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for Environment
Food & Rural Affairs

Defra Group Management Consultancy Framework: Project Engagement Letter

Completed forms and any queries should be directed to Defra Group Commercial at

[REDACTED]

Engagement details			
Engagement ref #	DPEL_61541_064		
Extension?	N	DPEL Ref.	Previous DPEL reference number
Business Area	Marine and Fisheries		
Programme / Project	Marine NCEA		
Senior Responsible Officer	[REDACTED]		
Supplier	Methods Business and Digital Technology Ltd		
Title	Marine NCEA Programme Management Services		
Short description	Project Delivery for Year 1 Close & Year 2 Initiation for the Marine NCEA programme.		
Engagement start / end date	Proposed start date 25/01/2022	Proposed end date 31/05/2023	
Funding source (CDEL/RDEL)	Current in year funding. FY 22/23 Funding 23/24 as defined below		
Consultancy Spend approval reference	N/A - not required as CDEL		
Expected costs 22/23	£76,044.00		
Expected costs 23/24	£45,649.00		
Expected costs 24/25			
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)		
Lot #	Lot 3		
Version #	V1.0		



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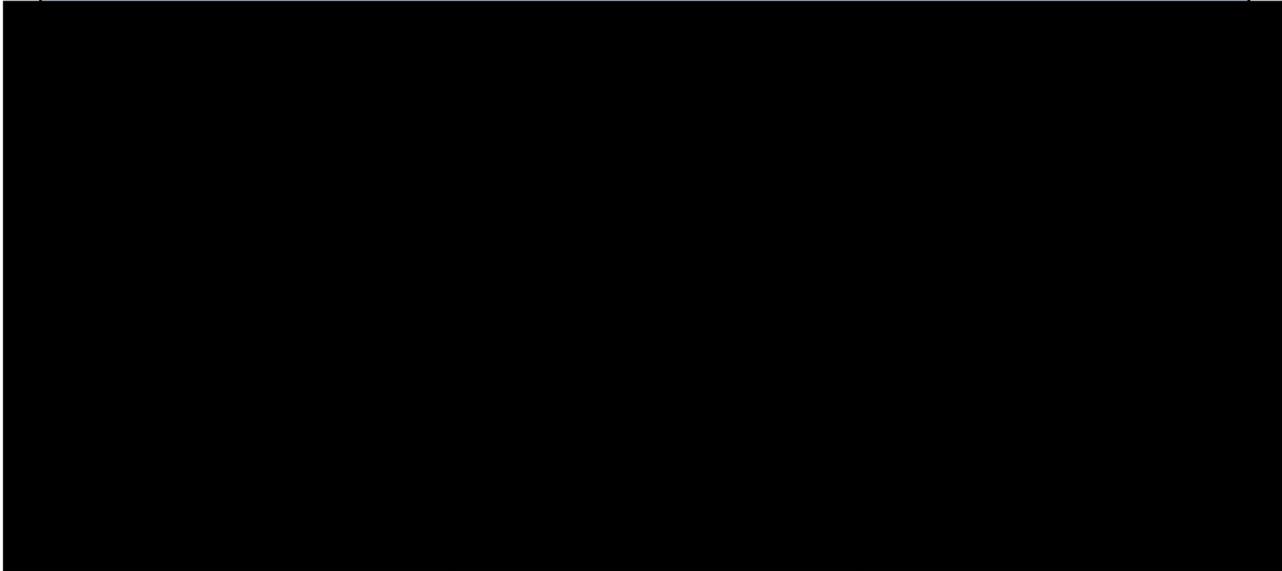
Approval of Project Engagement Letter

By signing and returning this cover note, the Marine and Fisheries accepts the contents of this Project Engagement Letter as being the services required and agrees for Methods to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 3 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.



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Signatures



24-01-2023 16:59 GMT	24-01-2023 18:14 GMT	25-01-2023 09:40
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

GMT



General Instructions

The Engagement Letter describes the services required and provided. When completing the Engagement Letter establish the context, explain why external support is required and distinguish



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between the objectives, outcomes, scope, and deliverables. The rationale behind the costs should be made evident in the Fees section.

