uk should be completed and signed off by representatives of the Authority by August 2025, including:
 1. an impact and value for money evaluation of specific schemes and the overall portfolio for the period 2021-2025. This should include an update of the interim impact and value for money evaluation of projects assessed in the interim reports, with additional evidence gathered in the meantime. It should also include impact and value for money evaluation for ZEV and the rest of the UK SHORE schemes completed to date, with cross-portfolio evaluation where appropriate.
 2. The final report will have the following core structure, unless agreed otherwise in writing with the Authority beforehand:
 - One-page summary of key findings
 - Overview of portfolio and schemes evaluated, including logic maps.
 - Overview of evaluation, including aims and evaluation questions – at portfolio and/ or scheme level as applicable.
 - Evaluation design and methods, including data collection and data analysis methods (high-level overview, with technical details in annexe) – at portfolio and/ or scheme level as applicable.
 - Scheme-level findings and recommendations
 - Portfolio-level findings and recommendations
 - Conclusions
 - Annexes
- **Present findings.** The Authority requires the Supplier to share report findings to green maritime stakeholders using a method to be agreed with the authority.

Dissemination is required at least once at the end of the evaluation period. For costing purposes, Suppliers should assume this to be in the form of a presentation to stakeholders via Teams.

7. KEY MILESTONES AND DELIVERABLES

- The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Delivery Date (by)	Payment Milestone (%)
Evaluation framework	Evaluation framework completed according to specification, revised in response to feedback and signed off by DfT	September 2023	22.5%
Interim report one	Interim reports completed according to specification, revised in response to feedback and signed off by DfT	January 2024	22.5%
Interim report two		June 2024	20%
Future evaluation framework	Future evaluation framework completed according to specification, revised in response to feedback and signed off by DfT	March 2025	10%
Final report and dissemination	Final report completed according to specification, revised in response to feedback and signed off by DfT, and conclusions shared to relevant stakeholders	August 2025	25%

8. PROGRESS MONITORING

- The Authority will provide a Project Manager representing UK SHORE, assisted by the Authority's Evaluation CoE, who will provide support and technical quality assurance.
- The Successful Supplier shall provide a Project Manager who will collaborate with the Authority's Project Manager and provide regular updates on progress. The method and regularity for providing updates and progress meetings will be agreed following contract commencement (Potential Suppliers should expect that fortnightly progress updates with the Project Manager are a minimum).
- The Supplier is required to collaborate with the Authority representatives and agree with them in advance any significant changes to evaluation design, as well as project delivery aspects likely to affect the project budget and/ or timelines.

9. CONTINUOUS IMPROVEMENT

- The Supplier is expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- Changes to the way in which the Services are delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

10. ETHICS

- DfT is committed to promoting high ethical standards in the conduct of the social research it funds and commissions. We expect potential Suppliers to conduct research to appropriate ethical standards, such as those outlined in the Government Social Research Unit Professional Guidance '[Ethical Assurance for Social and Behavioural Research in Government](#)'.
- Potential Suppliers should identify any ethical sensitivities or risks in their bid, as well as any other risks they consider might arise, and should outline proposed arrangements for mitigation and ongoing monitoring.

11. QUALITY

- Potential Suppliers' proposals must be able to offer an appropriate level of expertise and experience and be able to deliver the outputs within the desired period.
- As part of the proposals, Potential Suppliers shall also provide a quality assurance plan that demonstrates their organisation's quality control procedures applicable to this project.

Research quality and integrity

- The Authority seeks to conduct its research and analysis with high standards of quality and integrity. In doing so, we seek to comply with the principles of

the [Concordat to support research integrity](#), the UK's national policy statement on research integrity (see [Government Office for Science guidance on implementing the Concordat to Support Research Integrity within government](#)). This means:

- Upholding the highest standards of rigour and integrity in all aspects of research and analysis.
- Ensuring research and analysis is conducted according to appropriate ethical, legal, and professional frameworks, obligations, and standards; and
- Supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice, and support for the development of researchers and analysts.
- The Authority expects all individuals involved with the Supplier's delivery of this contract, including researchers, analysts, support staff, managers, and administrators, to abide by the research integrity principles set out in this specification.
- The Supplier must seek to ensure that the integrity of research and analysis for this requirement is maintained. Breaches in research integrity, such as any research misconduct, can take many forms, including:
 - fabrication: making up results, other outputs (for example, artefacts) or aspects of research, including documentation and participant consent, and presenting and/or recording them as if they were real.
 - falsification: inappropriately manipulating and/or selecting research processes, materials, equipment, data, imagery and/or consents.
 - plagiarism: using other people's ideas, intellectual property, or work (written or otherwise) without acknowledgement or permission; and
 - failure to meet legal, ethical, and professional obligations, for example by:
 - not observing legal, ethical, and other requirements for research participants.
 - breach of duty of care for research participants, including failure to obtain appropriate informed consent.
 - misuse of personal data, including inappropriate disclosures of the identity of research participants and other breaches of confidentiality.
- The Supplier is required to declare to the Authority any breaches in research integrity in delivery of this requirement so that the Supplier and Authority can agree on any remedial action.

- Further details of the research quality and integrity expected for this requirement are detailed in the following sub-sections covering conduct of research and analysis, research ethics, research and analysis output quality, and report formats and accessibility.

Conduct of research and analysis

- Suppliers must be able to offer an appropriate level of expertise and experience and be able to deliver the research and analysis outputs. Proposals should detail team members' expertise and experience in the appropriate section.
- Suppliers should state what professional memberships and standards their principal team members hold and adhere to.
- Suppliers should detail any professional quality accreditations they hold and quality systems they use.
- Suppliers should follow appropriate analytical government guidance including the [Green Book](#), [Magenta Book](#) and [Aqua Book](#), where applicable. They should follow the guidance in any relevant modules of the Authority's [Transport Analysis Guidance](#).
- Suppliers should detail how quality will be assured in delivery of the contract. This should cover how research and analysis plans, instruments, analysis, and reports will be quality assured. This should also include how the work of any sub-contractors will be quality assured. The roles held by individual team members in quality assurance should be explained.
- The supplier should describe whatever internal governance arrangements are in place to support the delivery of good-quality research and analysis within their organisation, beyond the specific arrangements for delivery of this project.
- The supplier must co-operate fully with the governance arrangements established by the Authority, such as a project steering group or R&D governance board, and any independent peer review that is arranged by the Authority.
- At the Authority's request, the supplier must facilitate inspection of key research processes by members of the Authority or a third-party contractor. This might entail observation of data collection, data processing or file storage arrangements. Such observation would be purely for the purpose of verifying research quality and must be fitted within the constraints of data protection, research ethics and commercial confidentiality.

Research ethics

- DfT is committed to promoting high ethical standards in the conduct of the research and analysis it funds and commissions. We expect suppliers to conduct research to appropriate ethical standards.
- Potential suppliers must identify any ethical sensitivities or risks in their proposals and detail proposed arrangements for mitigation and ongoing monitoring.

- Research must follow the principles outlined in the Government Social Research (GSR) Professional Guidance on '[Ethical Assurance for Social and Behavioural Research in Government](#)', where applicable:
 - Principle 1: Clear and defined public benefit.
 - Principle 2: Sound application, conduct and interpretation.
 - Principle 3: Data protection regulations
 - Principle 4: Specific and informed consent
 - Principle 5: Enabling participation.
 - Principle 6: Minimising personal and social harm
- For further details on these principles see the GSR guidance here: <https://www.gov.uk/government/publications/ethical-assurance-guidance-for-social-research-in-government>
- Any data collection undertaken using online software must adhere to the standards that public sector bodies are expected to meet. These are detailed in the Web Content Accessibility Guidelines 2.1 (<https://www.w3.org/TR/WCAG21/>) and summarised on gov.uk (<https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>). The Supplier must ensure that they have access to the appropriate software in advance of the Contract commencing.

Research and analysis output quality

- Suppliers should take note of the following guidelines for producing research outputs. These are intended to ensure that the reporting process is efficient and produces outputs of good quality that will be acceptable for the Authority.
- All reports and other outputs of the Contract must use language that a non-analyst would understand and have clear policy-relevant messages. Sentences, headings, and paragraphs must be short and concise. Slang and jargon must be avoided. Where technical terms must be used, a glossary must be provided. An exception to these guidelines may be technical documentation that is intended for a specialist audience.
- Reports must be written in the third person and refer to analytical findings in the past tense. The Supplier must ensure the style and tense used does not change throughout the report. Drafts must be consistent in language and acronyms, use of footnotes and use of references throughout.
- All findings and statements should be accompanied by reference to, and explanation of, the supporting evidence. Any caveats on applying the evidence must be made clear in the reporting.
- Research methods should be described succinctly in the main text. Further detail that would allow a technical peer reviewer to understand the research methods and ascertain their quality should be provided in a technical annexe. Methodological decisions and issues in data collection and analysis that may have affected the research findings should be explained.

- Reports should begin with an Executive Summary of 2-5 pages in length. This should be suitable for use as a stand-alone summary of the research findings. It should clearly identify the main points arising of policy relevance.
- The Supplier should schedule a report planning meeting with the Authority. This should take place when data collection and analysis has been conducted and before drafting of the report begins. For this meeting, the Supplier should provide a suggested outline of the report contents and a narrative of the main points that will be covered and the emerging conclusions. Discussion and agreement on these points in advance, confirmed in writing, should make the report writing process more efficient and minimise wasted effort by the Supplier and Authority.
- The Supplier must build in time in the work schedule for thorough quality assurance of reporting outputs to ensure they have been thoroughly checked before submission and so are free from spelling and grammatical errors. The schedule must build in time for these review processes.
- The Supplier must allow adequate time in the work schedule for the Authority to review draft reports and return comments. Any comments provided by the Authority must be fully addressed within the agreed timescales.

Report formats and accessibility

- All reports intended for publications must be submitted to DfT as both MS Word and Adobe PDF files. Both files must meet the latest government minimum accessibility standards set out by the Public Sector Bodies Accessibility Regulations 2018. This is currently set at Web Content Accessibility Guidelines 2.1 level AA (WCAG 2.1). Guidance on GOV.UK for making document accessible is helpful to be used in addition to WCAG 2.1. The supplier may decide to undertake this accessibility work themselves, use a third-party, or DfT's PDF accessibility specialist (Dig Inclusion) to ensure the required standard is met. (Making sufficient allowance for any additional cost and time this would entail).
- Evidence that the publication meets level AA against WCAG 2.1 must also be provided by the contractor alongside delivery of the report if they or a third-party complete the accessibility work, including who has done the accessibility work. Adobe PDF accessibility checklist or PDF Accessibility Checker (PAC 3) are both acceptable options to initially check for accessibility. The contractor or the third-party should then also independently assess whether the document is fully accessible and meets WCAG 2.1. Suppliers must ensure they budget to engage DfT's PDF accessibility specialist (Dig Inclusion) to check accessibility compliance of PDF files supplied by themselves or third parties.
- More information can be found at the following sites:
 - Level AA of the Web Content Accessibility Guidelines (WCAG 2.1)
<https://www.w3.org/TR/WCAG21/>.
 - Publishing accessible documents on GOV.UK
<https://www.gov.uk/guidance/publishing-accessible-documents>
 - Make your Word documents accessible to people with disabilities
<https://support.microsoft.com/en-us/office/make-your-word-documents->

[accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d](https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html)

- Create and verify PDF accessibility (Acrobat Pro)
<https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html>
- The Supplier must allow adequate time for this accessibility work to be completed and checked in the work schedule.

12. PRICE

- We require that the UK SHORE Portfolio Evaluation is completed at a maximum total cost of no more than £480,000. This is the total budget for this piece of work so bids must not exceed that figure. Bids which do exceed that figure will not be considered and will be deemed ineligible. The Authority would appreciate value for money competitive costings from suppliers for the requirement.
- 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. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- The Authority is committed to maintaining high standards of data security and confidentiality.
- The Suppliers must fully comply with UK General Data Protection Regulations (UK GDPR), Data Protection Act 2018 and the Freedom of Information (FOI) legislation and the Mandatory Minimum Measures set out by the Cabinet Office.
- Potential Suppliers shall address any Data Protection or Information Security issues that they anticipate encountering in relation to the Contract and their approach to mitigate them. Any information security accreditations held by the Potential Supplier or sub-contracted organisations must be clearly outlined.
- The Intellectual Property Rights (IPR) of all products created during this commission (including, without limitation, all data, findings, and outputs) will be vested with the Authority.
- All copyright, knowledge and other property rights generated from this project remain property of the Crown. The Supplier shall ensure that all documentation and wherever possible all computer media are clearly marked accordingly.
- The Supplier shall seek approval in advance from the Authority's Project Manager for any press release, presentation or publication related to this project until the final report is published; sufficient time should be allowed for this. After publication of the final report, the Supplier shall keep the Authority's

Project Manager informed of any further use of data and/or findings from the project.

- Further use of data may only be permitted within the stated retention periods, in line with the stated purposes of the data collection and within the restrictions of any government security classifications.
- At all times, the Supplier will observe the security classification of government documents and information shared for the purpose of this project.

14. PAYMENT AND INVOICING

- Payments will be split across each year of the contract and shall be linked to delivery of each of the deliverables set out in section 7. Upon contract award the exact timeline will be agreed as part of the contract setup process.
- The budget for evaluation is estimated to be split across the years as follows: 22.5% on receipt of the evaluation framework, 22.5% for the first interim report, 20% for the second interim report, 10% for the future evaluation framework, and 25% for the final report and evaluation. This will be confirmed once the successful bid has been identified.
- To assist with the payment process, draft invoices shall first be submitted by e-mail to the Authority's Project Manager. Once the draft invoice has been agreed, a DfT 'Goods Received Notice (GRN)' will be produced, and the Authority will then confirm that the invoice may be submitted for payment.
- Invoices must quote the Purchase Order (PO) number (issued to the appointed Supplier) and must be submitted as directed in the PO to: Arvato, Shared Service Centre, 5 Sandringham Park, Swansea Vale, Swansea, SA7 0E.
- Payment can only be made following satisfactory delivery of pre-agreed deliverables.

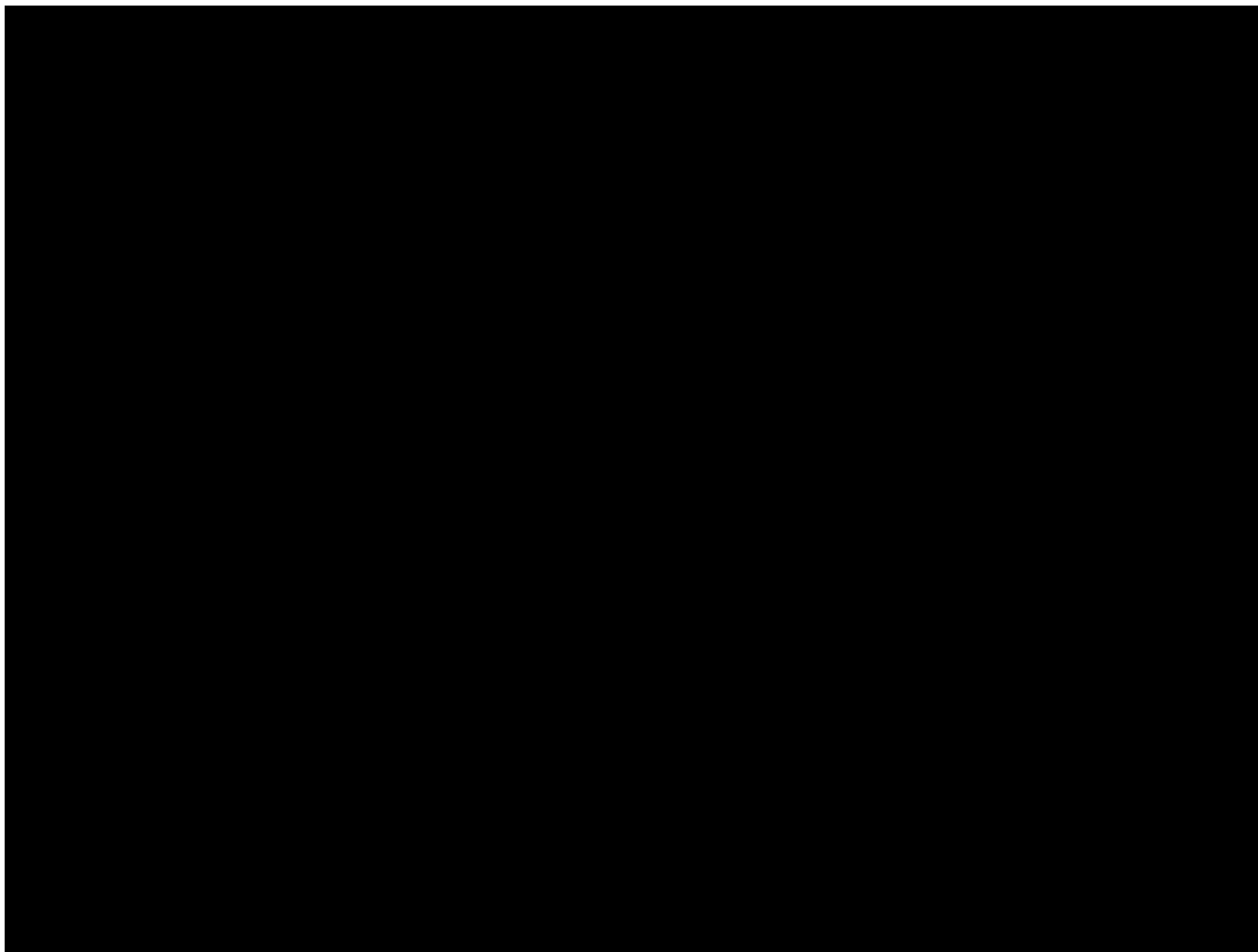
15. CONTRACT MANAGEMENT

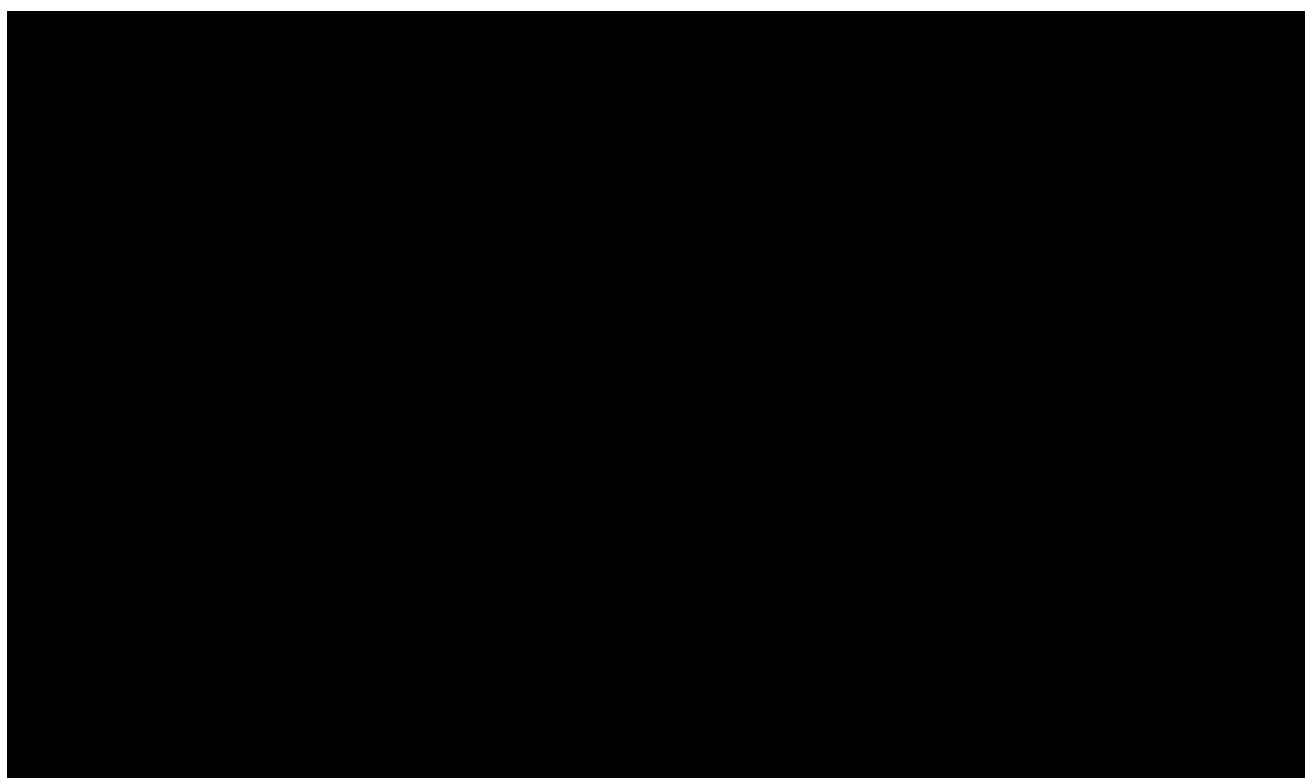
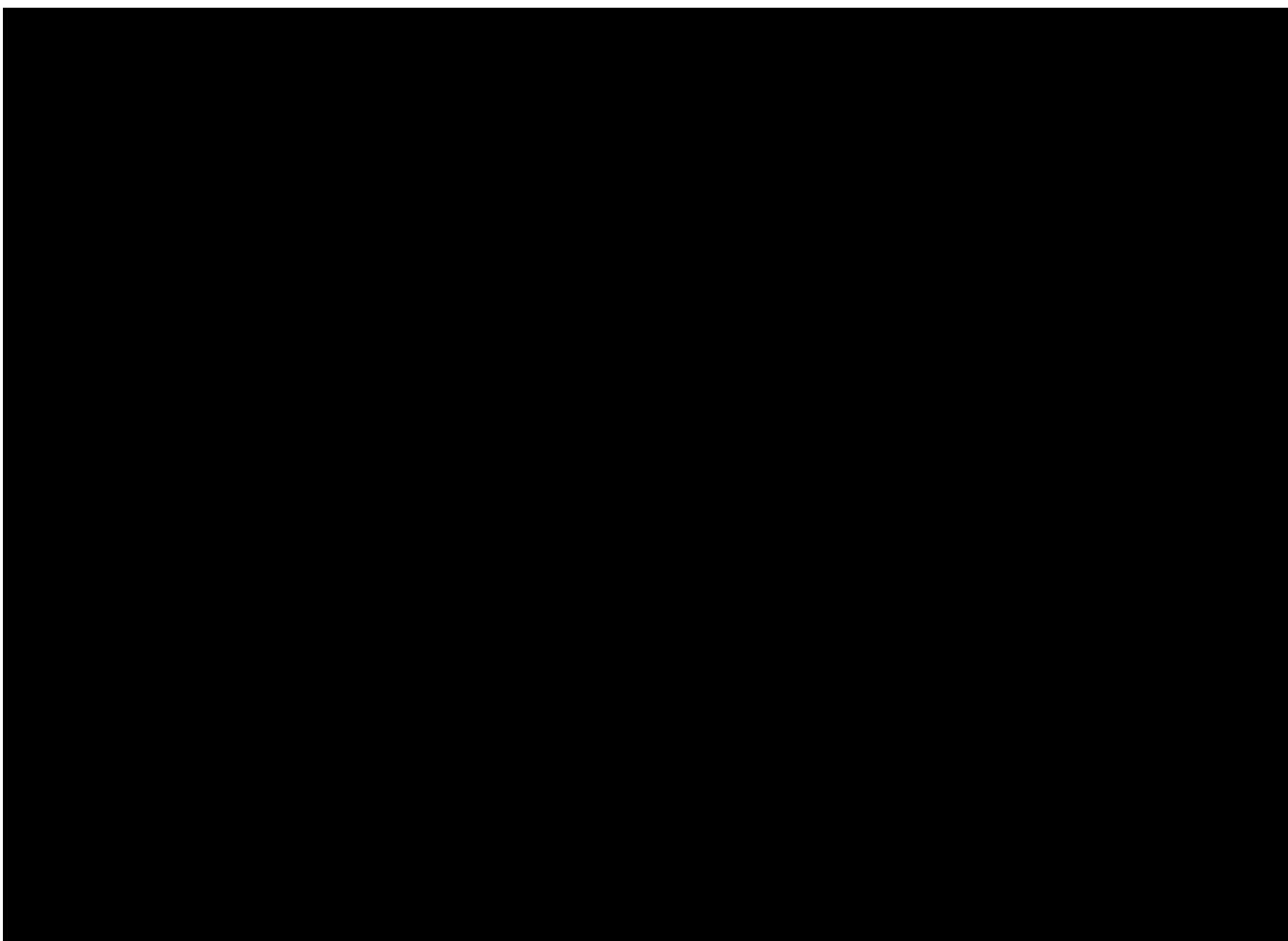
- The identity of the Authority's Project Manager shall be disclosed upon Contract Award. They shall be the main point of contact throughout the duration of the Contract.

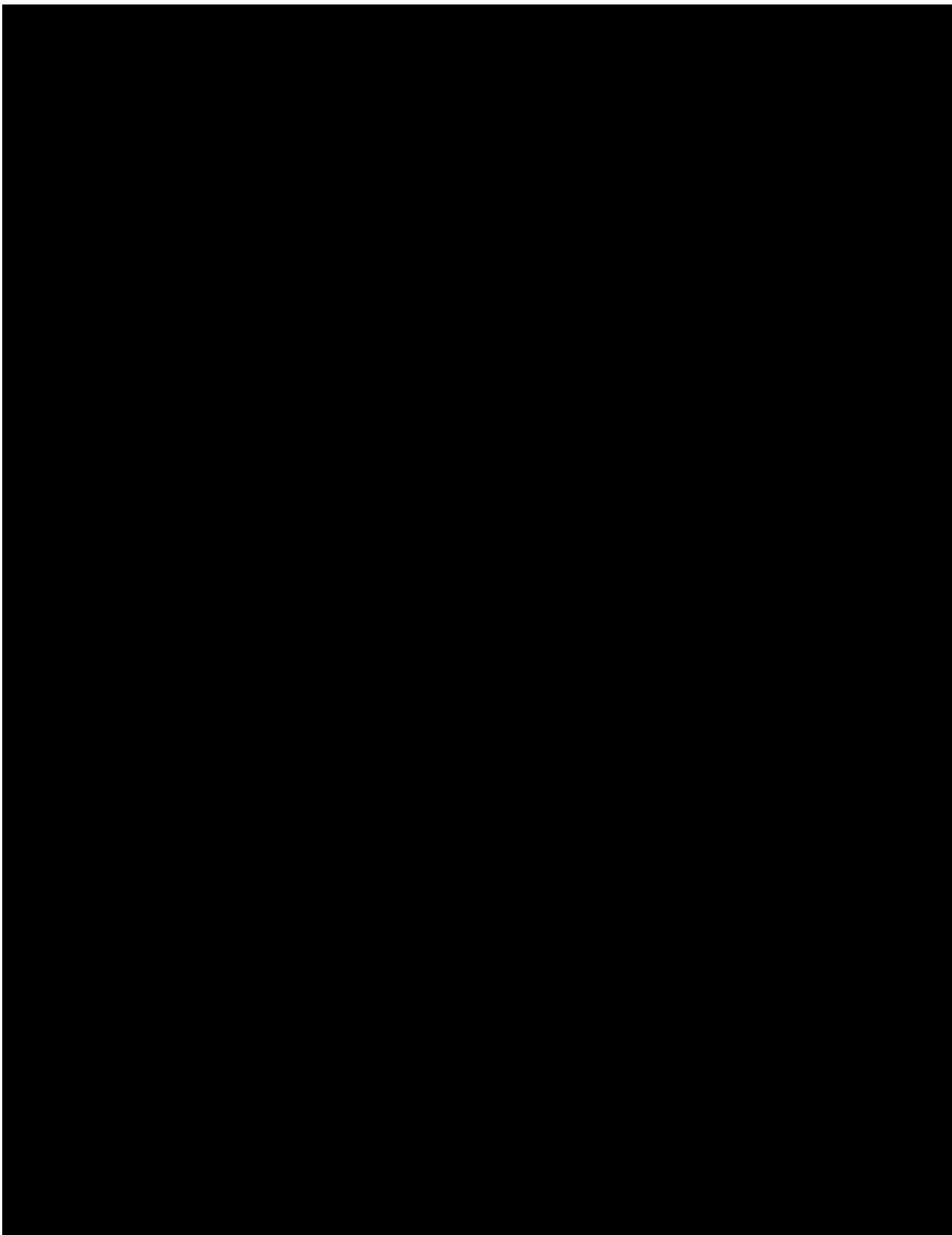
Project Management:

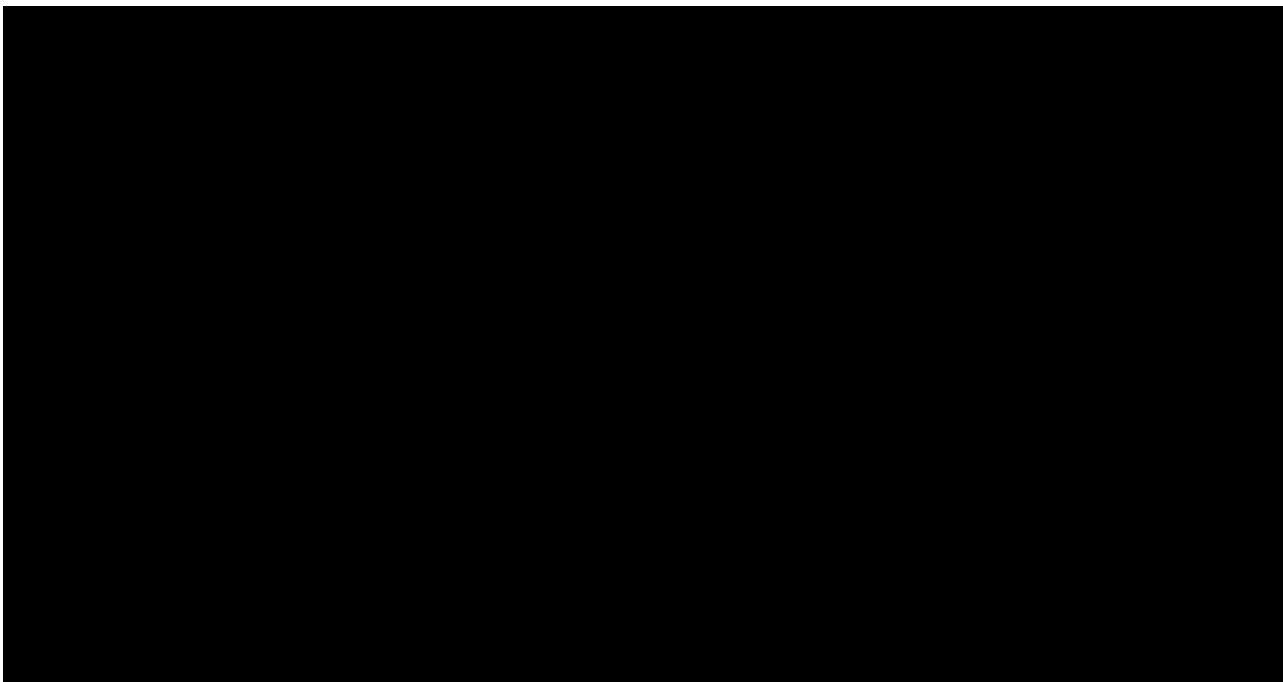
- Potential Suppliers must set out their project team identifying the following:
 1. The Project Director(s) who will provide senior leadership and oversight for delivery of the project.
 2. The Project Manager(s) who will provide day-to-day management of the project and will be the main point of contact for the Authority's Joint Project Managers and.

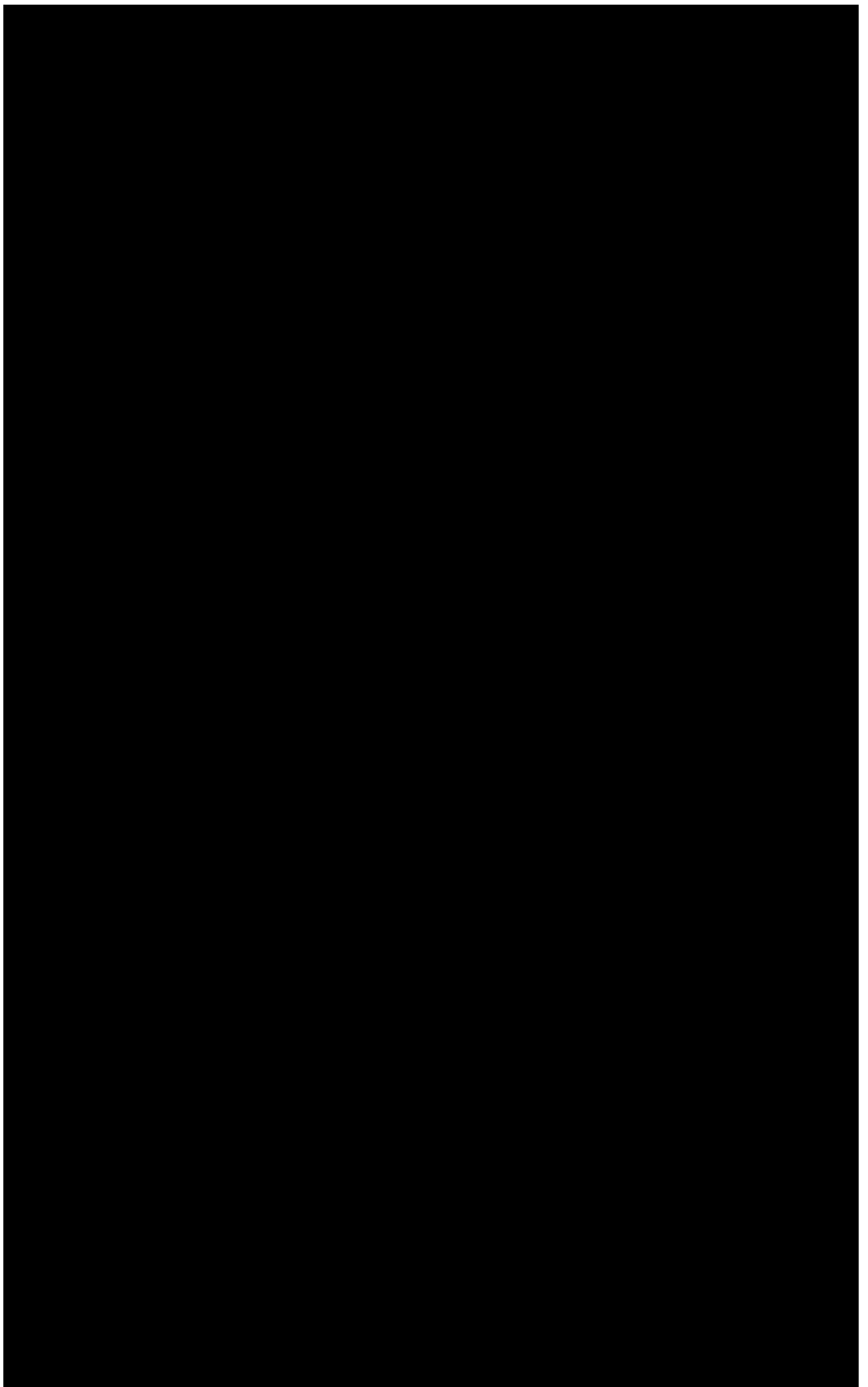
3. Project team members, including any technical subject matter experts, clearly detailing their roles and responsibilities in the delivery of the evaluation.
- Arrangements for management of the project team shall be set out, explaining how these will ensure timely delivery of high-quality outputs. An organogram should be provided to show the proposed relationships within the project team for delivery of the Contract.
 - Where the Potential Suppliers propose the use of sub-contractors to deliver part of the Contract, a clear explanation shall be provided to outline how their work will be managed. Potential Suppliers shall explain any prior history of successful collaboration for similar contracts.
 - Arrangements for quality assurance shall be set out including how draft outputs for this Contract will be checked and quality assured prior to submission. Details of any existing quality systems and quality accreditations must also be provided.