The Business Area considerations are guidance notes for the customer to support their evaluation of the Engagement Letter.

1. Background

The Marine Natural Capital and Ecosystem Assessment (mNCEA) programme will provide a single source of up-to-date and transformative data regarding the status of the UK's marine environment, to support the delivery of key Ministerial priorities, including the 25-year environment plan, the UK Marine Strategy, Fisheries Act and the Environment Bill. For the UK to achieve these ambitions, rapid changes are required. The current evidence monitoring approaches are not fit for purpose as they are unable to: i) match the pace at which policy needs to deliver interventions; and ii) evaluate the environmental, societal, and economic impacts that these interventions will deliver.

Investment Committee approved mNCEA's budget of a £12m business case for Y2 for 2023/24 with work streams being taking forwarded by five ALBs, industry, DDTS and academia. mNCEA are also required to develop a business case for Y3 of the programme.

PMO services are required to deliver mNCEA's Year 1 close activities, and support the initiation of Year 2 and build capability into the new team members, ensuring robust knowledge transfer, specifically focusing on streamline approaches for Q4 of 2023/24 to avoid needing further support during the busiest times for the programme.

2. Statement of services

Objectives and outcomes to be achieved

Objective 1: To successfully close year 1 projects, ensuring deliverables meet quality criteria and final payments for deliverables are made.

- 1) Delivery of sign off of all Y1 programme deliverables provided by ALBs, including:
 - reviewing if each ALB has provided what they committed to providing
 - working closely with ALBs to resolve any missing deliverables
 - seeking views from the mNCEA team and evidence colleagues where necessary
 - achieving programme board sign off and official closure of Y1 projects by the end of April
 - sharing deliverables with relevant policy colleagues by May
 - supporting the publication of some deliverables
- 2) Identify successes and lesson learnt from Year 1 delivery and the Twin-Track process
 - Interviews and/or workshop with Defra mNCEA team and ALB project leads
 - Draft recommendations for Yr2 delivery and Twin-Track process in Year 2/Year 3



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Outcome: All project deliverables meet quality criteria, payments to ALB's completed and Year 1 is successfully closed, with lessons learnt to feed into delivery of future years.

Objective 2: Secure agreement for Year 2 projects and progress priority commercial actions ahead of April 2023.

- 1) Achieve budget holder approval for 9 ALB projects for 23/24 by end of February 2023
 - Reviewing draft PIDs and ensuring deliverability
 - Achieve sign off from the relevant people in the mNCEA team, evidence colleagues and policy colleagues
 - Providing an overview to the SRO and formally seeking approval
 - Draft and send award letters to ALBs
 - Complete any necessary Q0 payments

- 2) Working with Defra Commercial to begin early procurement of 23/24 projects
 - Develop a prioritised programme procurement pipeline for mNCEA
 - Establish ways of working for mNCEA and its new procurement team
 - Ensure critical procurement is underway to meet milestones in ALB PIDs
 - Support delivery of 3 x MoUs with key partner organisations to allow work to begin in Q1 of 23/24

- 3) Support start-up of approved ALB Year 2 projects
 - Co-ordinate and lead project start up meetings between Defra mNCEA team and ALBs
 - Set up fortnightly checkpoint meetings and reporting for Yr2 projects
 - Attend fortnightly checkpoint meetings alongside Defra mNCEA PM to complete knowledge transfer

Outcome: Agreement secured for Year 2 projects and priority commercial action progressed ahead of April 2023.

Scope

The delivery scope of the Project Management Service is to provide:

- Project management of ALB projects
- Delivery of sign off of all Y1 programme deliverables provided by ALBs
- Achieve budget holder approval for 9 ALB projects for 23/24 by end of February 2023
- Work with Defra Commercial to begin early procurement of 23/24 projects
- Ensure robust knowledge transfer, specifically focusing on streamlining approaches for Q4 of 2023/24 to avoid needing further support during the busiest times for the programme

Assumptions and dependencies

- Defra will provide access to relevant key personnel
- Methods will have access to all available relevant Defra documentation, information, and communications artefacts for mNCEA as required.
- Defra equipment will be provided where necessary.
- All work is likely to be undertaken remotely during the assignment timeline.