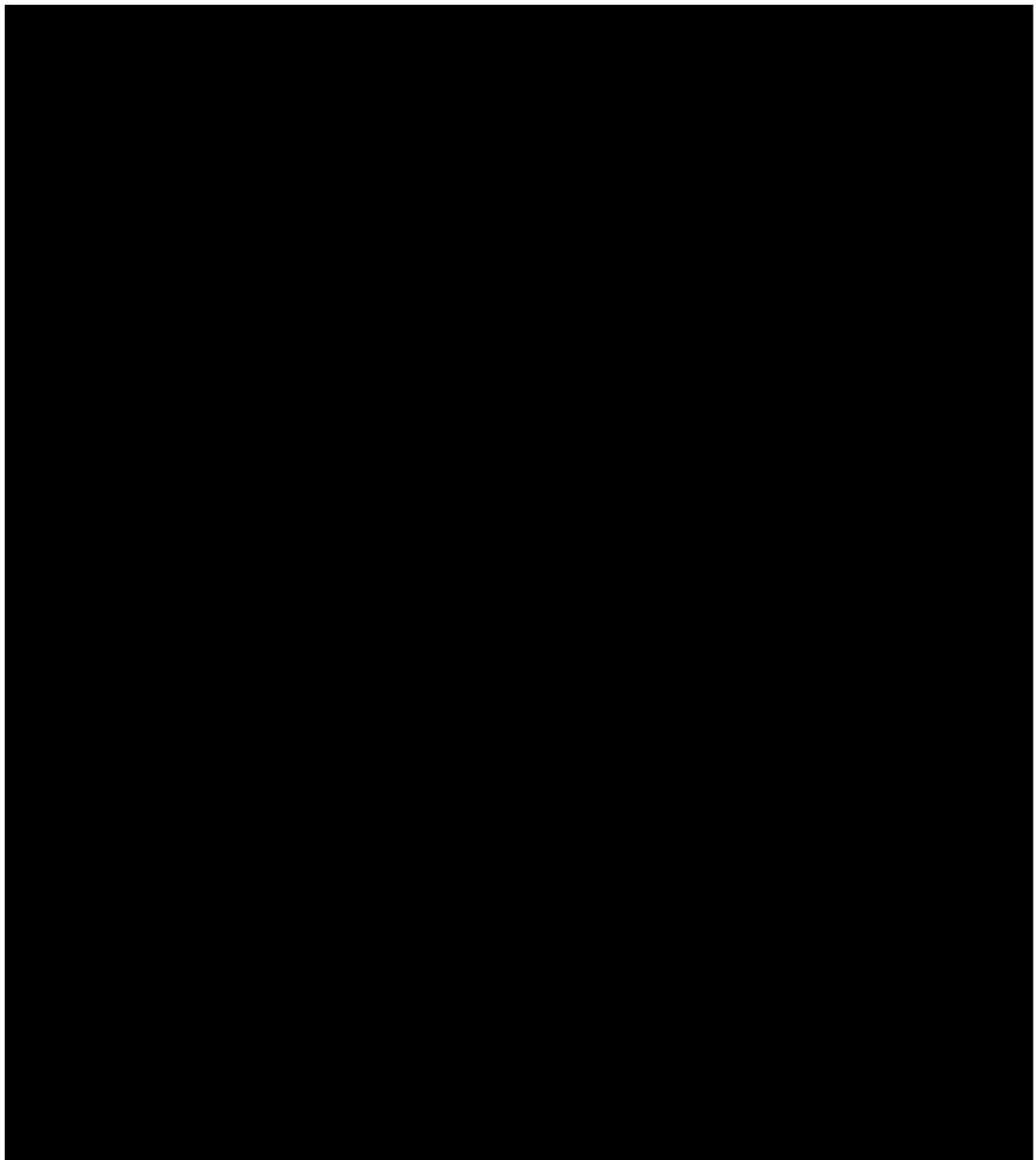


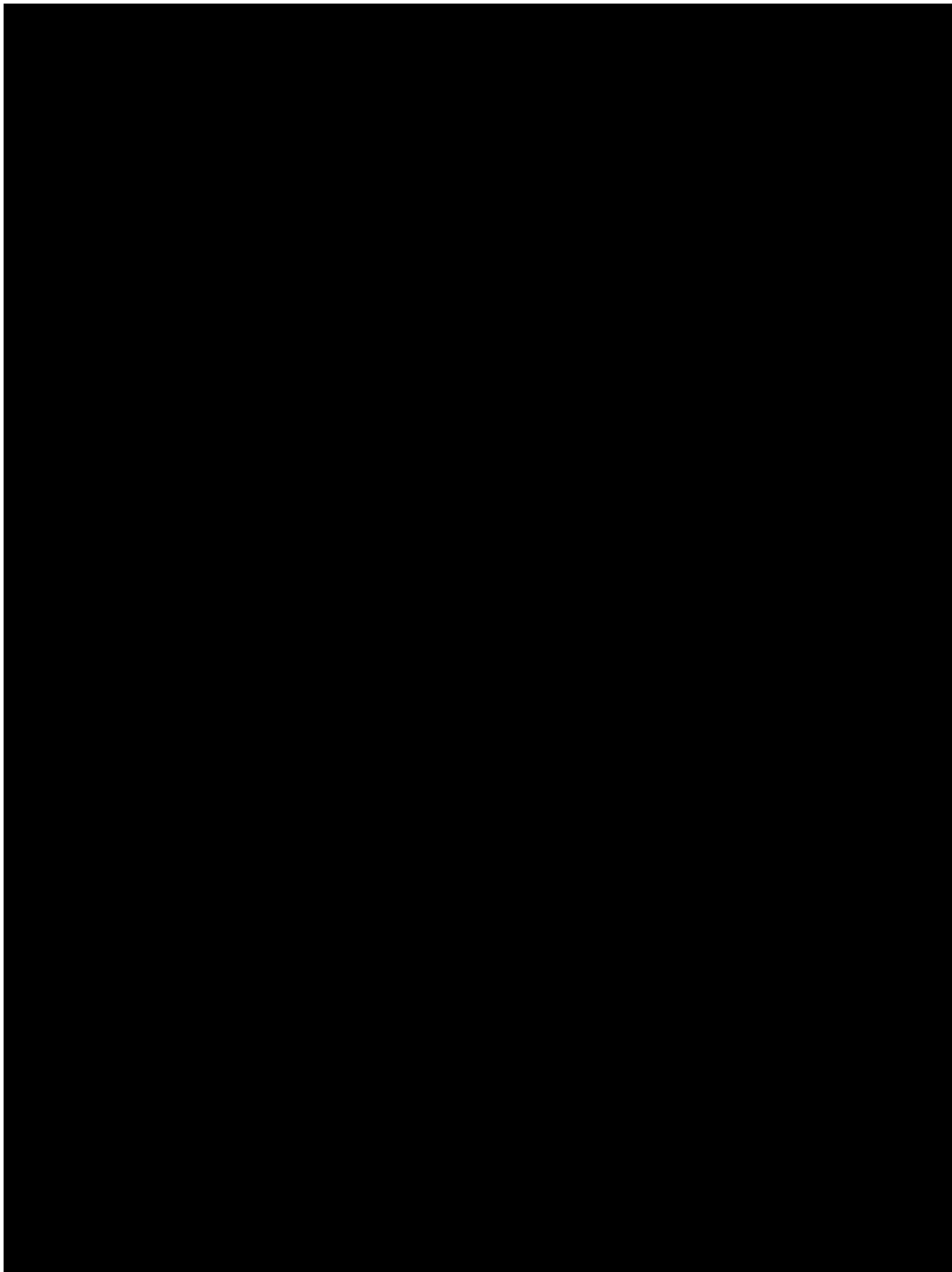


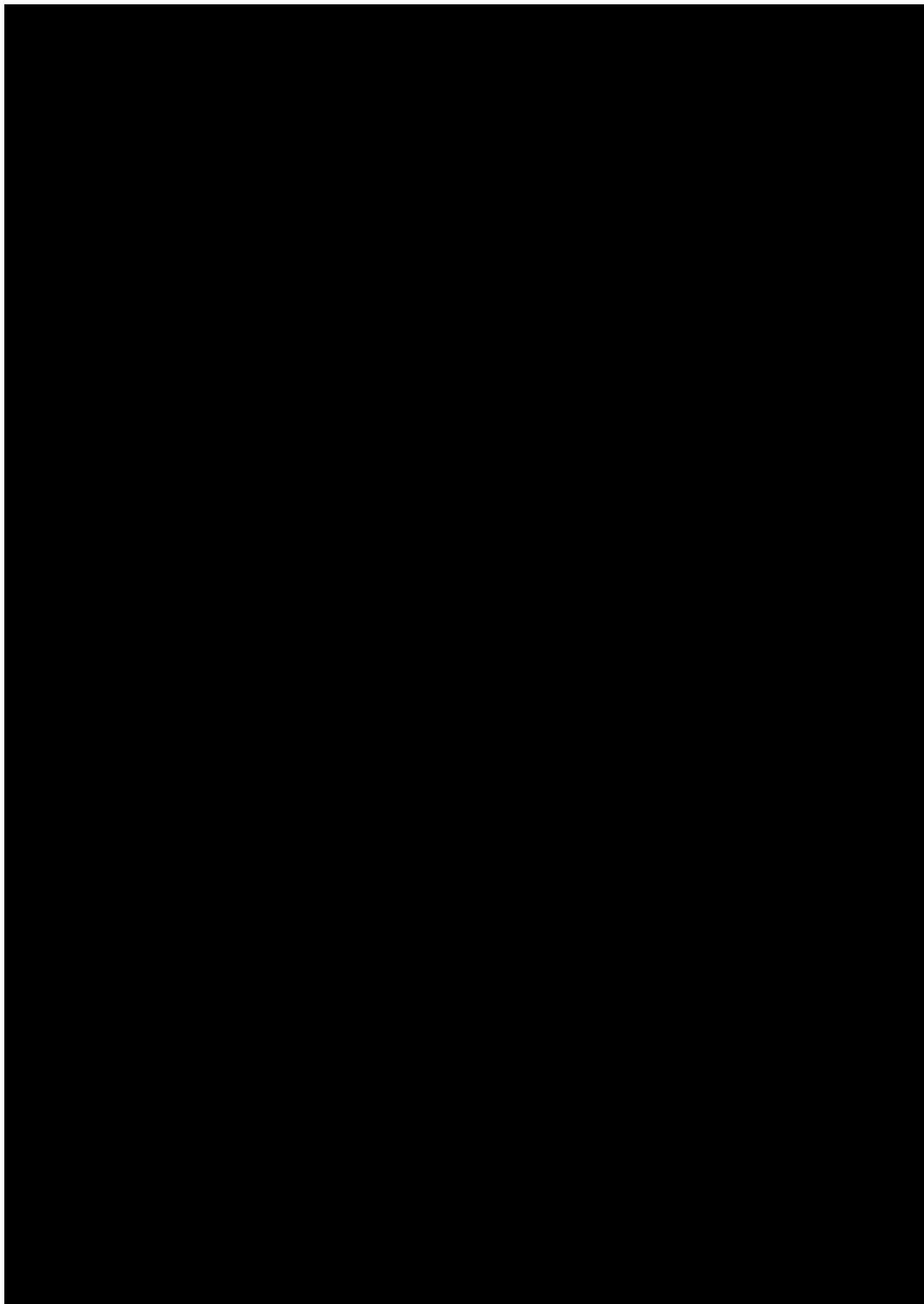


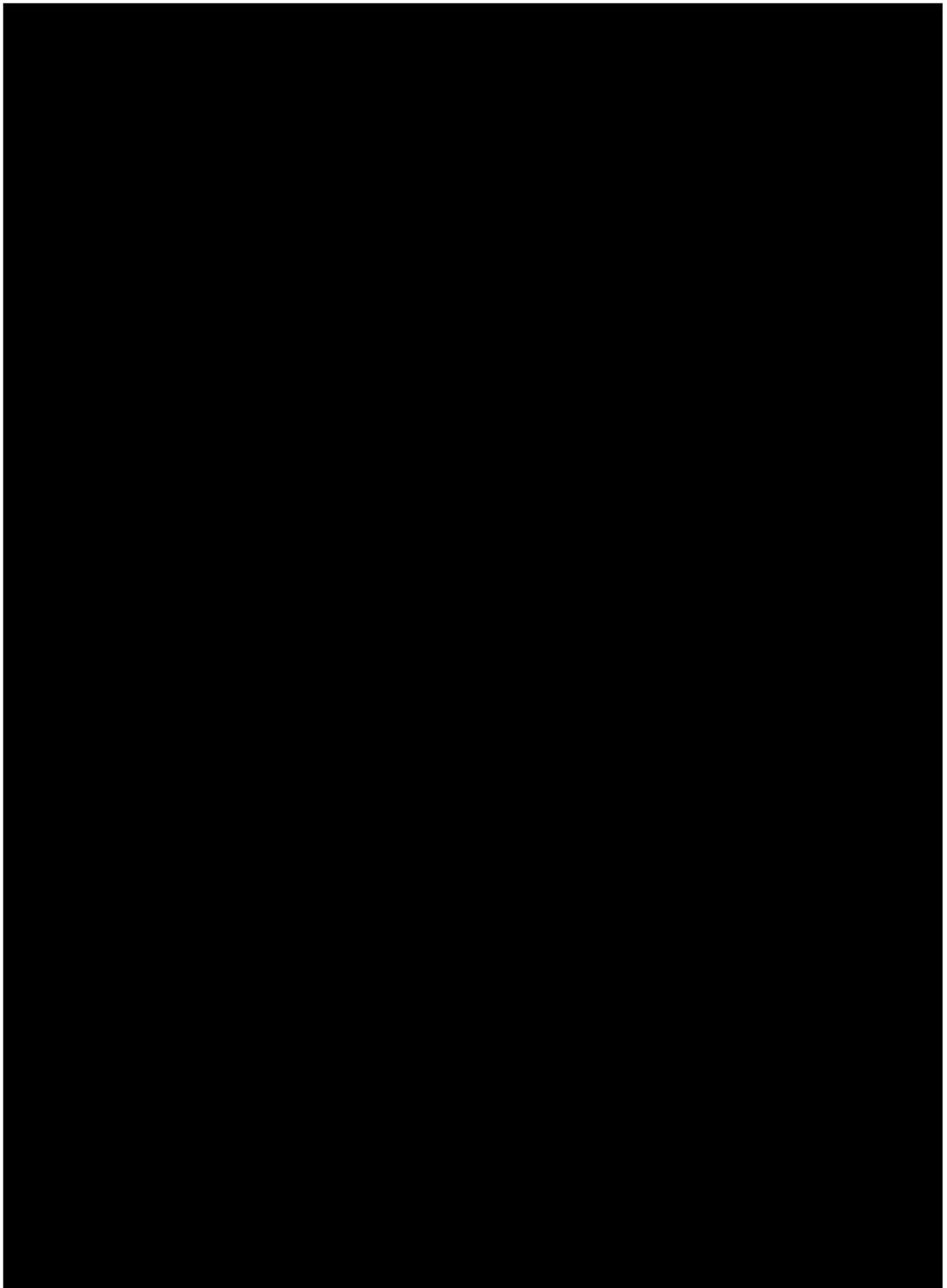


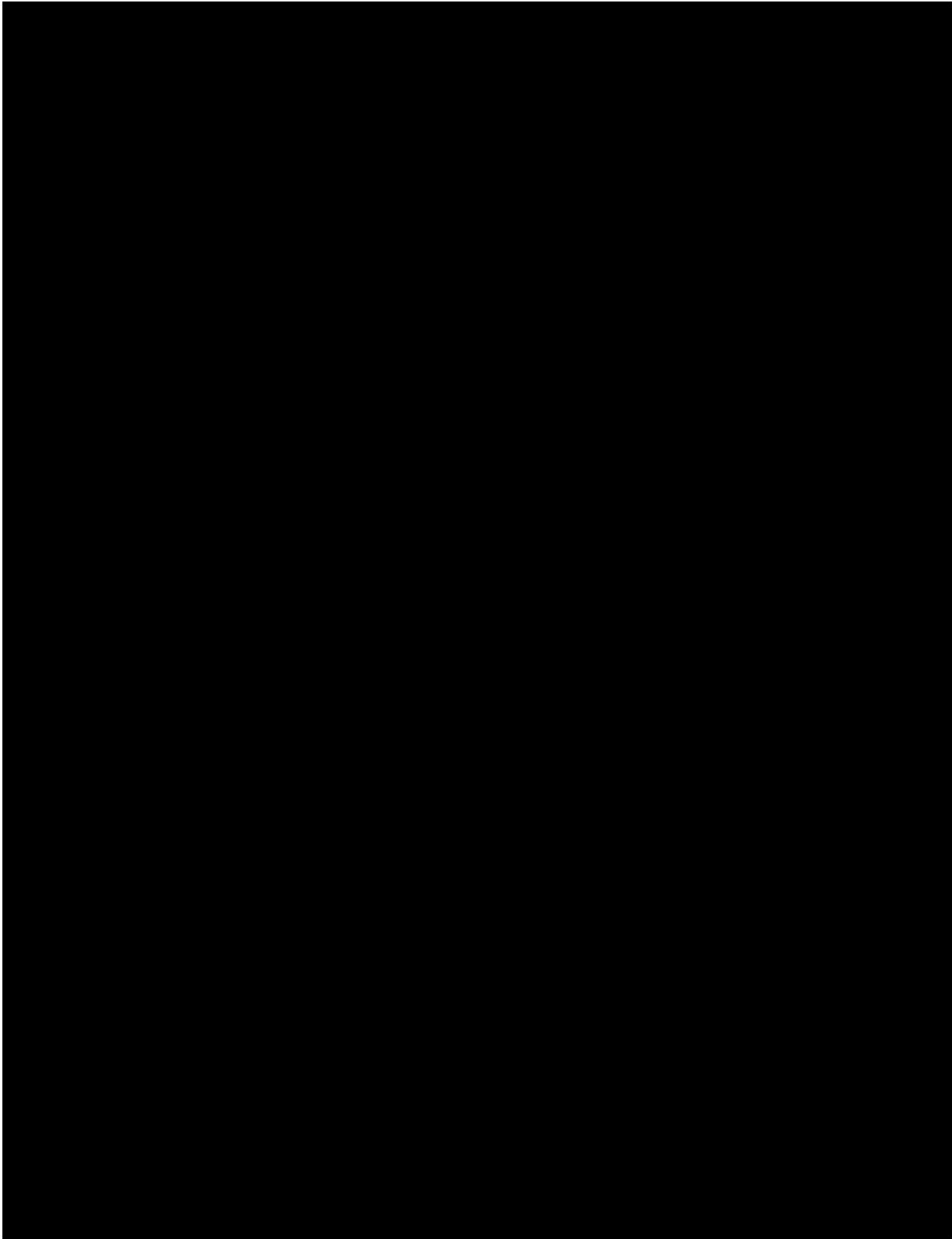


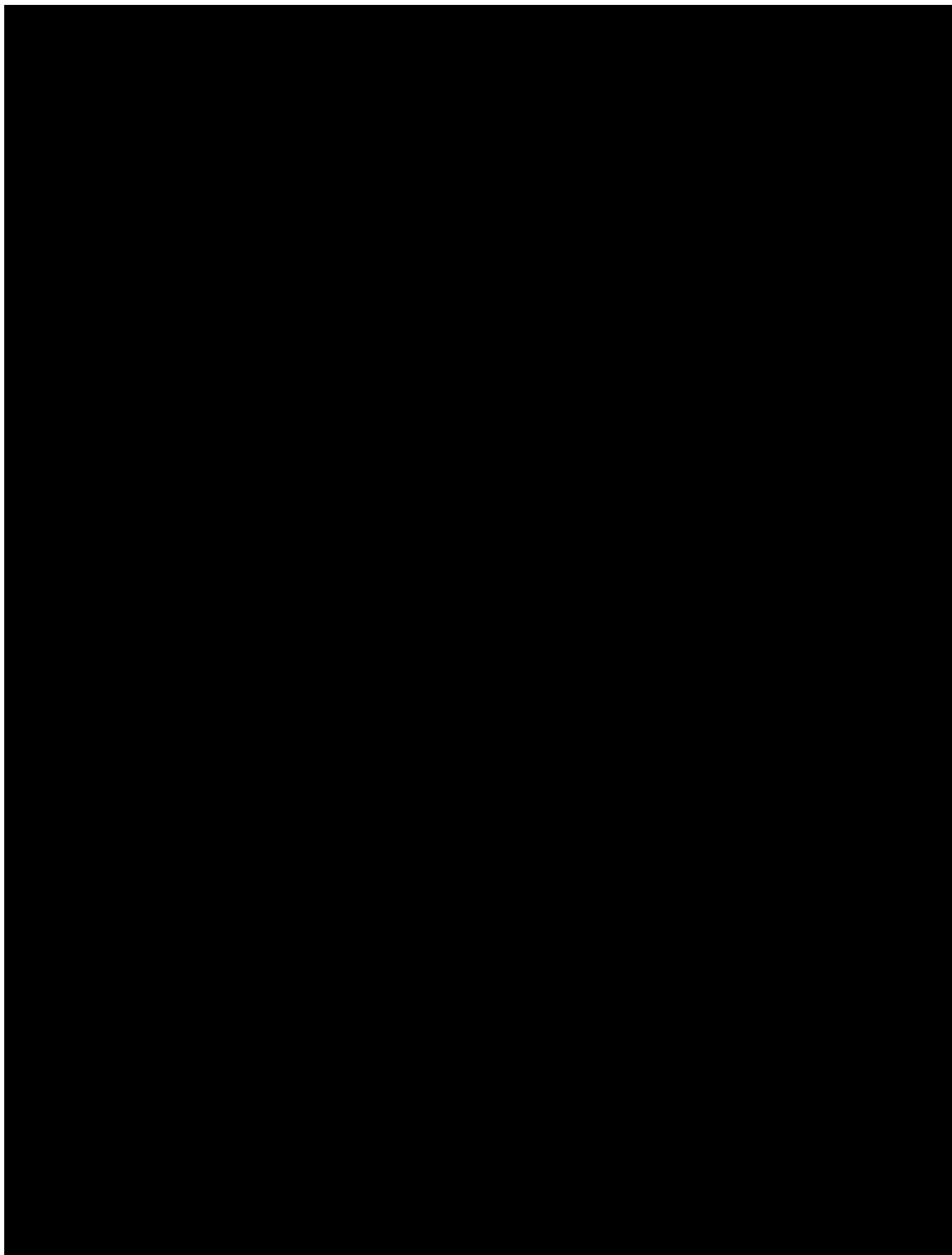


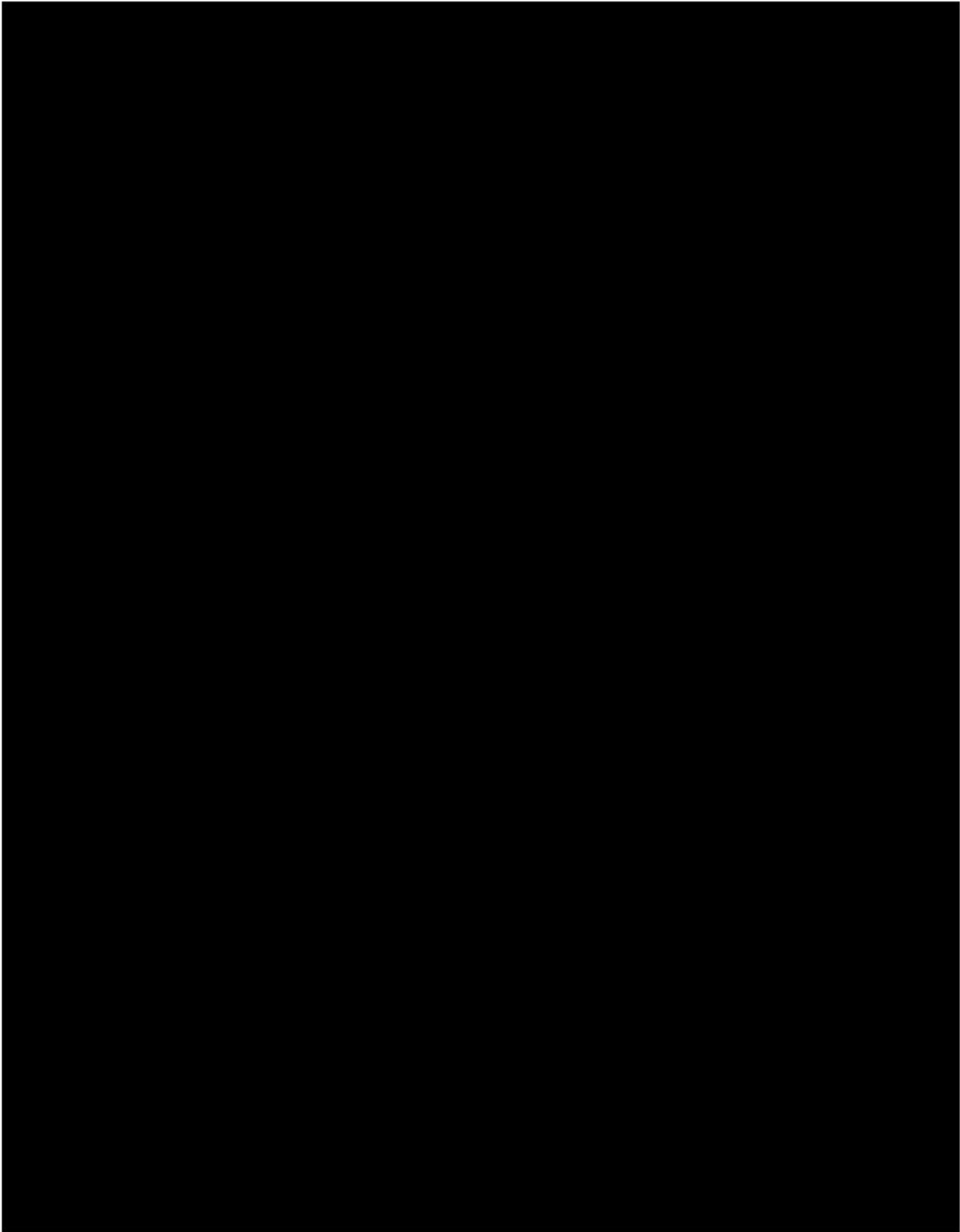


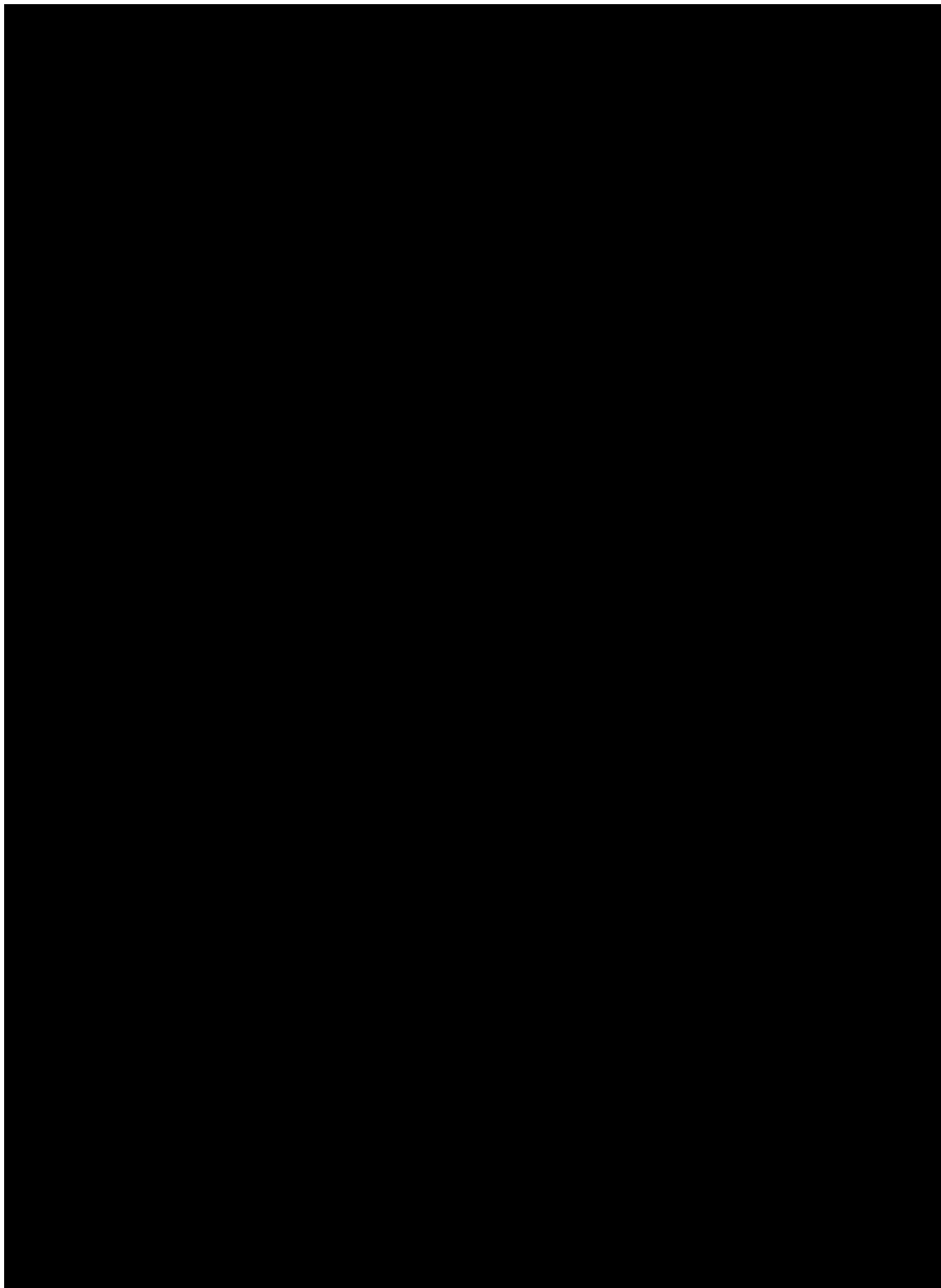


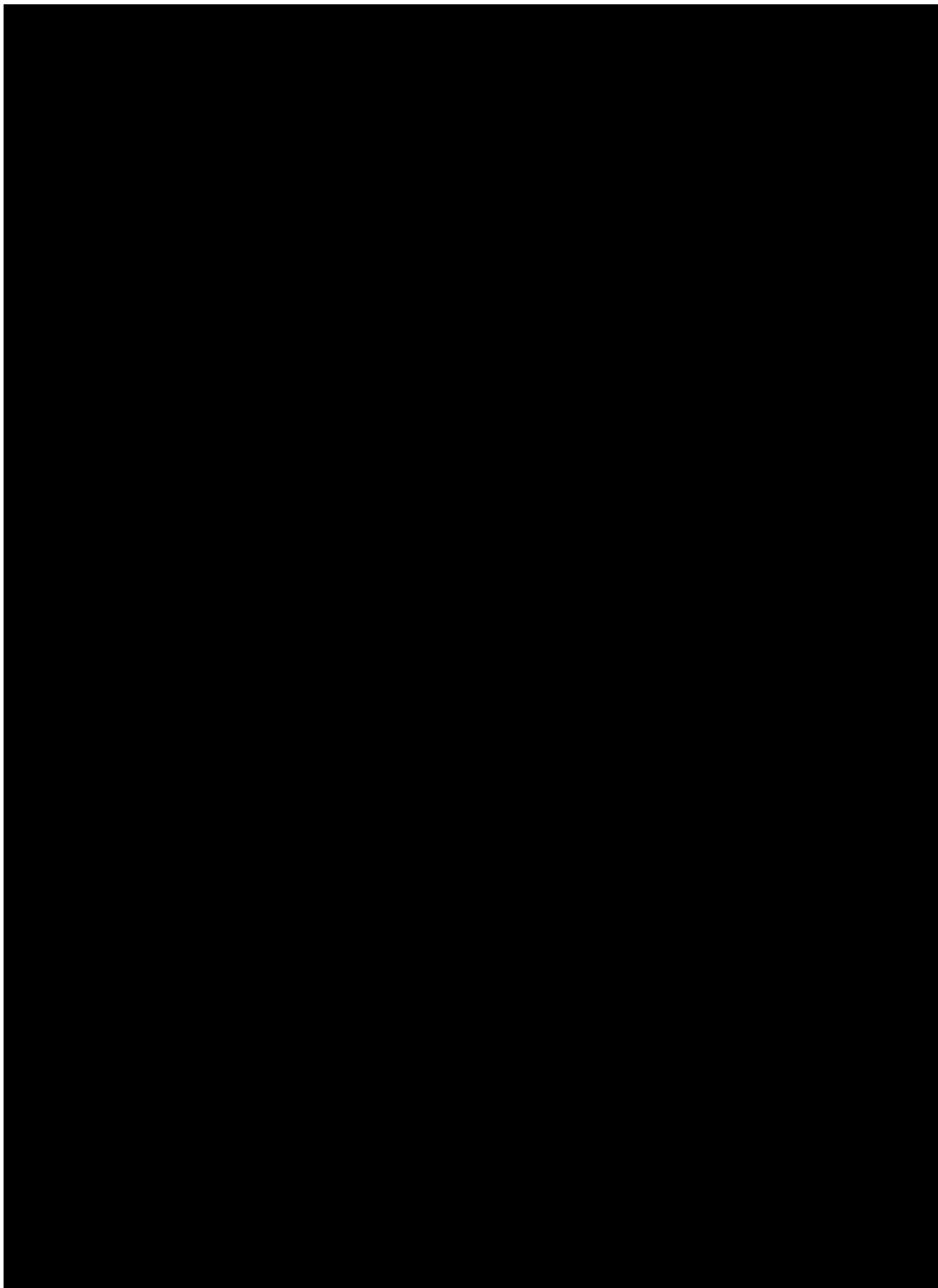


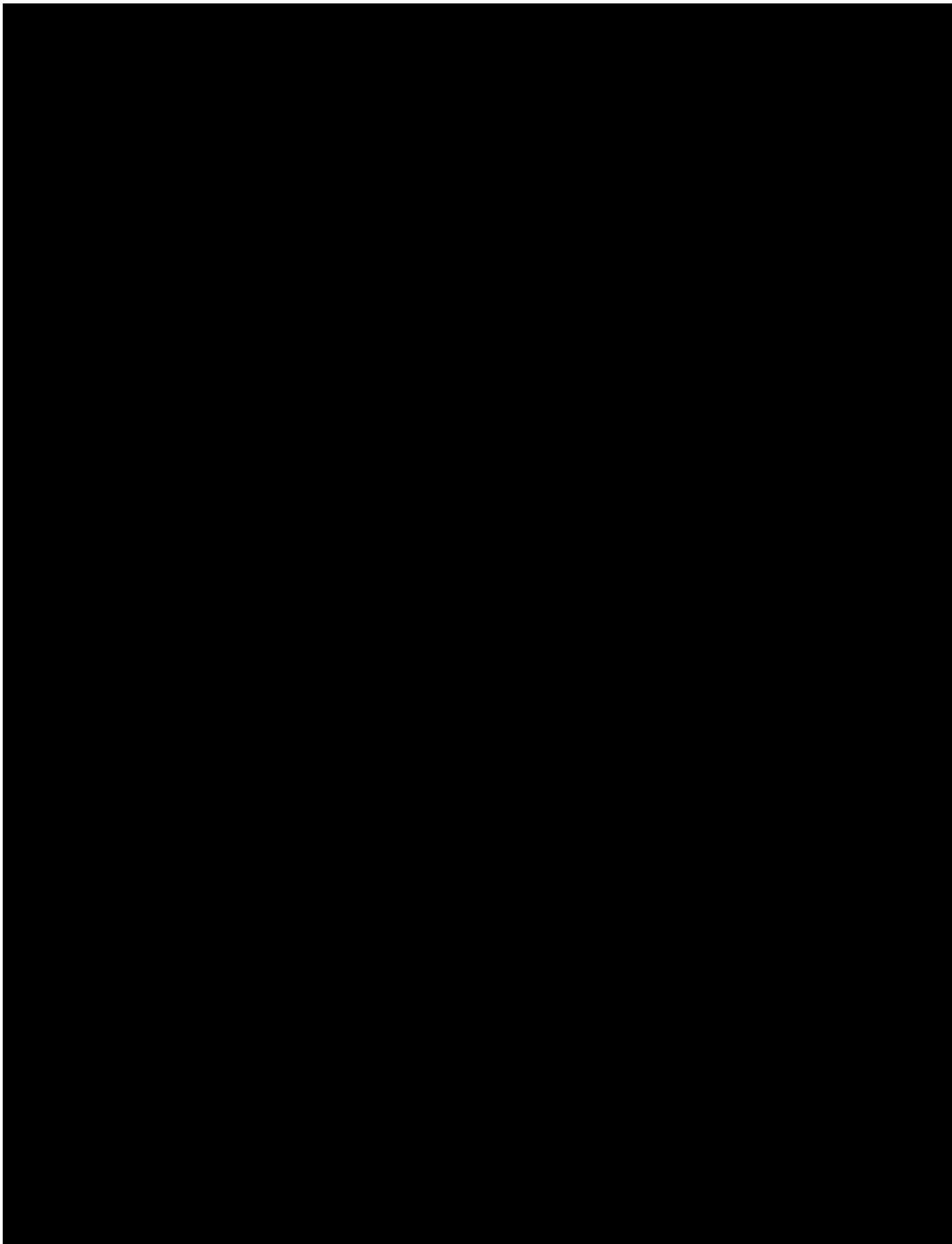


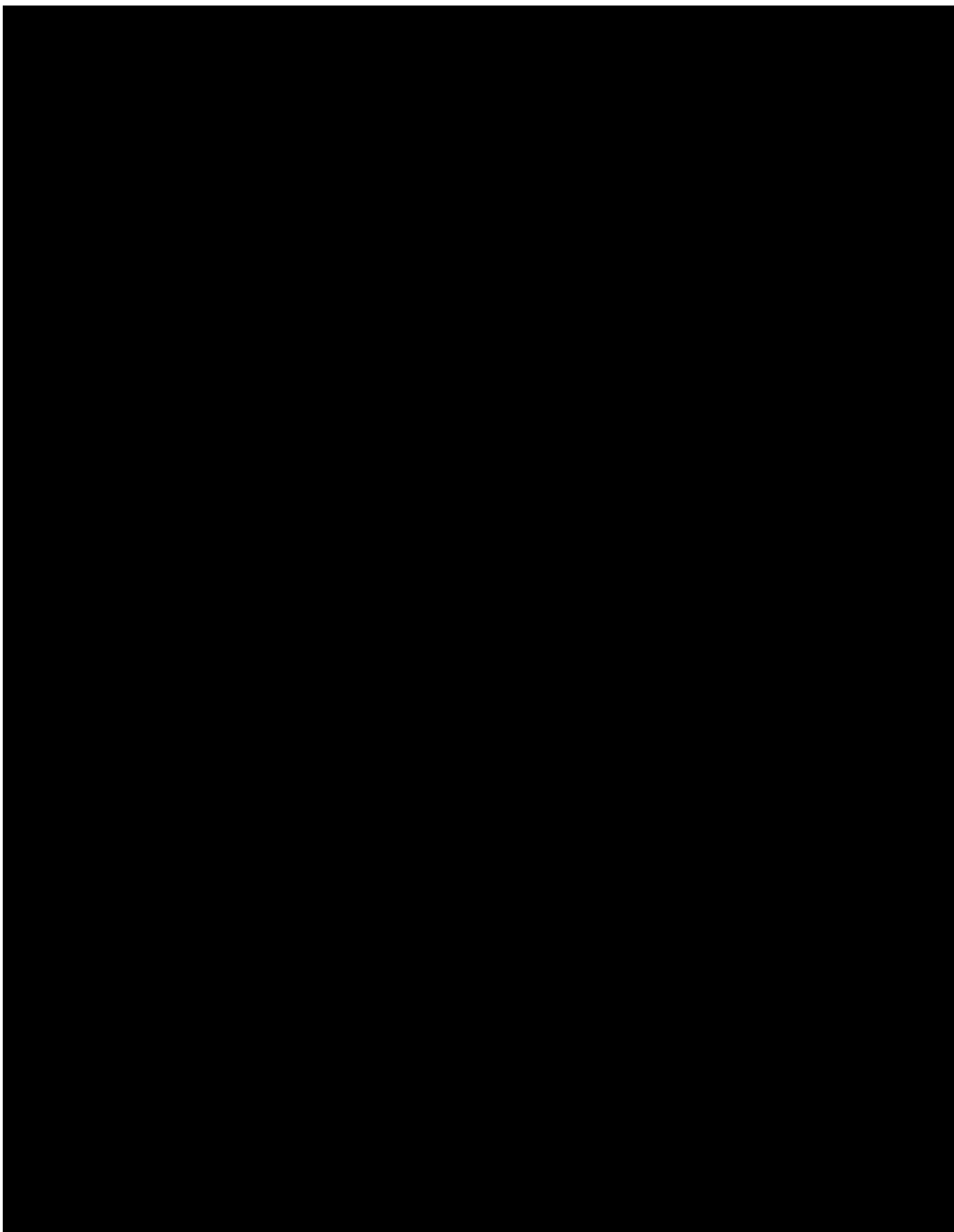


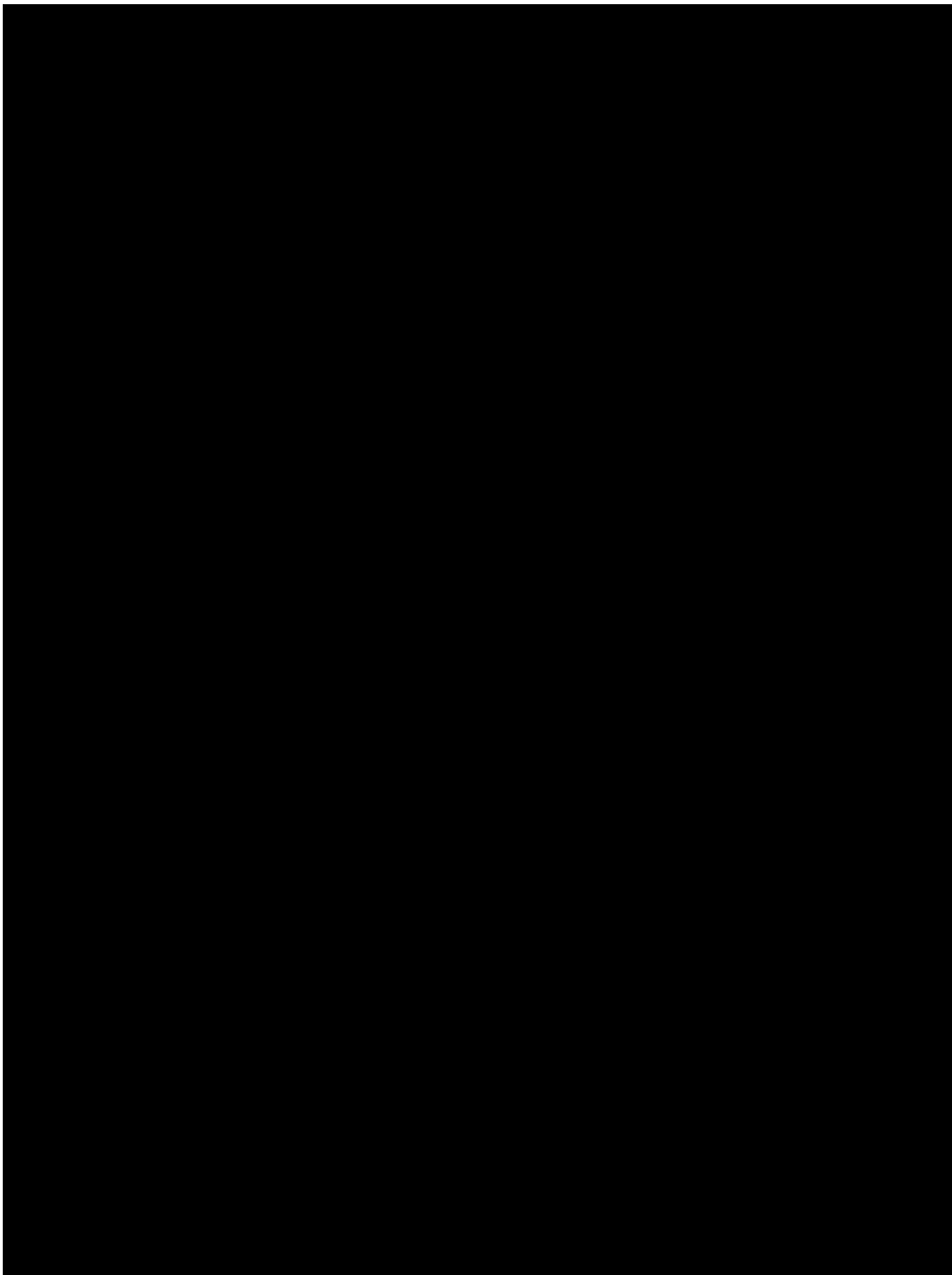


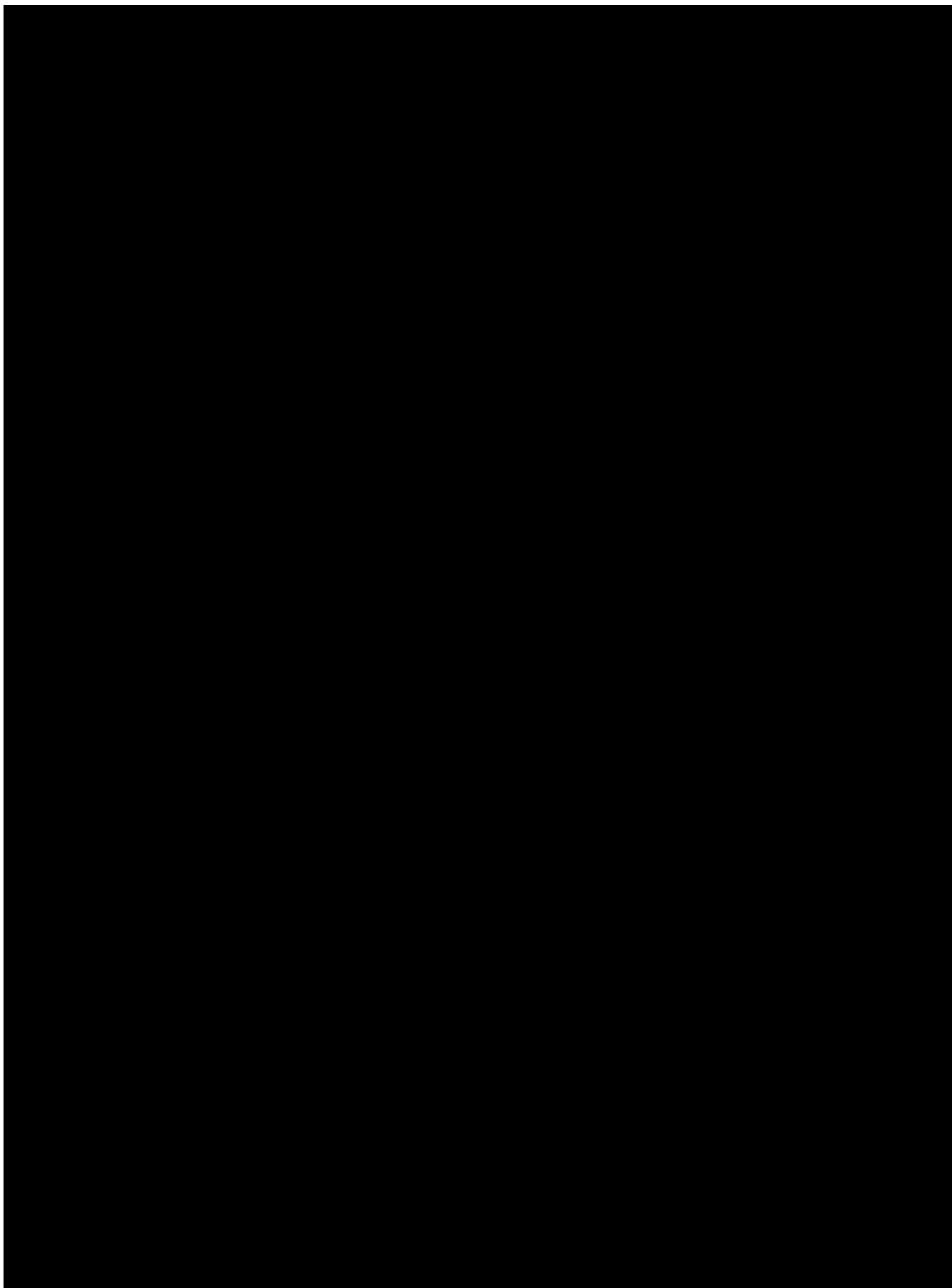


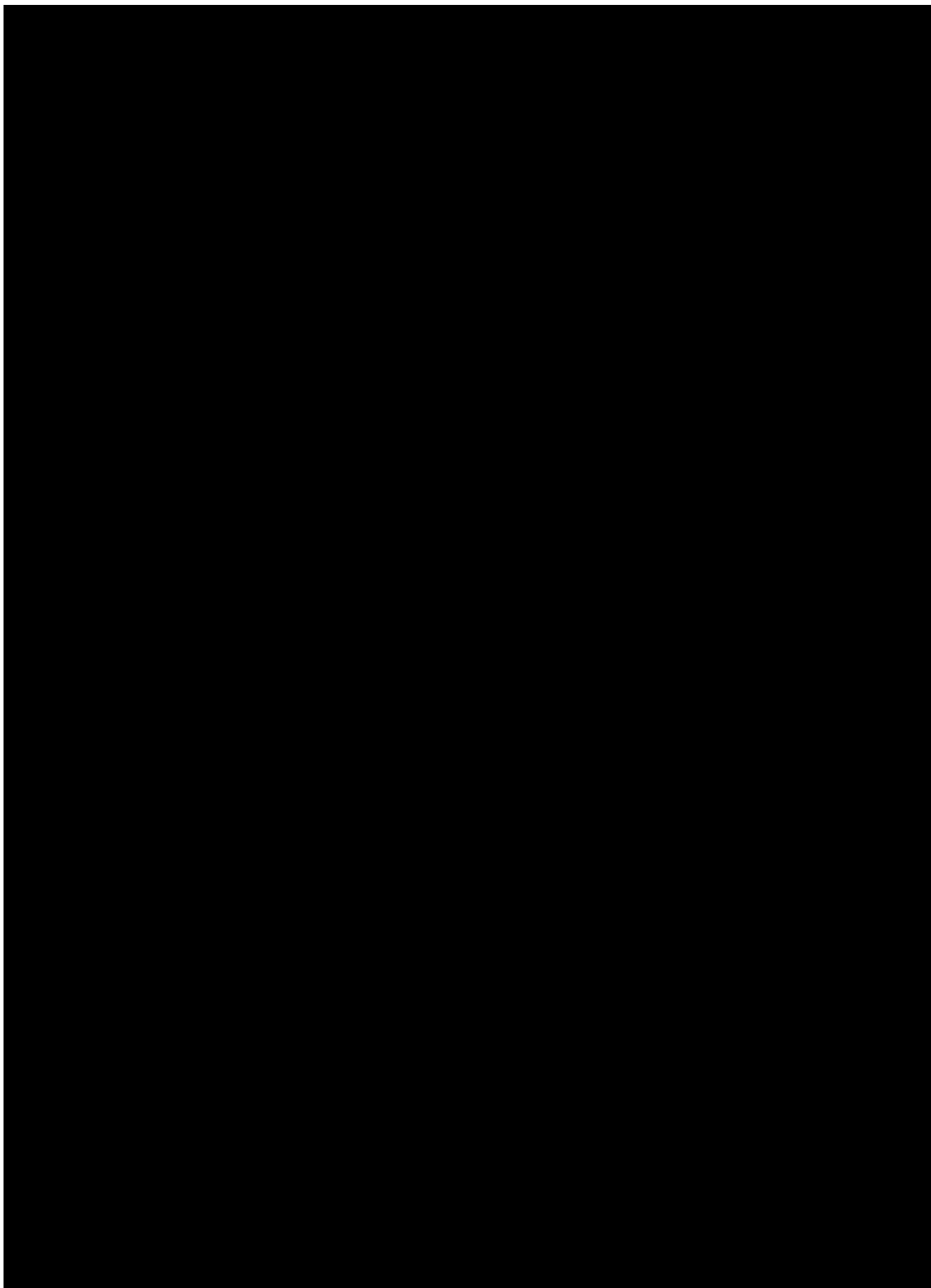


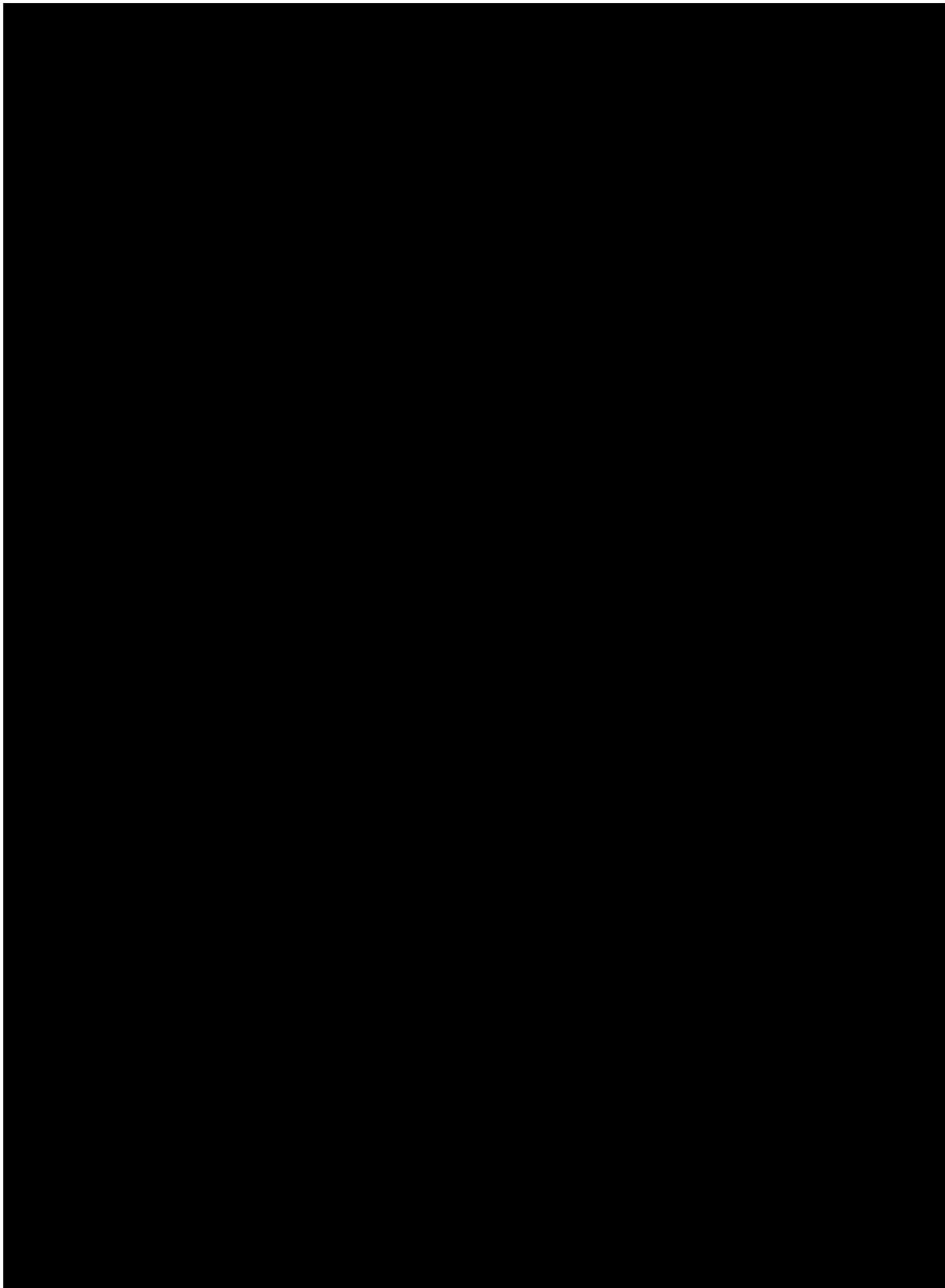


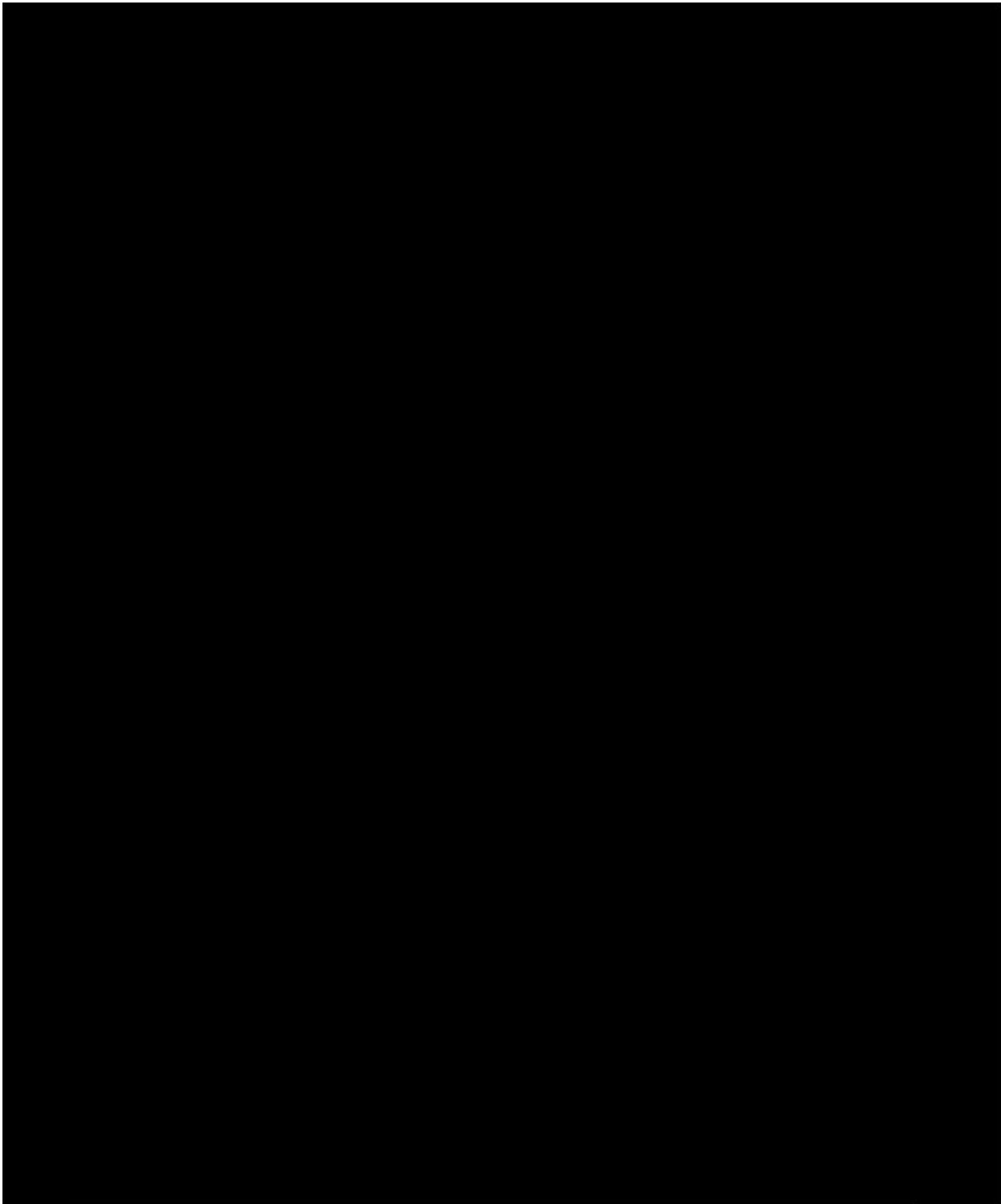


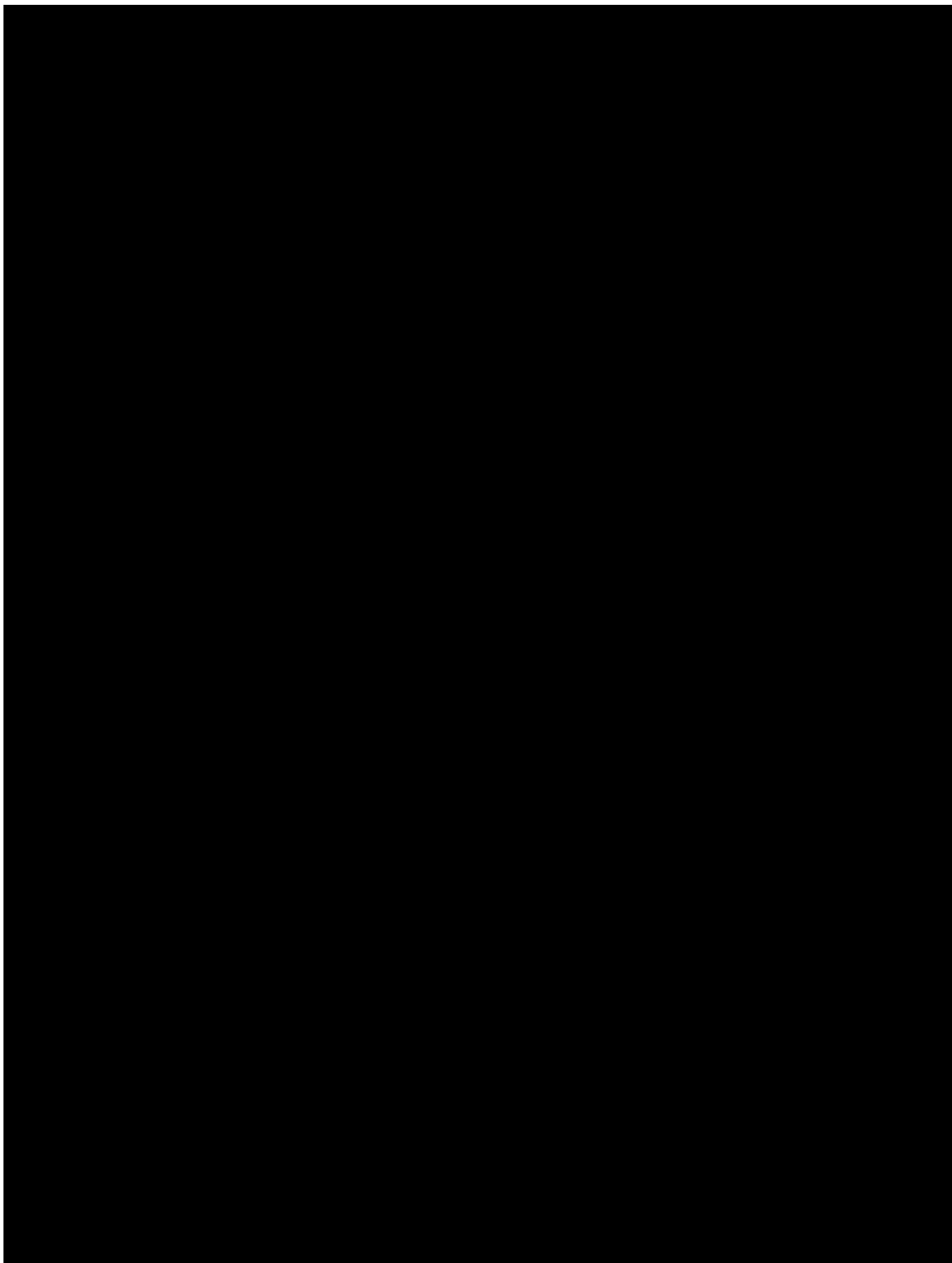


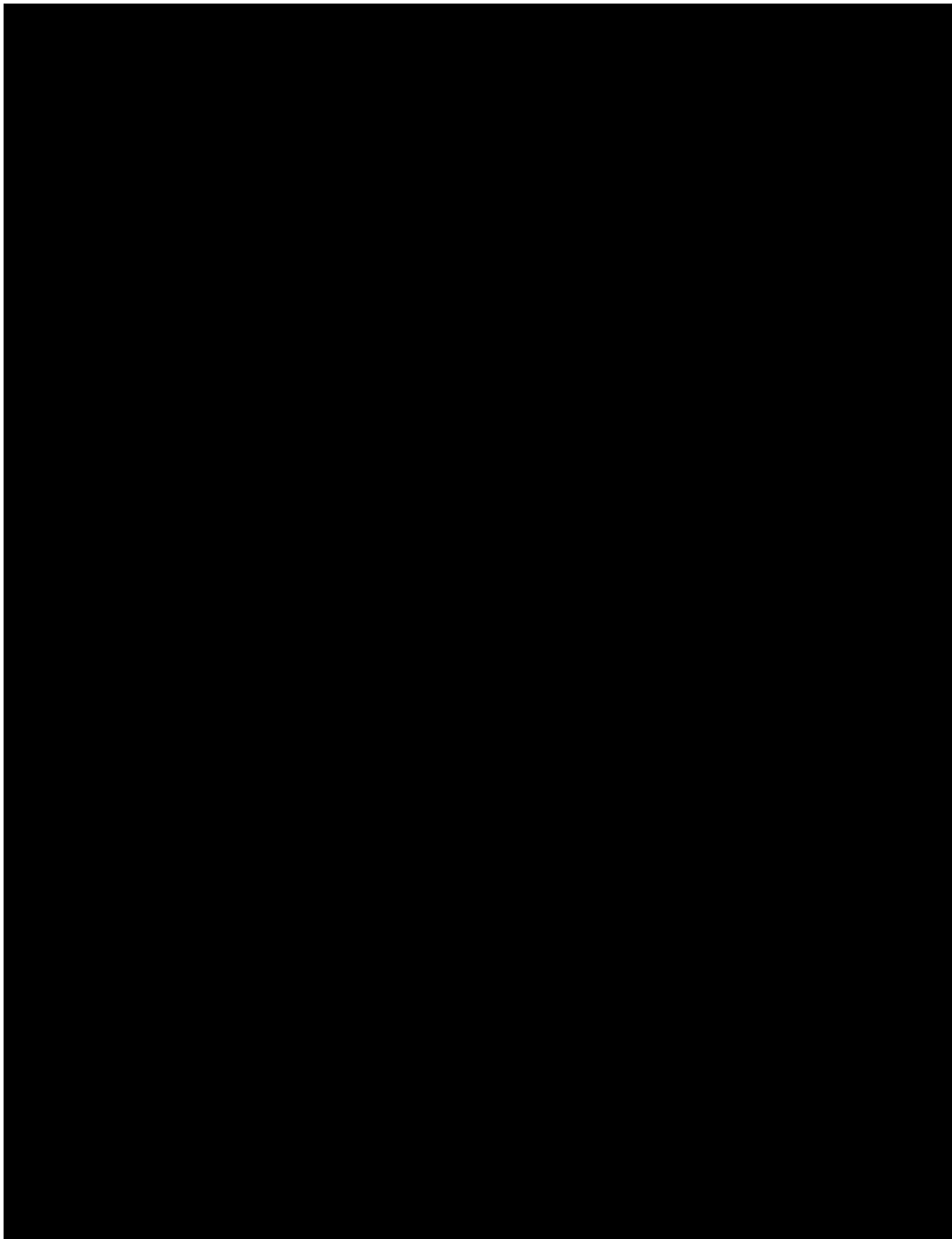