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Risk management

Failure to invest appropriately in capability to provide delivery and knowledge transfer in embedding effective governance and wider programme delivery processes for mNCEA as a programme including its newly onboarded projects will place successful delivery and ability to articulate and demonstrate benefits at risk. Under-resourcing the core programme team would limit capability to hold ALBs to account effectively for delivery and manage known delivery risks.

Deliverables

All deliverables are set out in the table below:

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Programme / Project Management and PMO Delivery			
Project deliverables meet quality criteria, payments to ALB's completed and Year 1 successfully closed	1. Deliverables signed off by mNCEA team	31/03/2023	Project Manager 1
	2. Deliverables signed off by Programme Board	30/04/2023	
	3. Plan for relevant deliverables to be published	31/05/2023	
	4. Q4 Payments complete	31/03/2023	
	5. Lessons learnt exercise for Year 1 delivery, with focus on the Twin Track process	31/05/2023	

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
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<p>Agreement secured for Year 2 projects and priority commercial action progressed ahead of April 2023.</p>	<ol style="list-style-type: none"> 1. Yr2 Project Initiation Documents (PIDs) reviewed and comments returned to ALBs where necessary 2. Y2 PIDs approved my mNCEA team, policy teams and evidence teams 3. Provided risk and mitigation summaries for each project and shared with SRO 4. PIDs signed off by SRO and award letters issued to ALBs 5. Procurement prioritization, agreed ways of working and commercial strategy in place for Yr2 6. Project Management approach in place for Yr2 projects and start up meetings complete 	<p>03/02/2023</p> <p>13/02/2023</p> <p>13/02/2023</p> <p>28/02/2023</p> <p>31/03/2023</p> <p>28/04/2023</p>	<p>Project Manager 2</p>
<p>Internal Capability Development Outcomes</p>			
<p>Ensure robust knowledge transfer, specifically focusing on streamlining approaches for Q4 of 2023/24 to avoid needing further support during the busiest times for the programme</p> <p>Knowledge Transfer</p>	<p>Sharing of best practice with programme team, making recommendations on how established processes could be improved</p> <p>Write up and recommendations on how to streamline the twin track process for future programme years, aiming to reduce the need for additional support in the future</p>	<p>Ongoing up-to 31/05/2023</p> <p>31/05/2023</p>	<p>Project Manager 1&2</p>



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Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Social Value Outcomes			
Influence further	Raise United Nations (UN) Sustainable Development Goals (SDG) awareness in partners, supply chain, clients through discussions & formal plans.	Ongoing – 31/05/2023	Project Managers