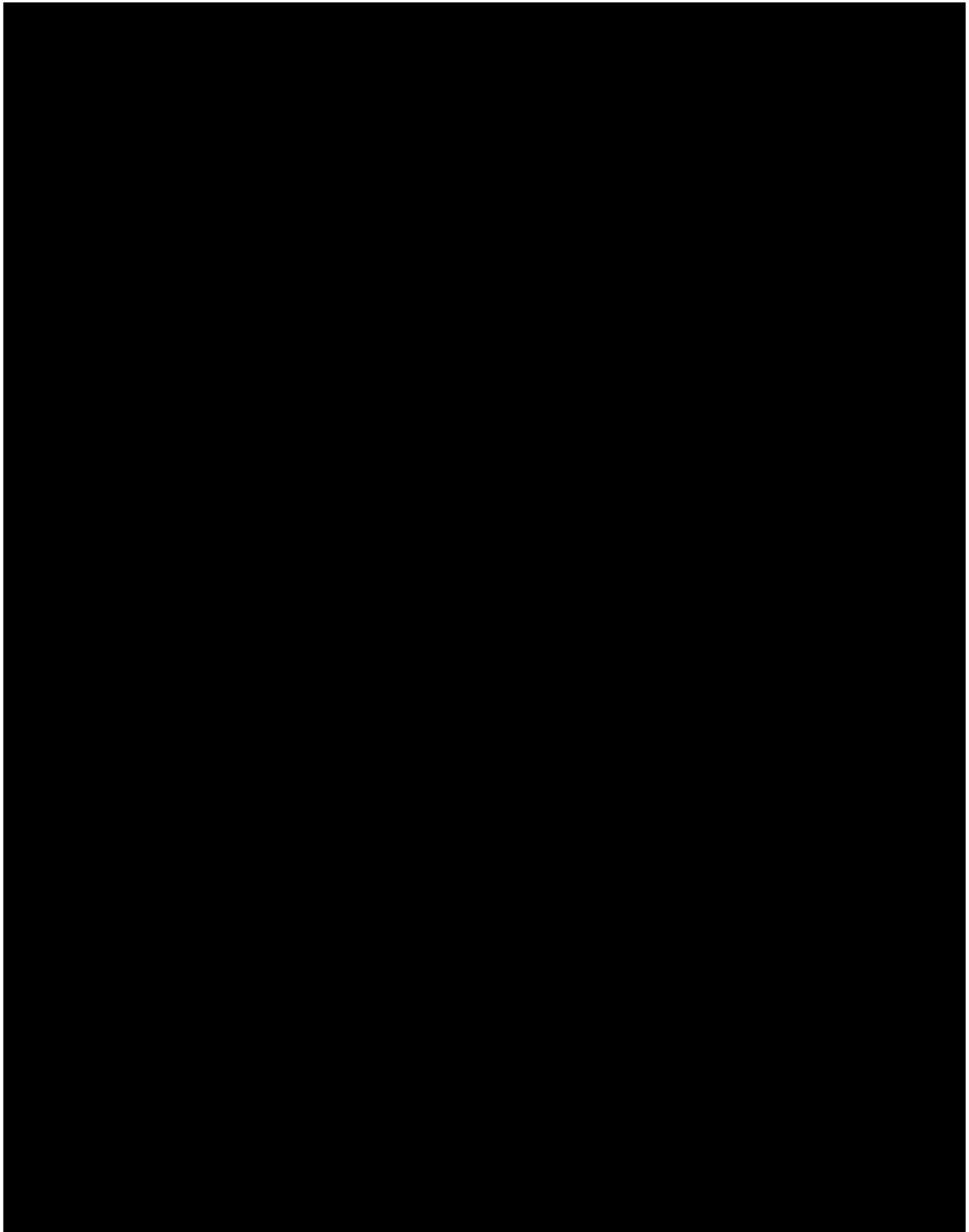


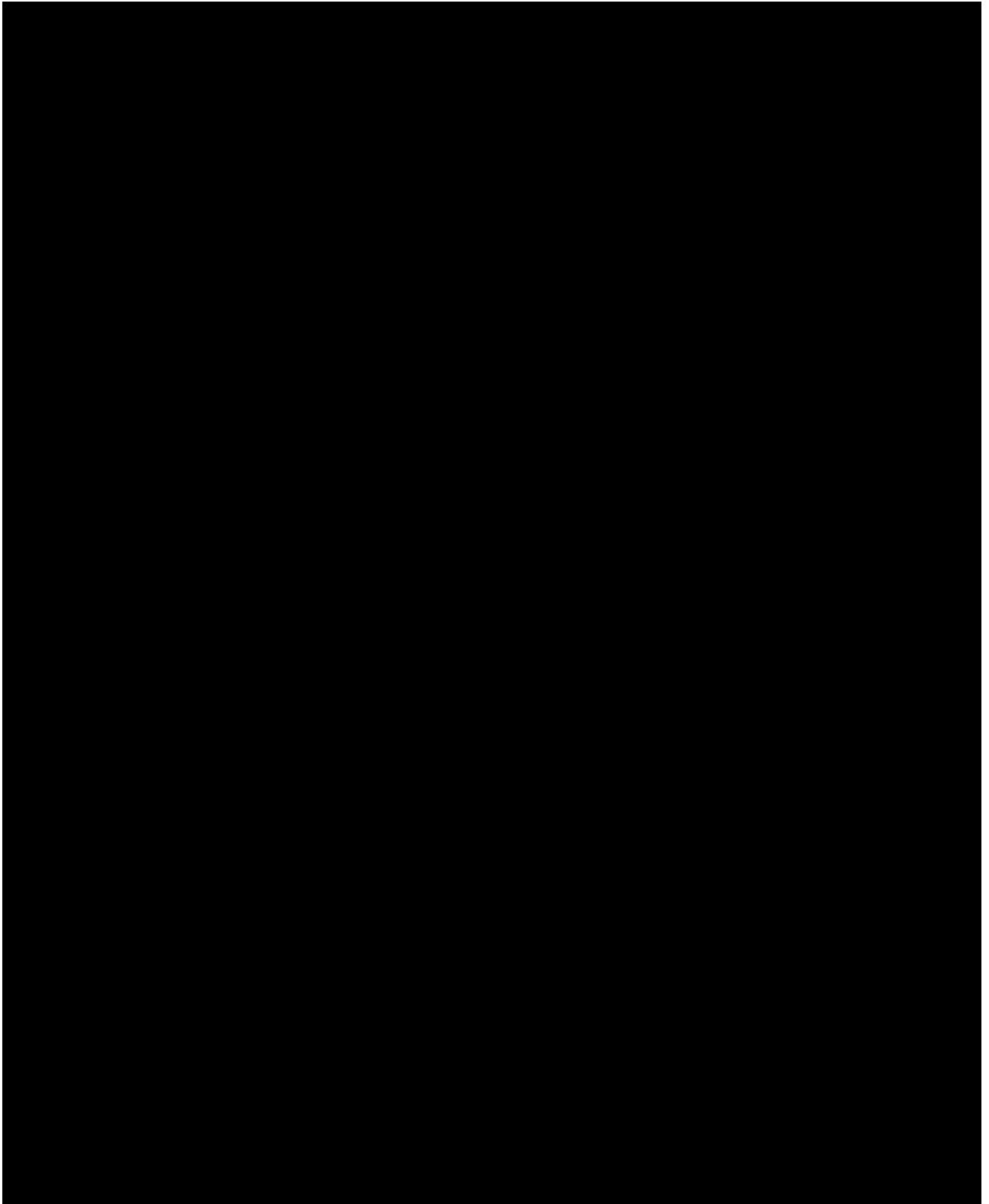


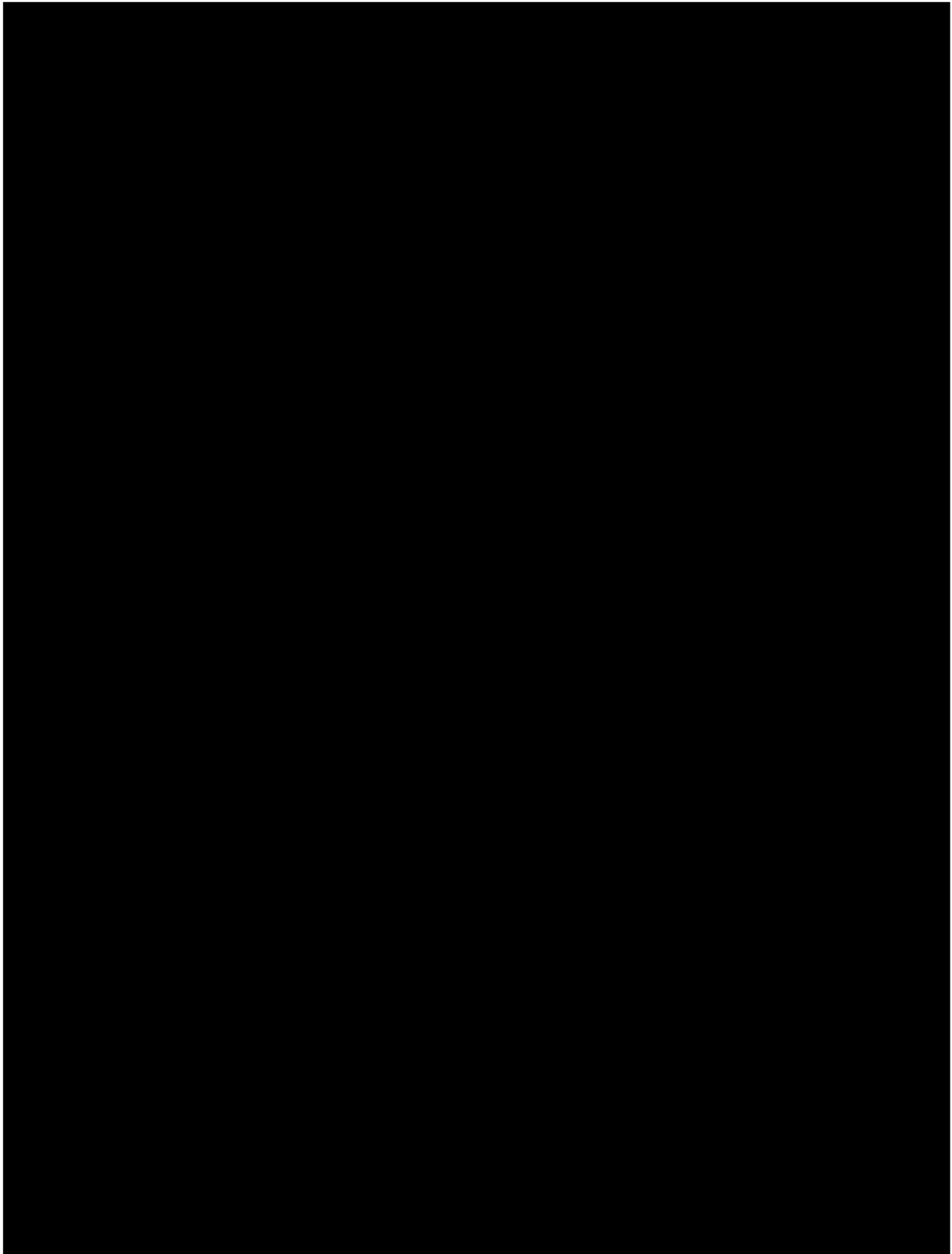


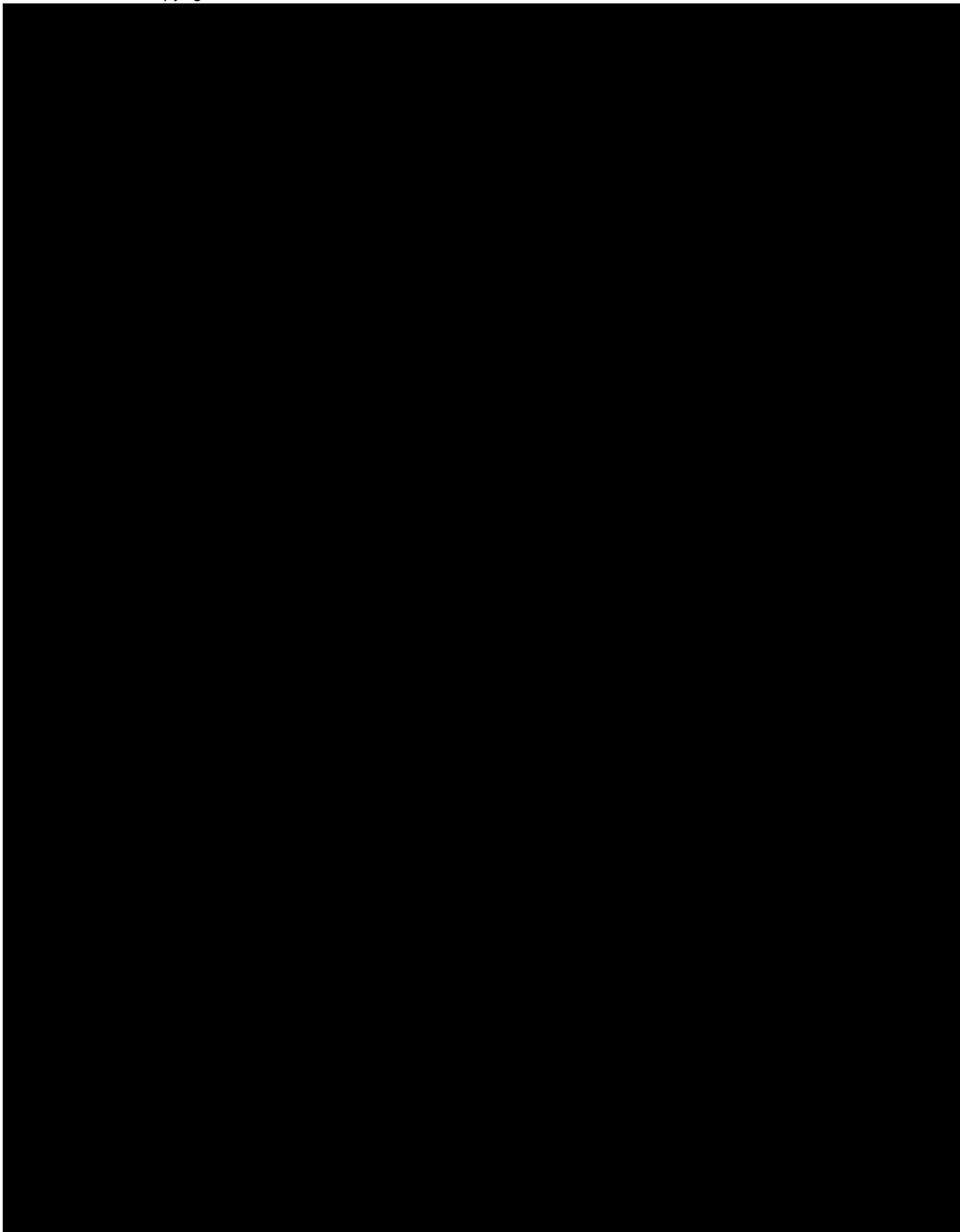


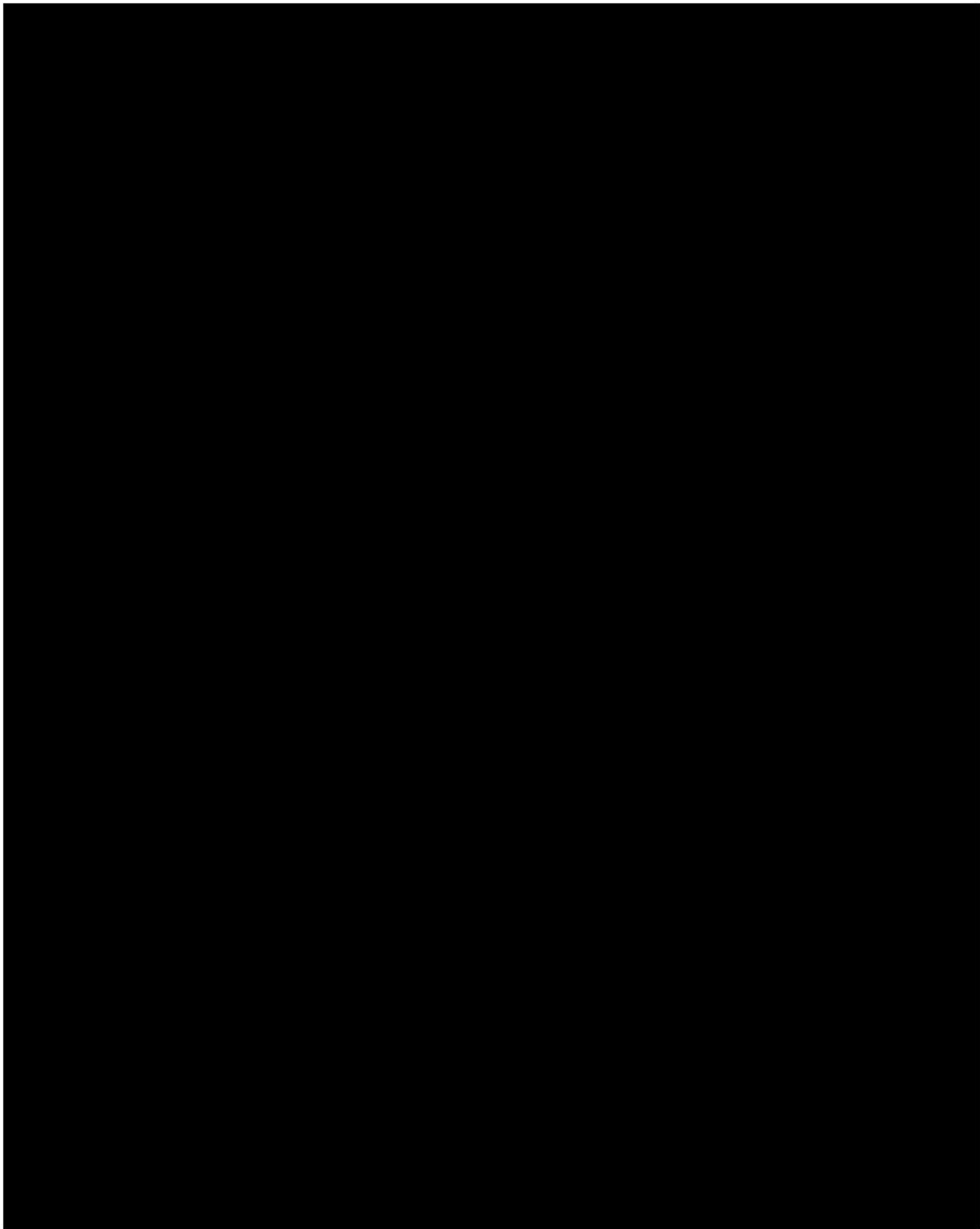


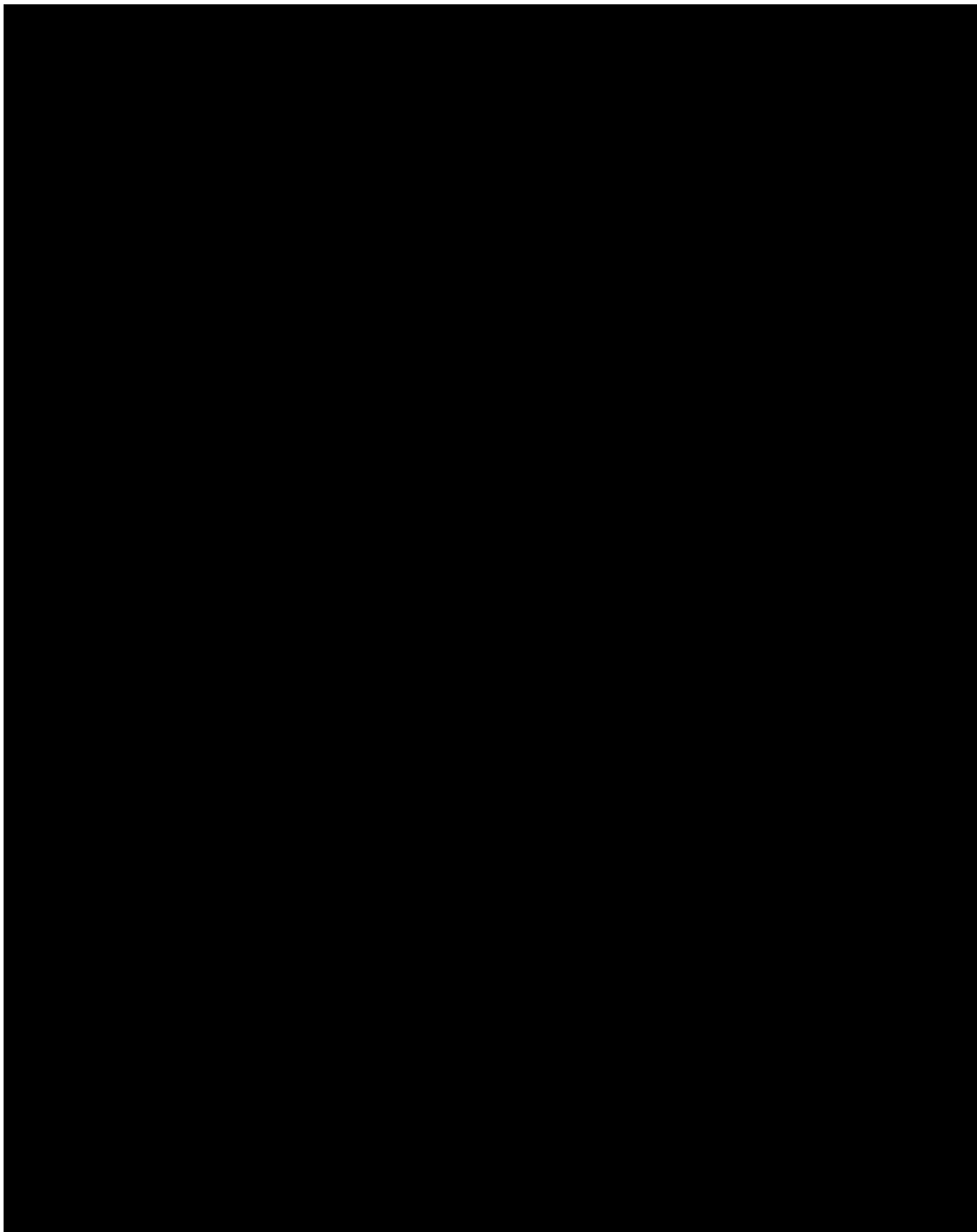


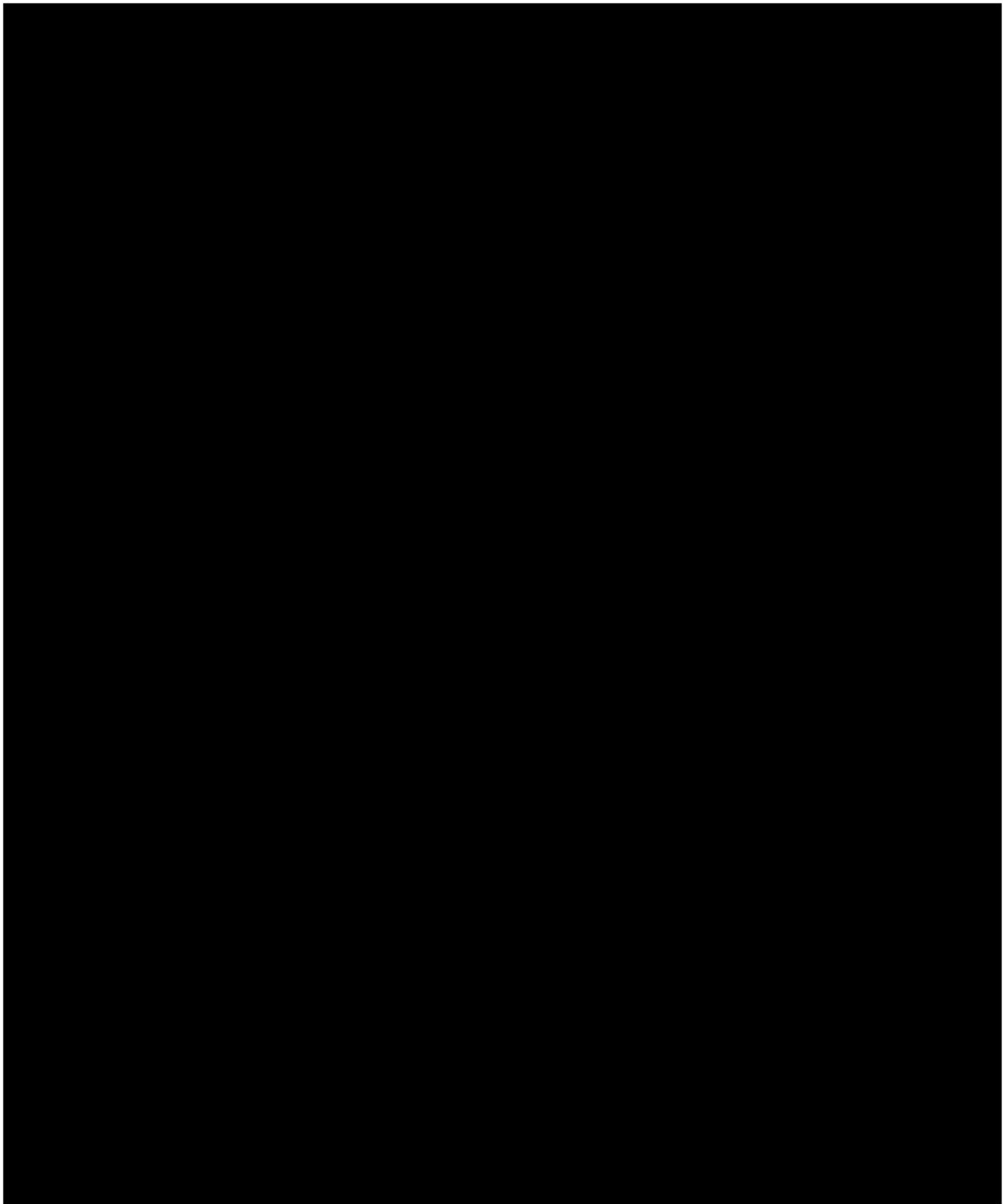


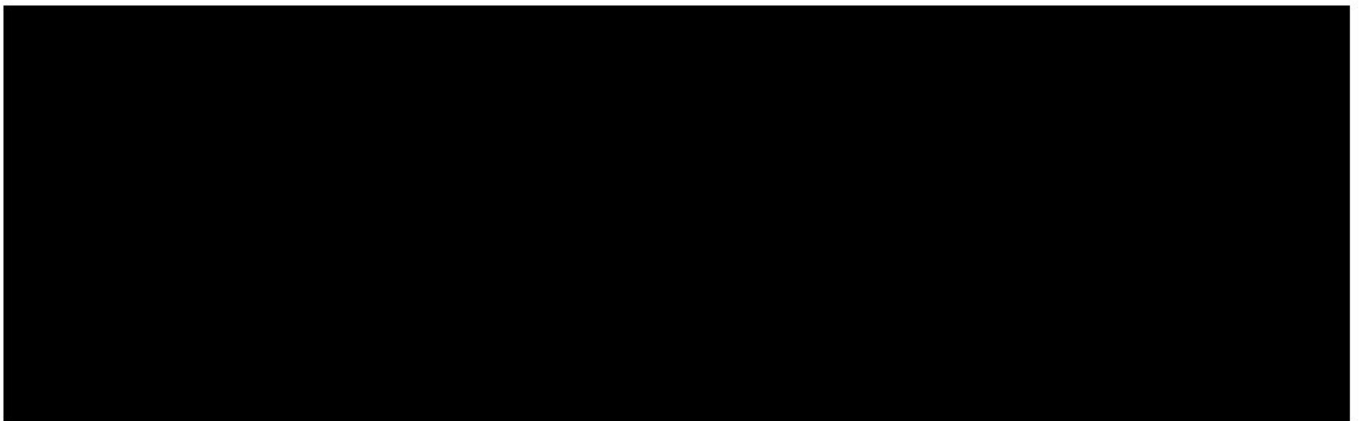
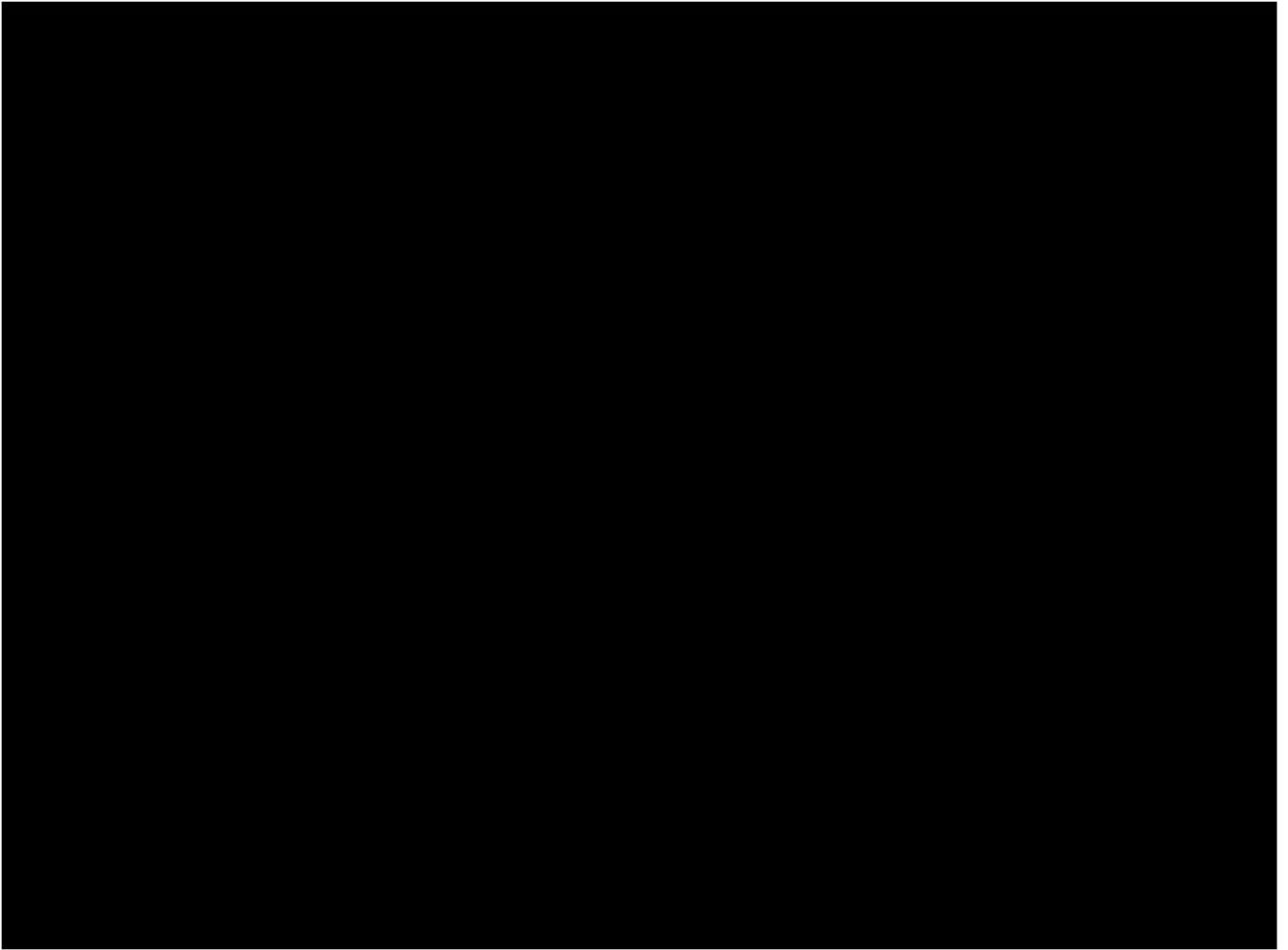


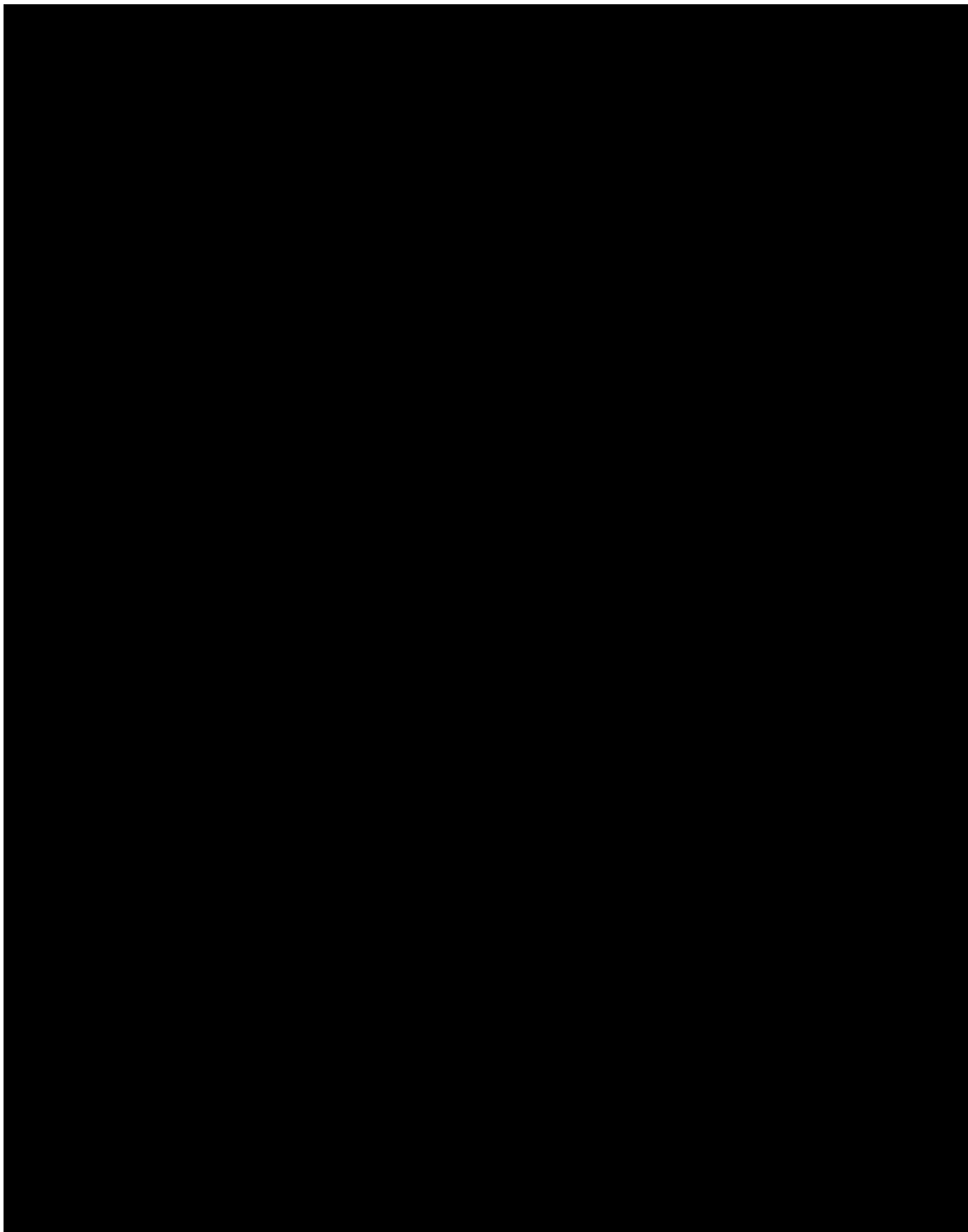


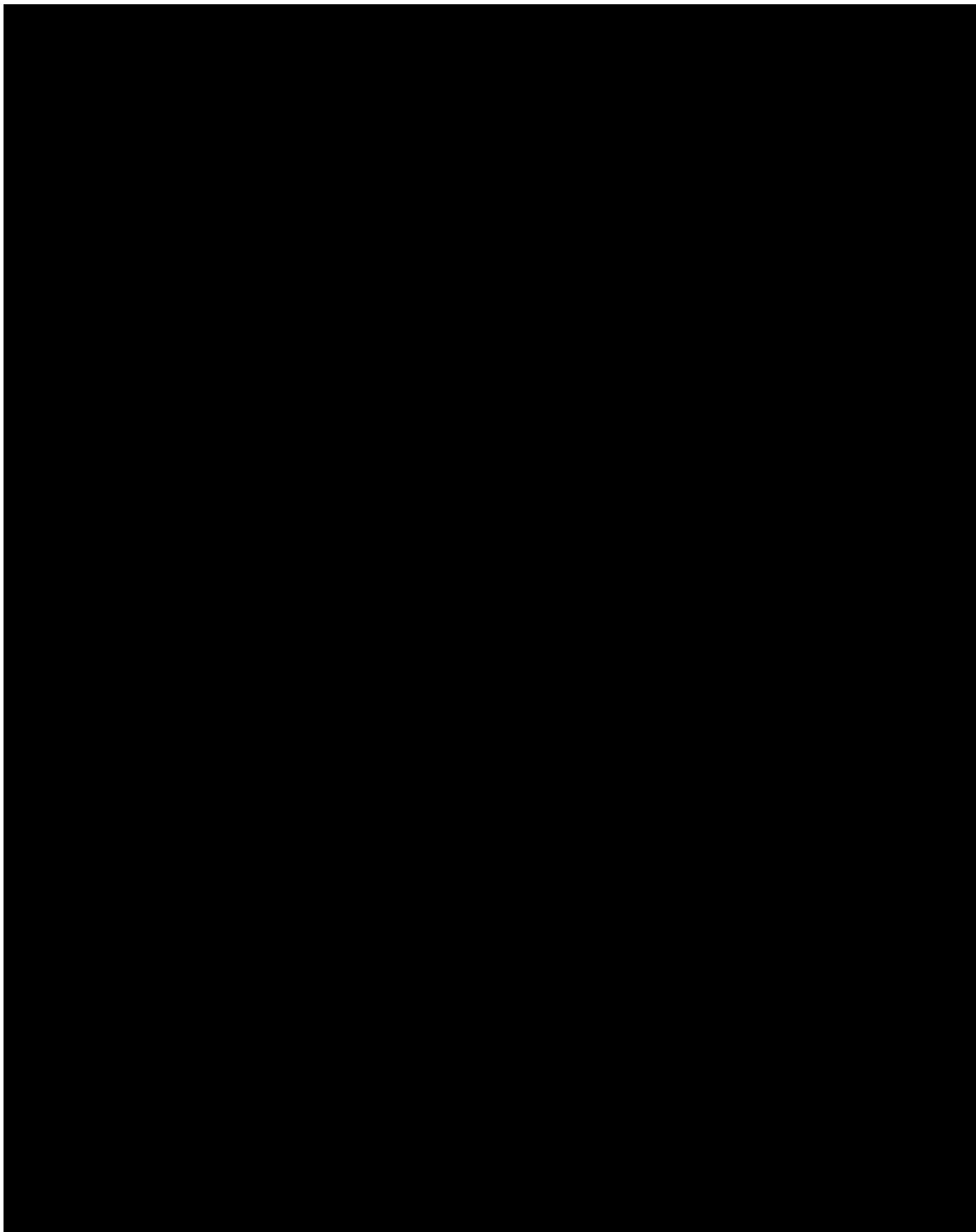


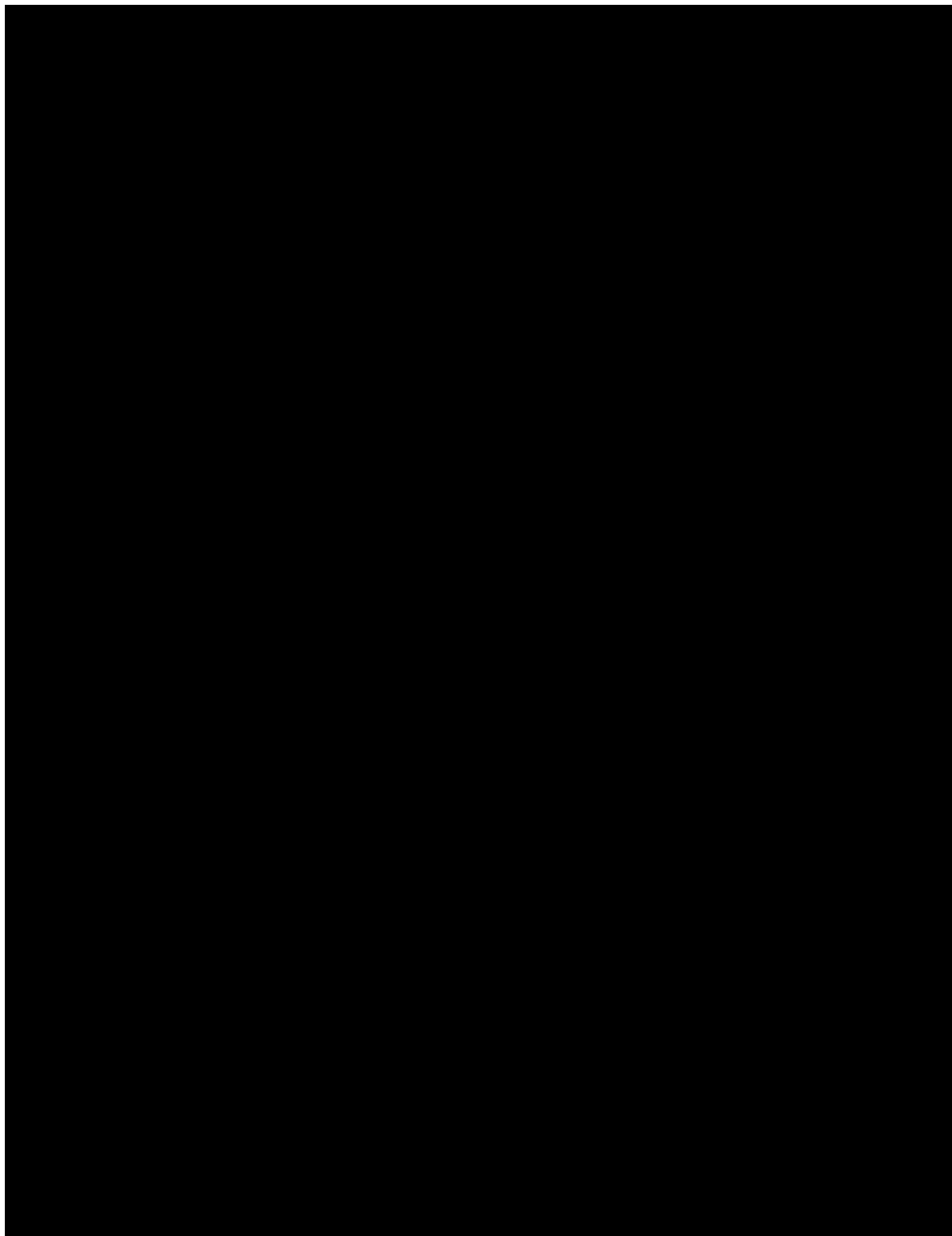


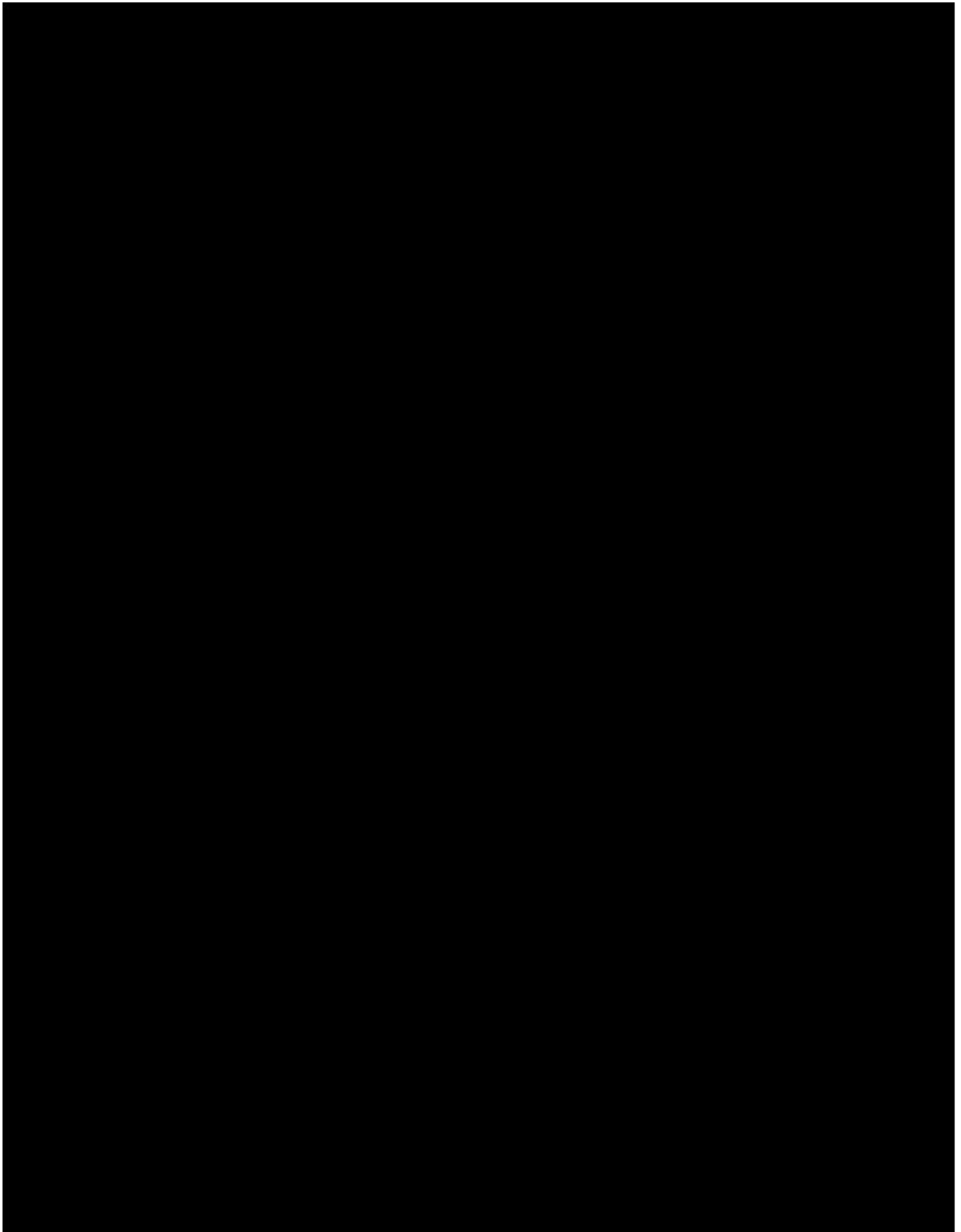


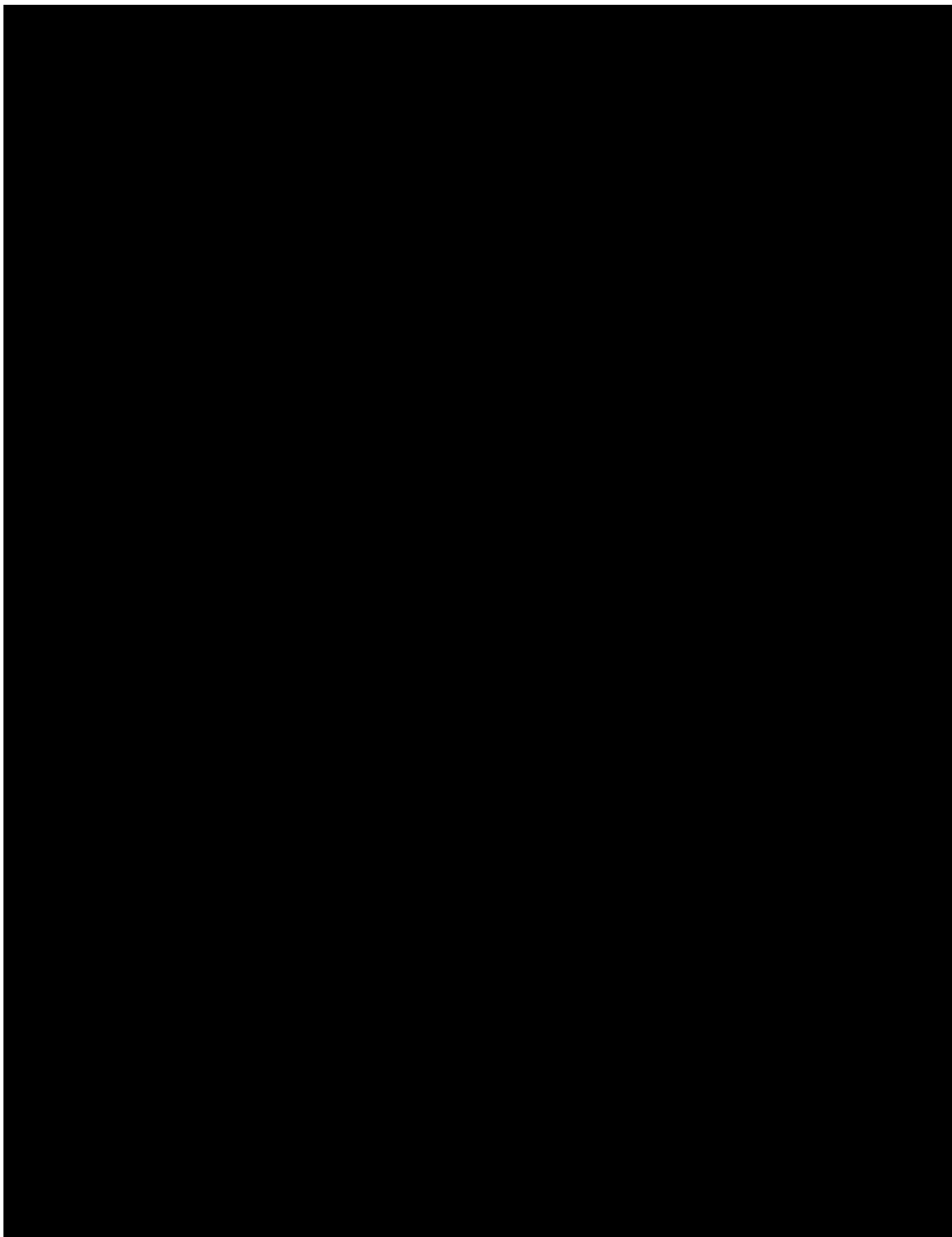


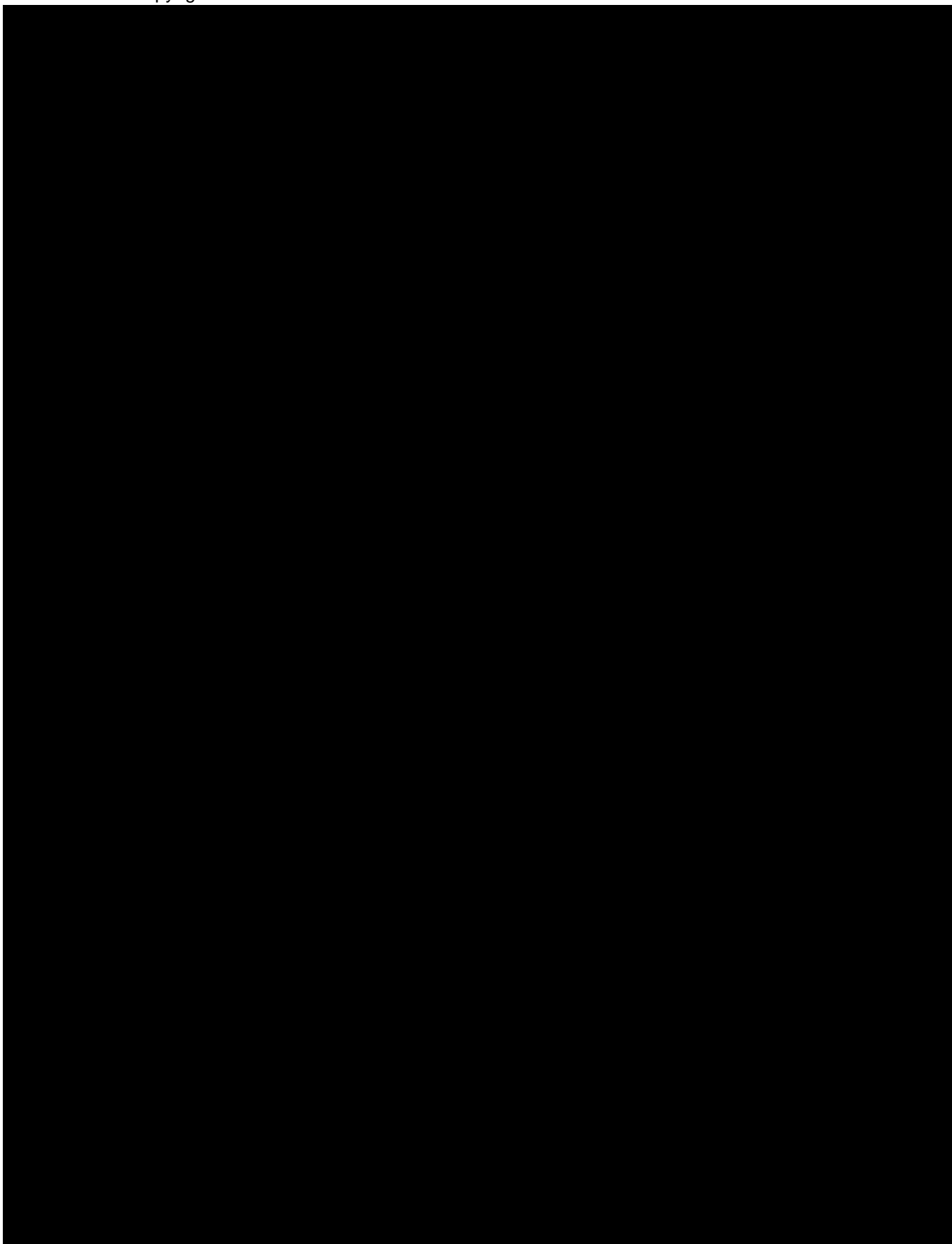


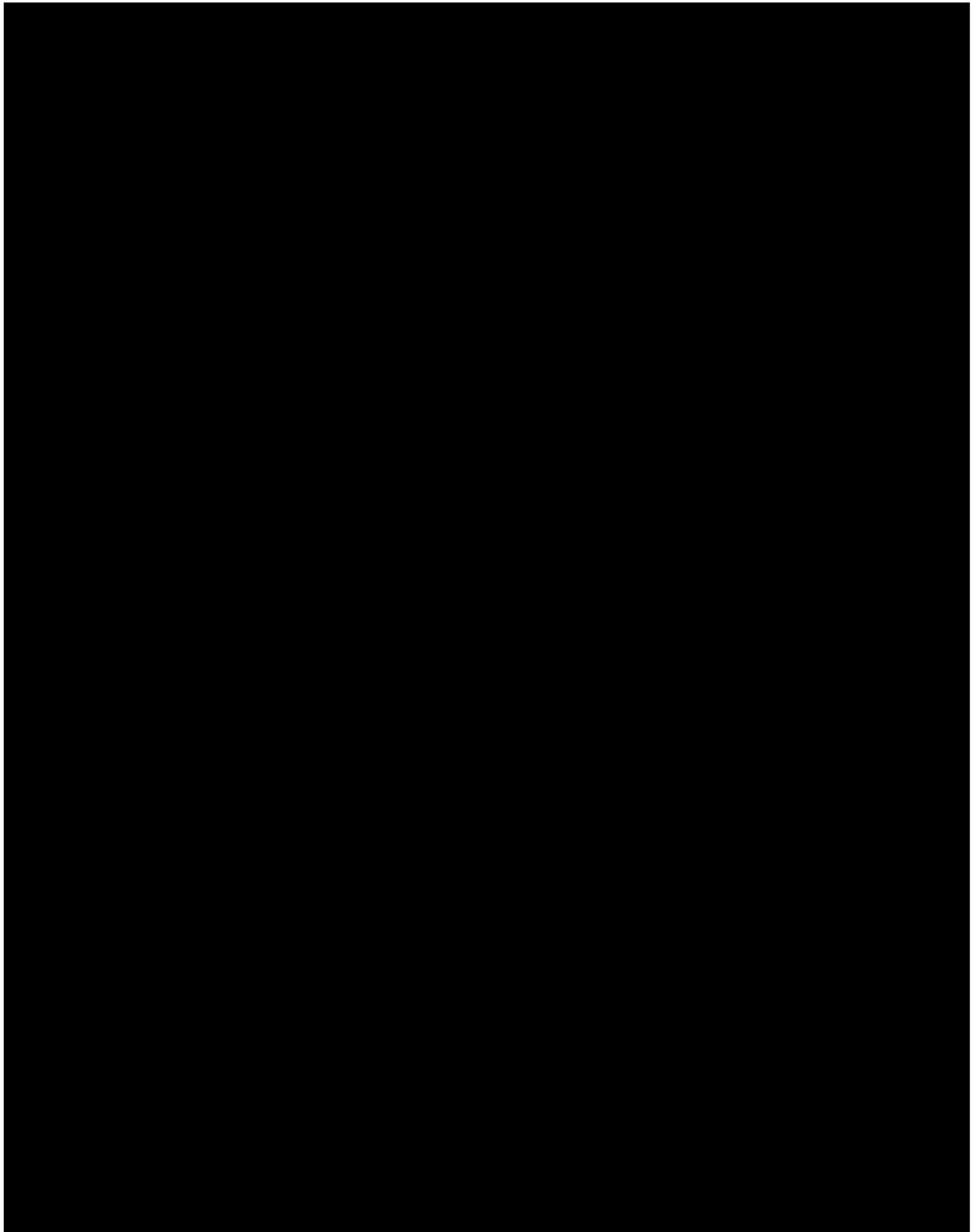


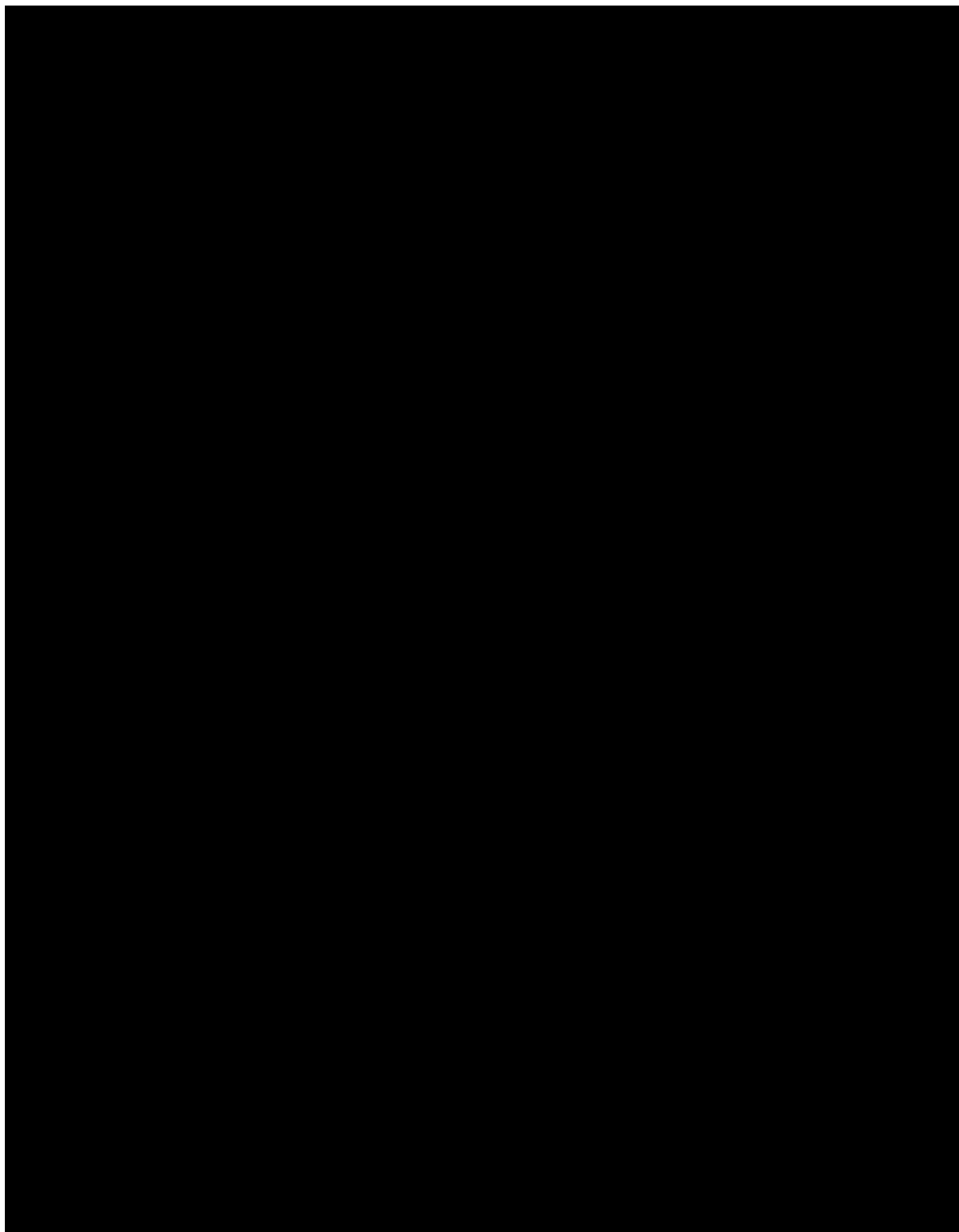


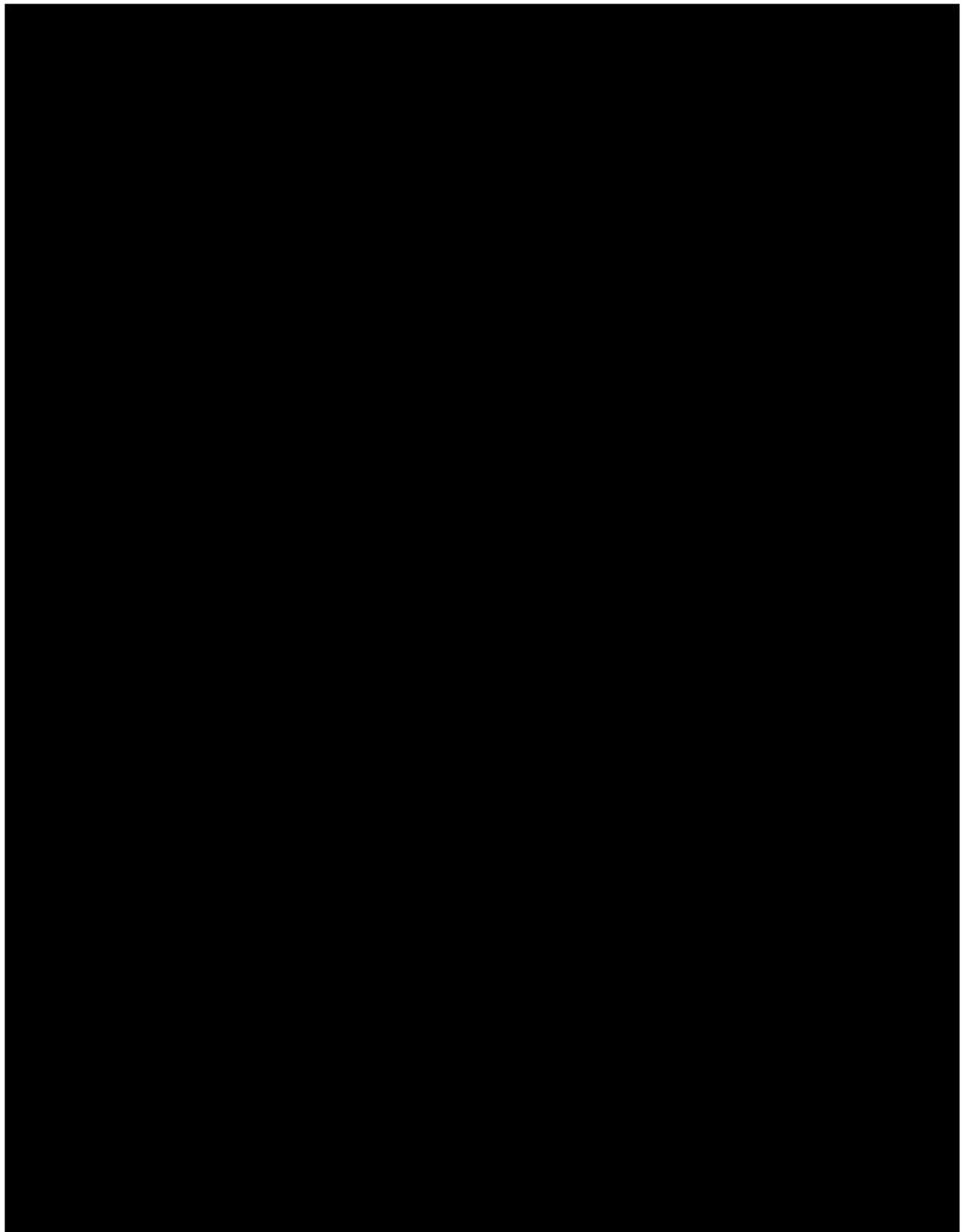


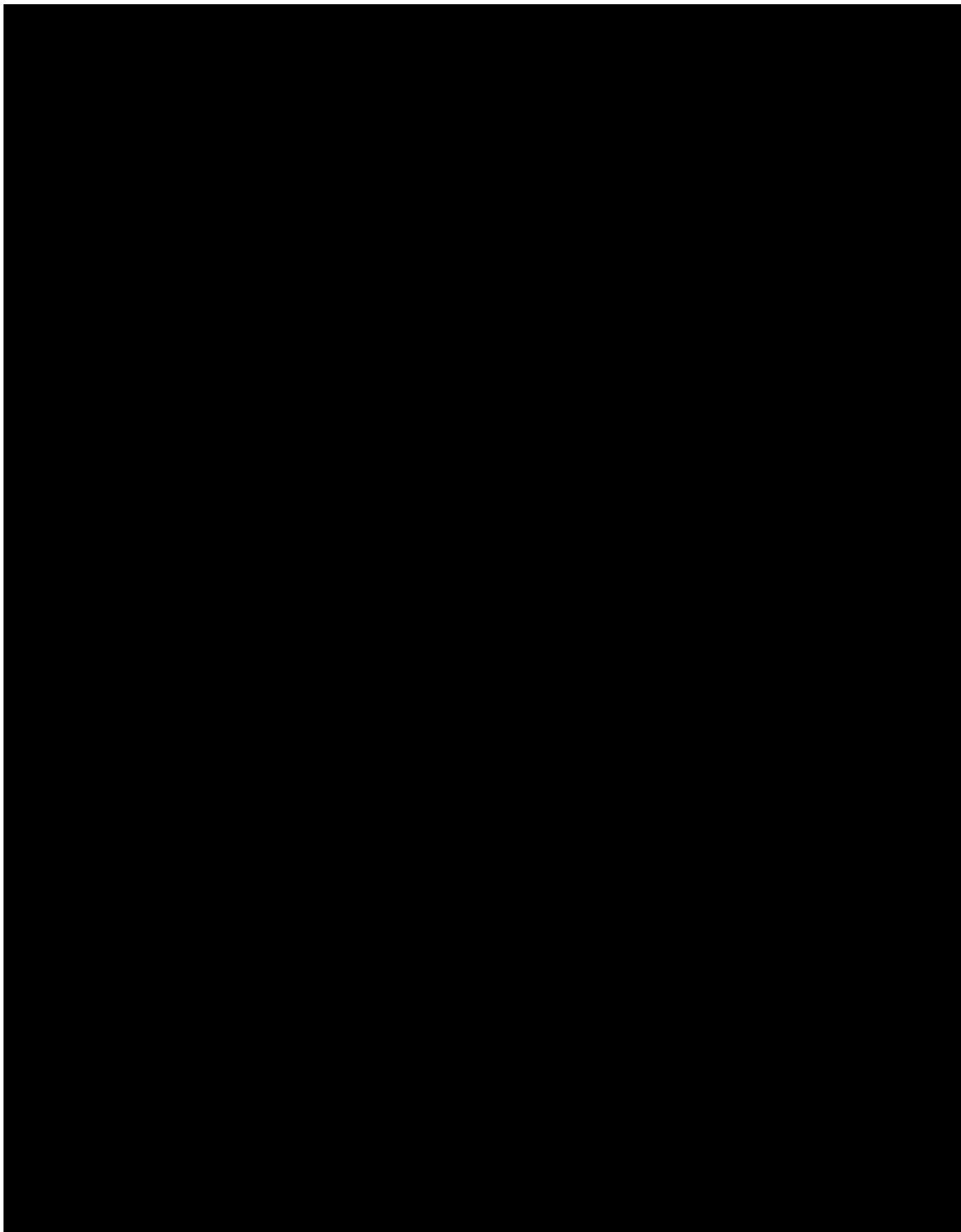


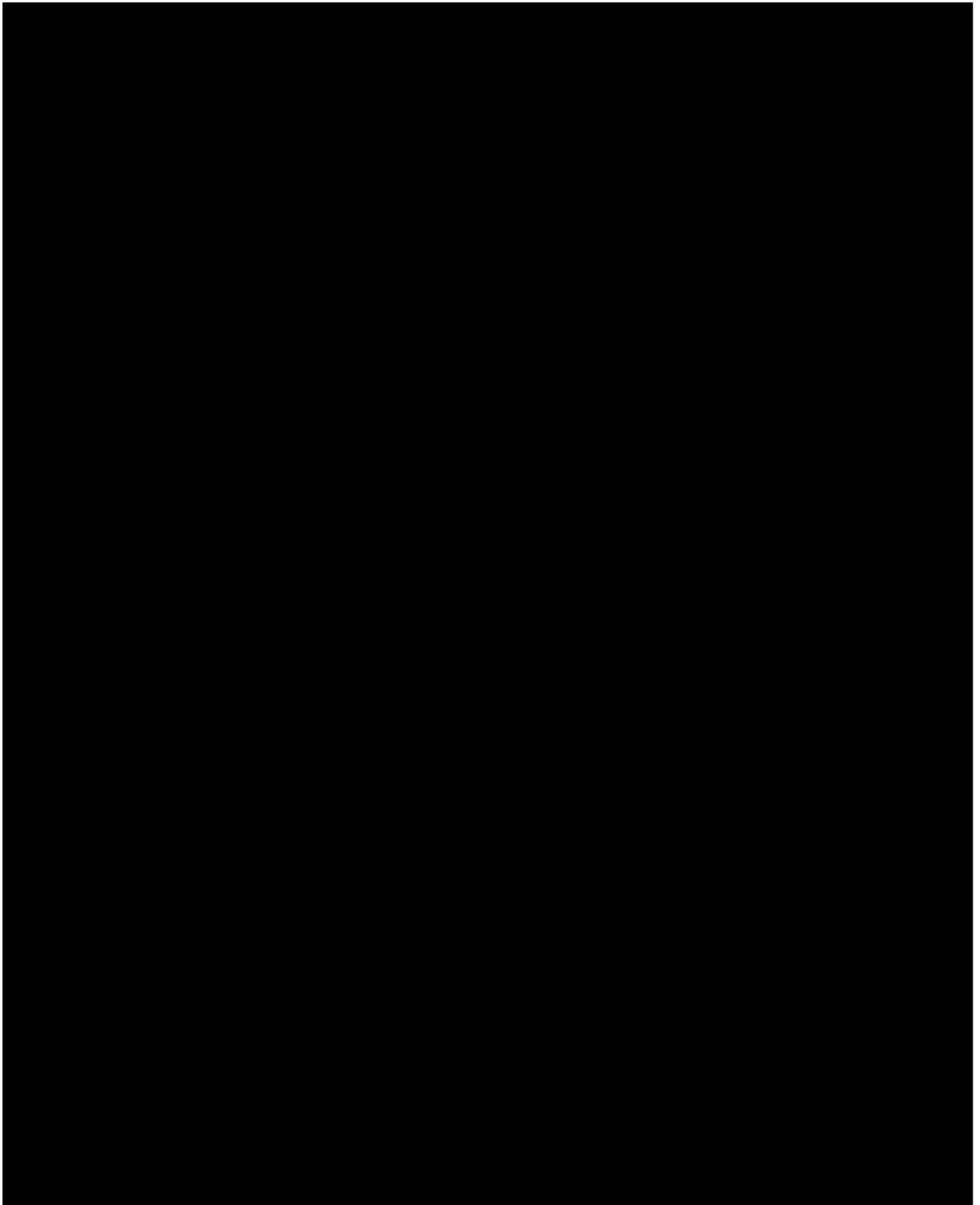


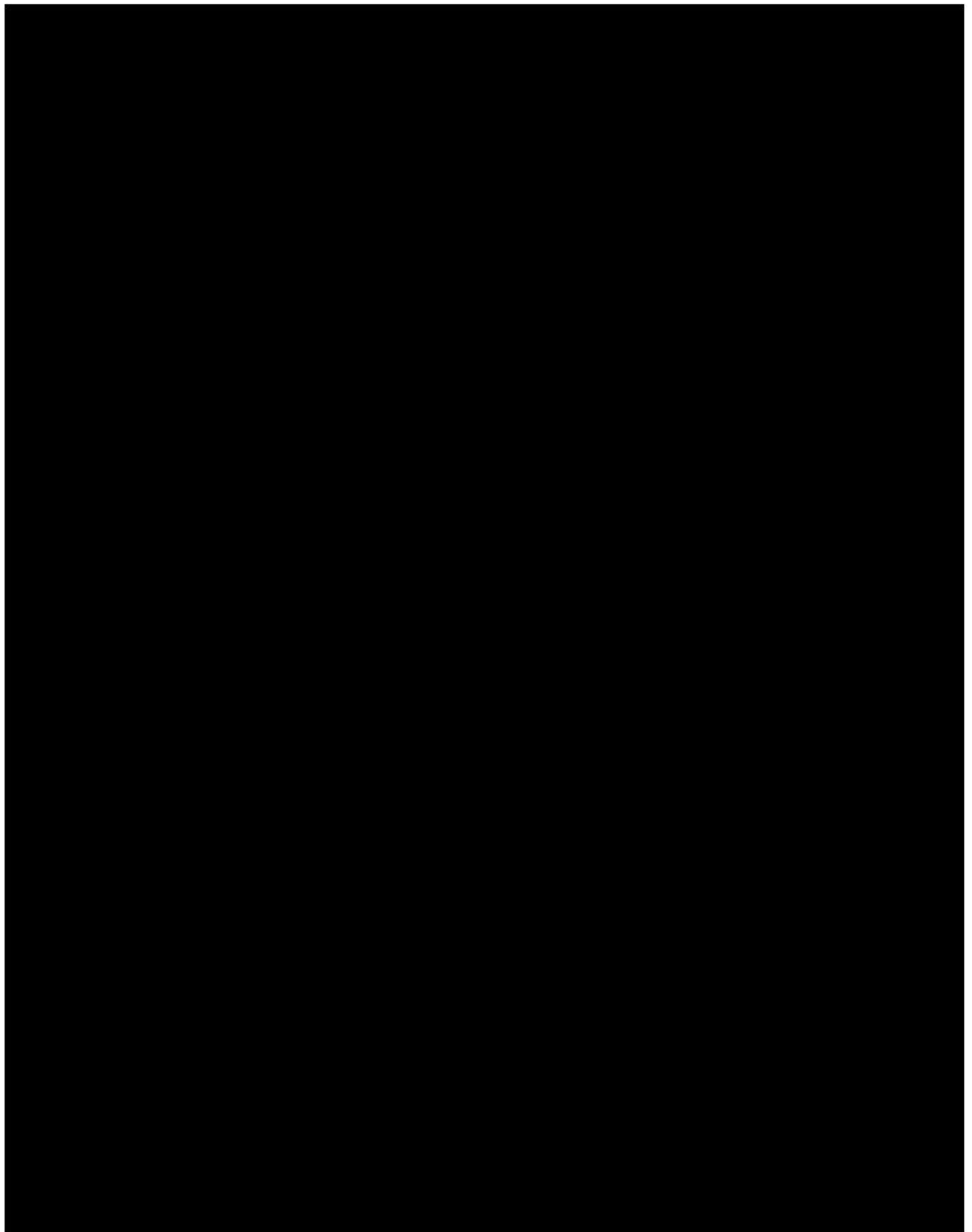


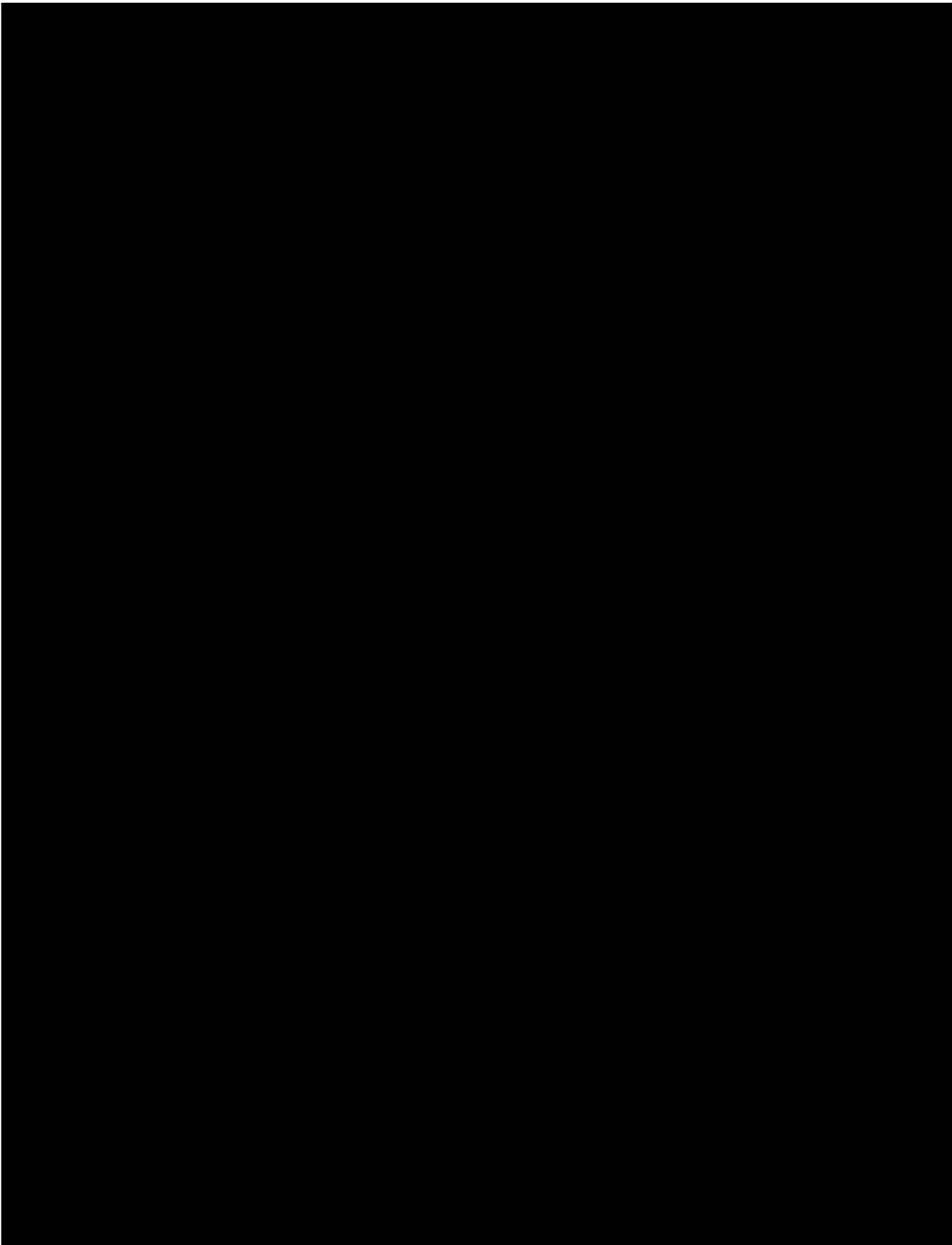


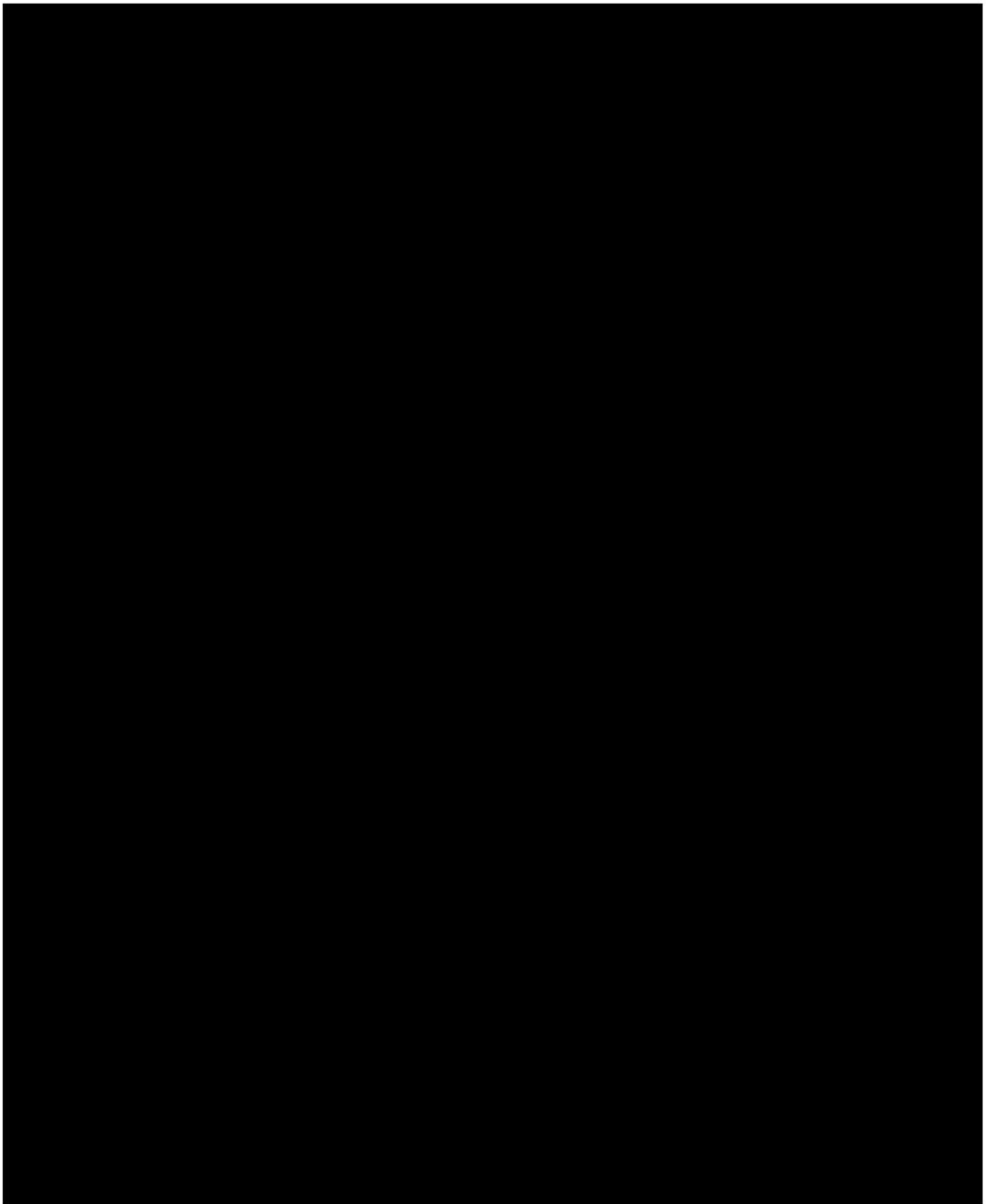


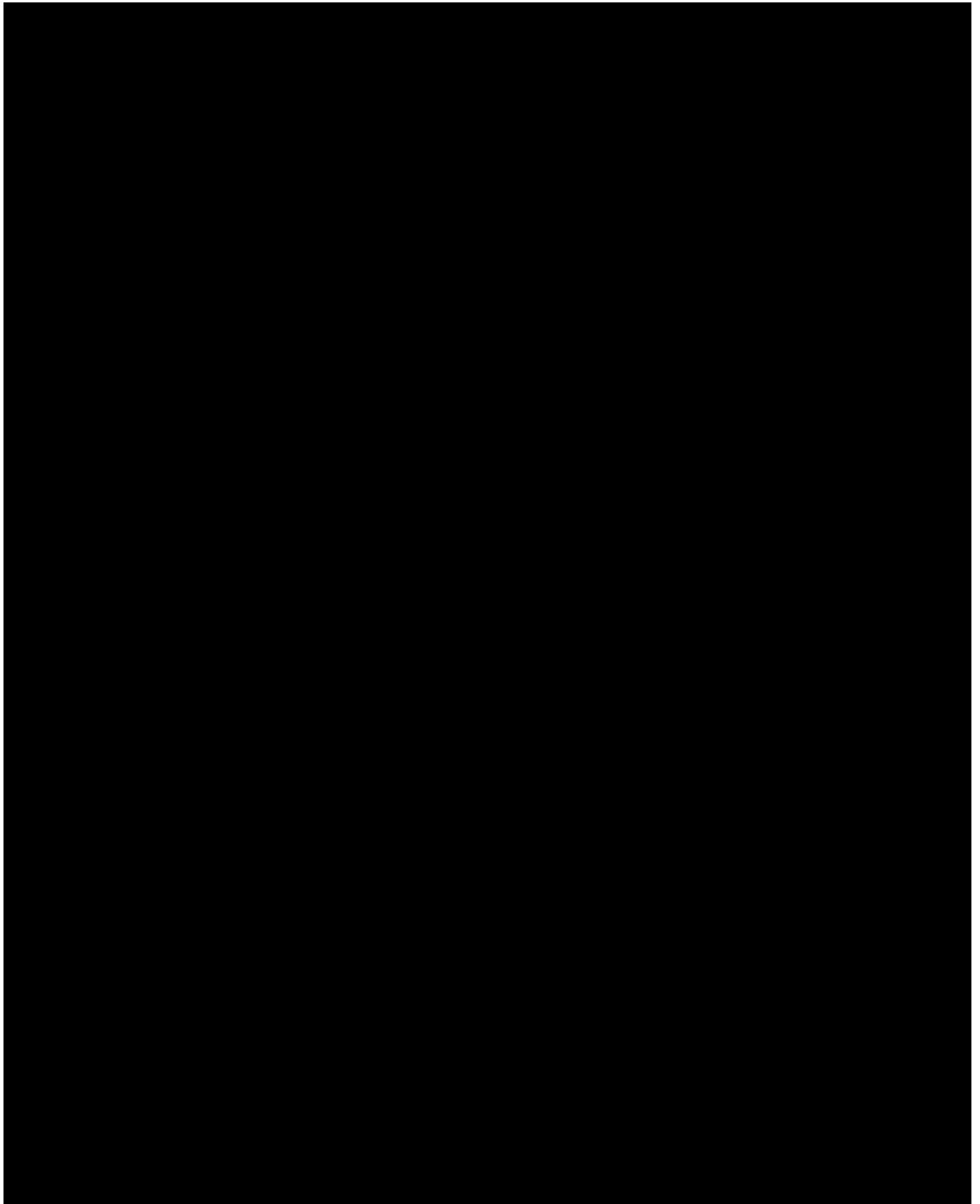


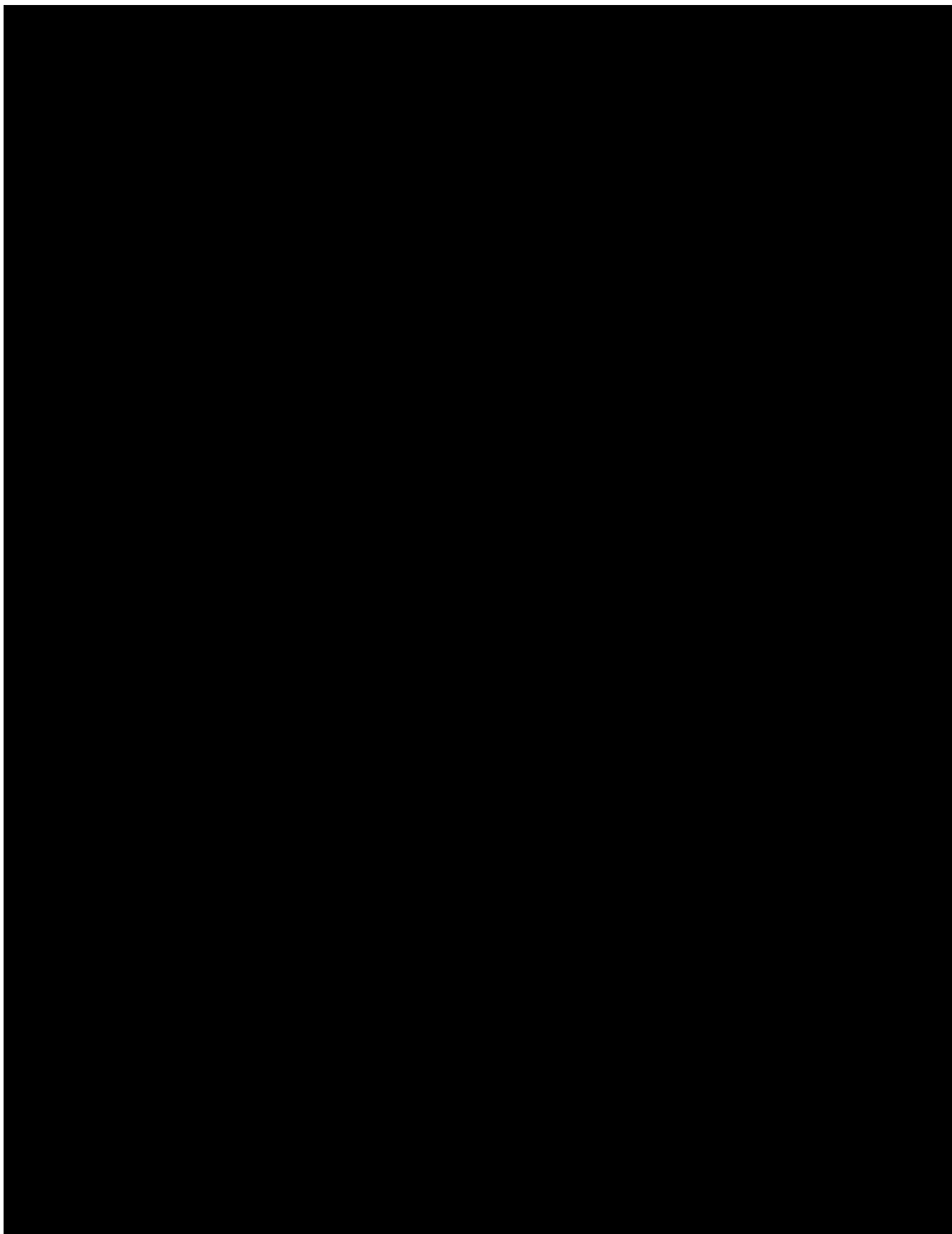


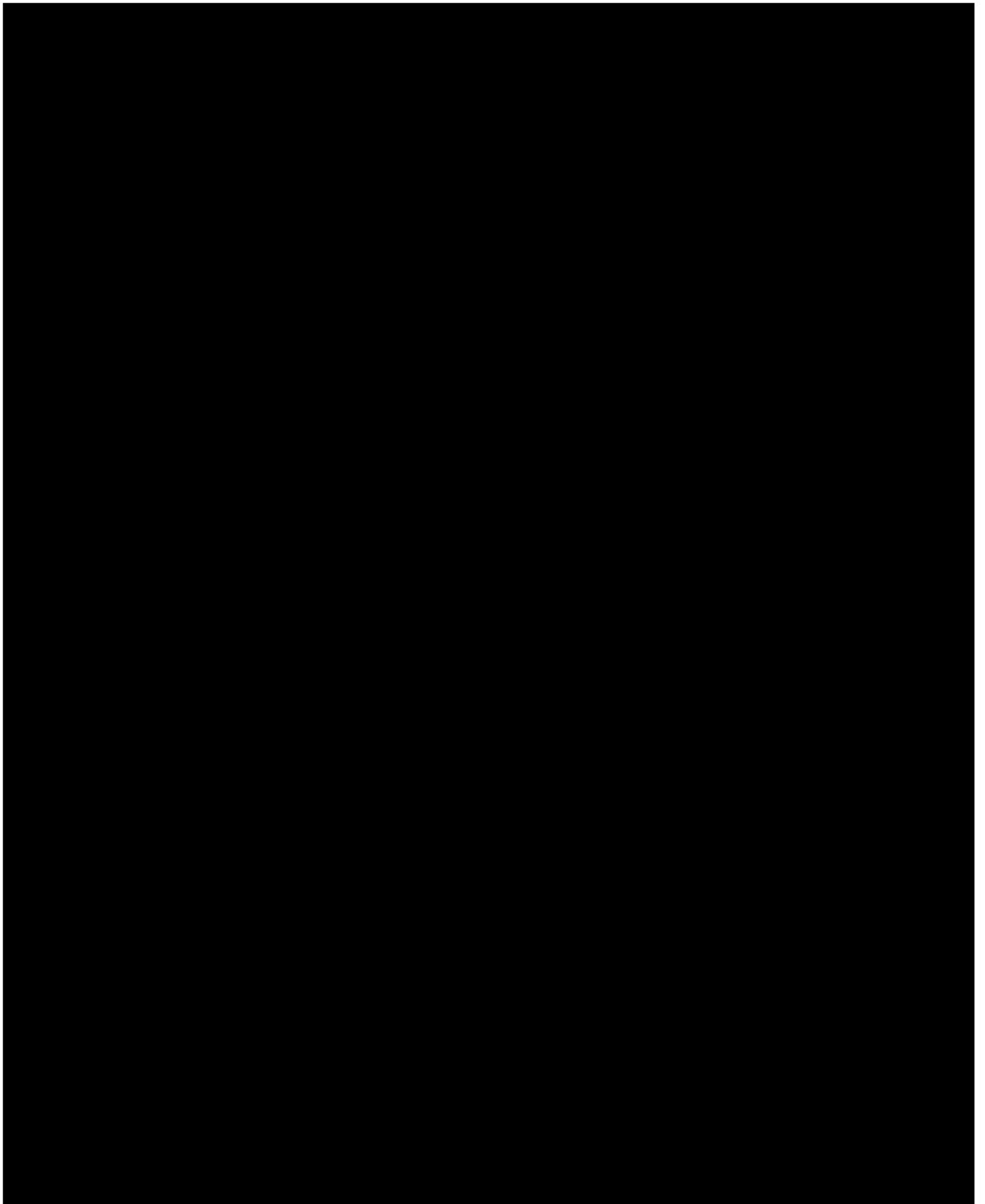


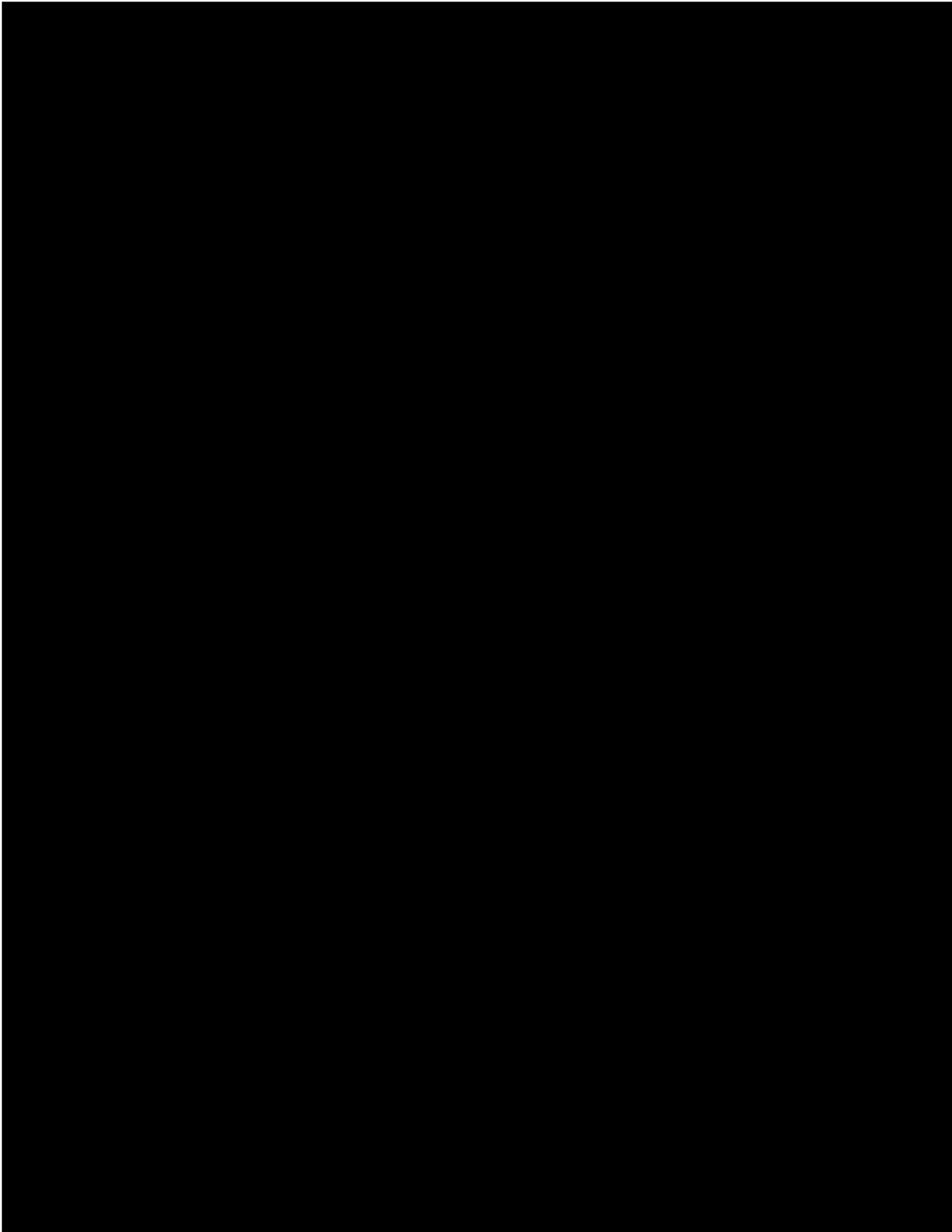


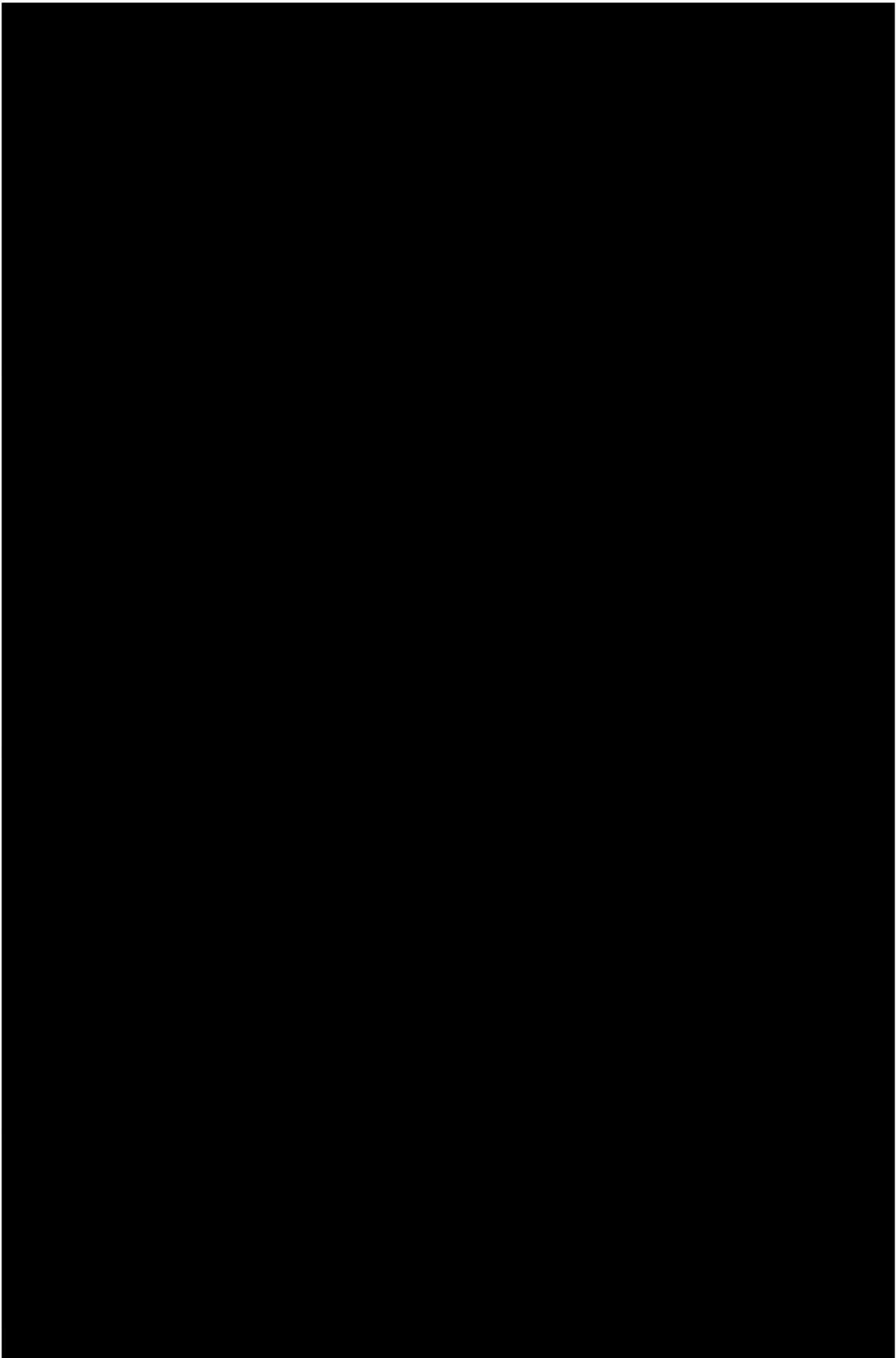


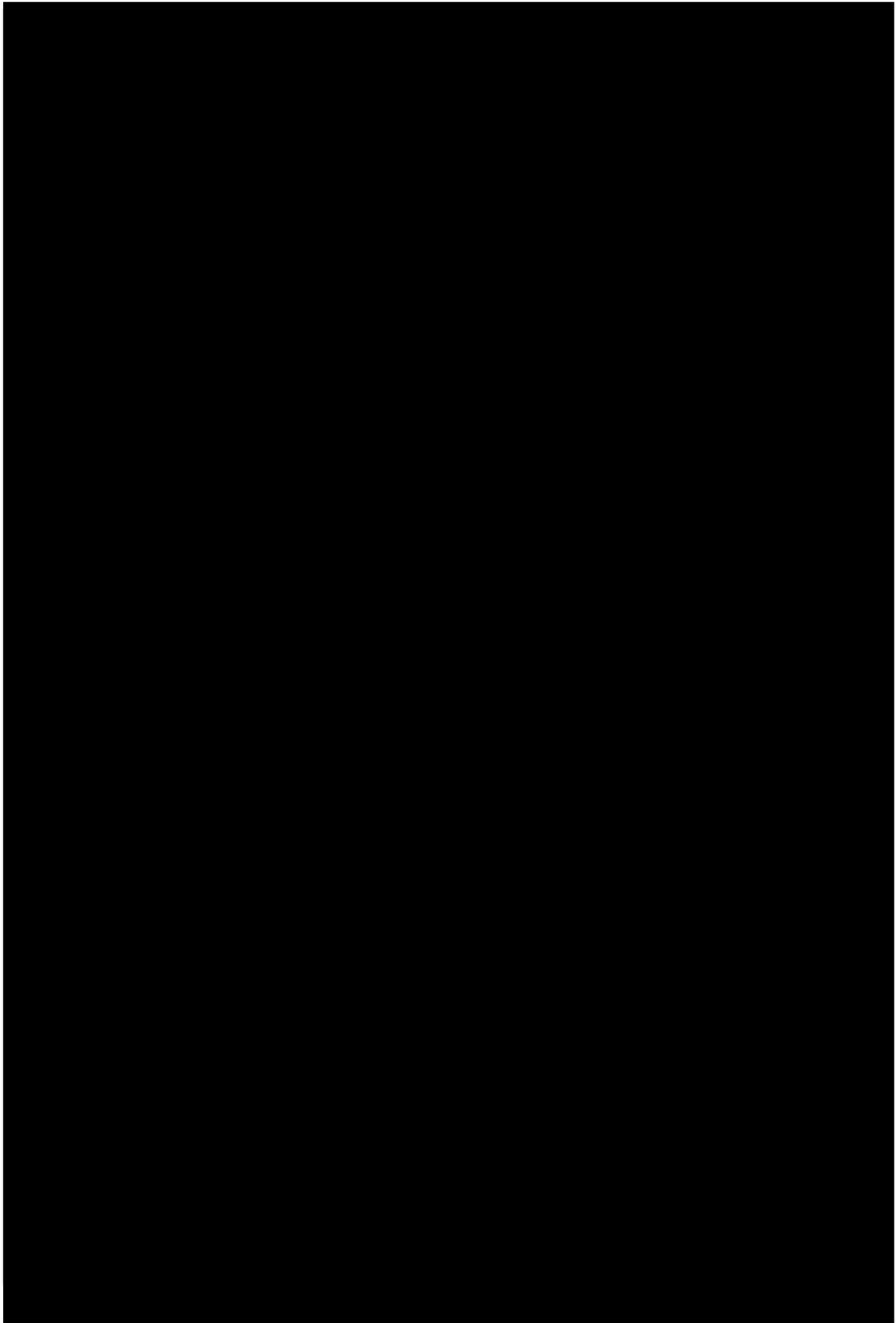


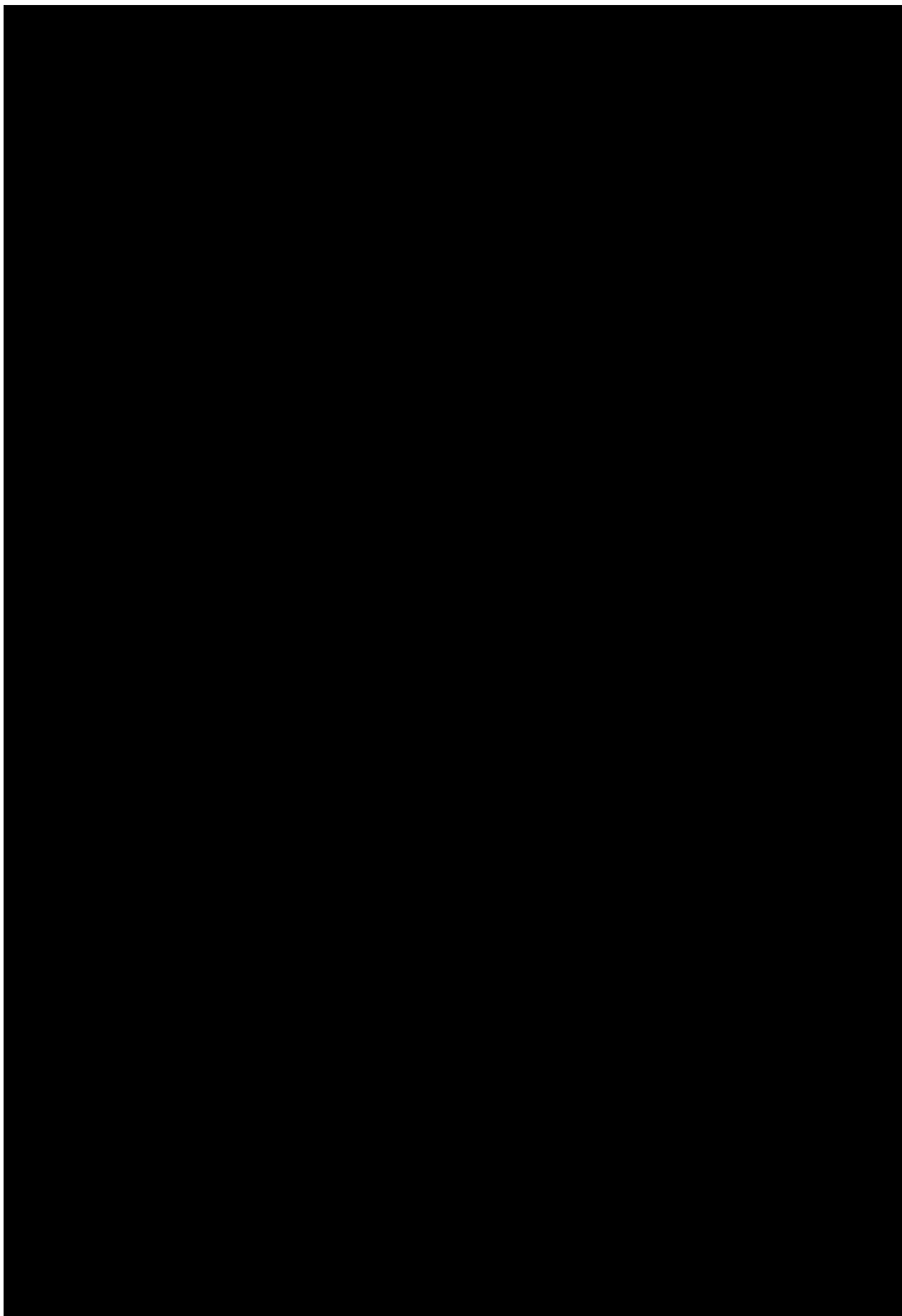


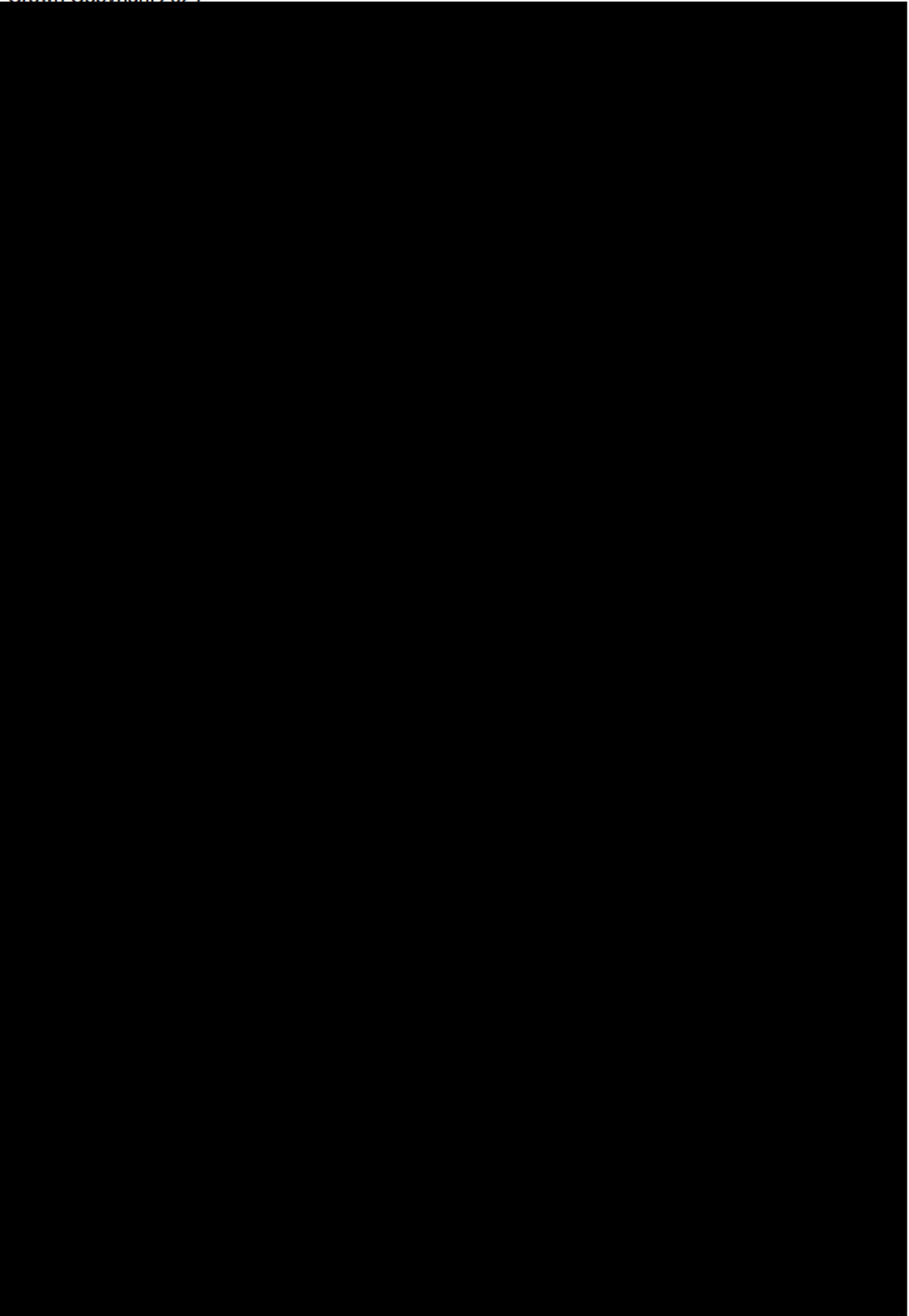


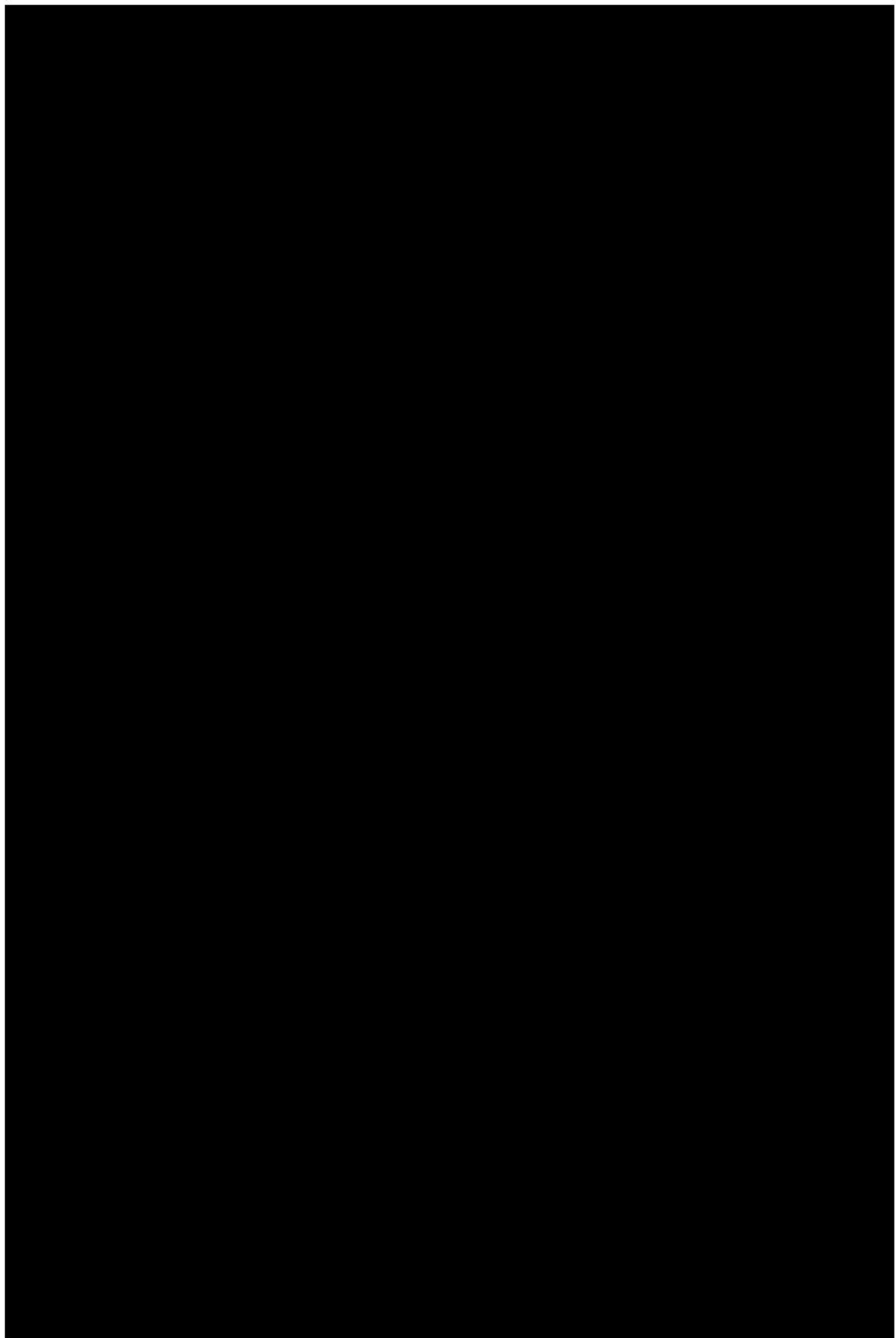












Attachment 4 – TISEM0022 Pricing Schedule