Limitations on scope and change control

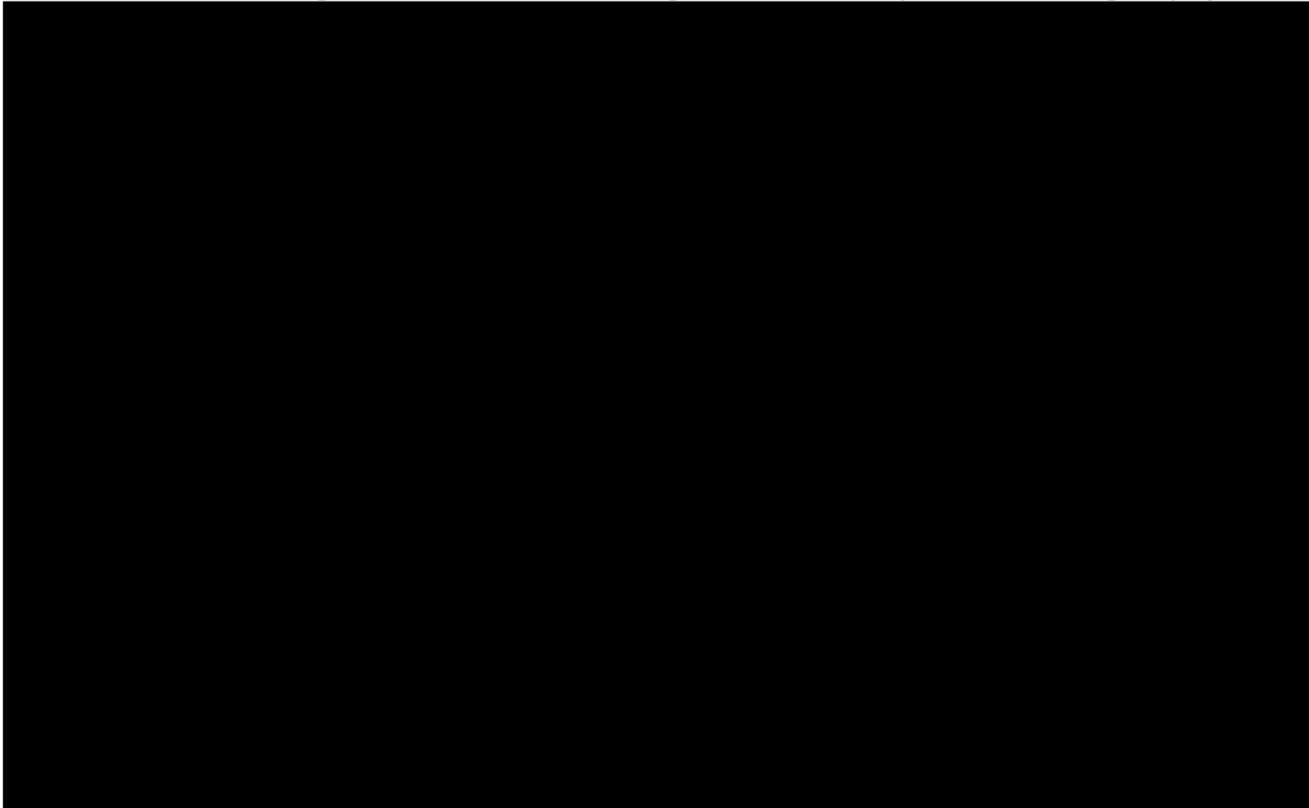
Business Area / Supplier to supplement with any additional areas, as deemed appropriate.

Unless instructions to the Supplier are later amended in writing, the work undertaken will be restricted to that set out above. In providing the services detailed above, the Supplier will be acting in reliance on information provided by the Business Area.

The Project Engagement Letter is the agreed contract of work between the Defra Group Business Area and the Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by DgC.

3. Delivery team

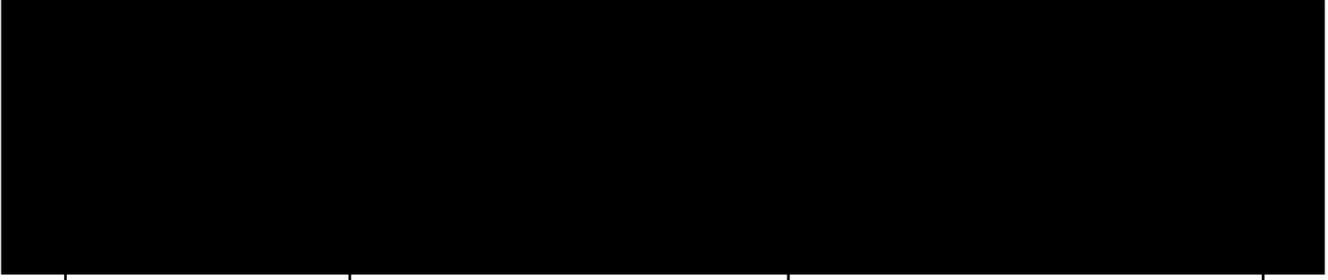
Provide details of the agreed team members including their roles and responsibilities during the project.





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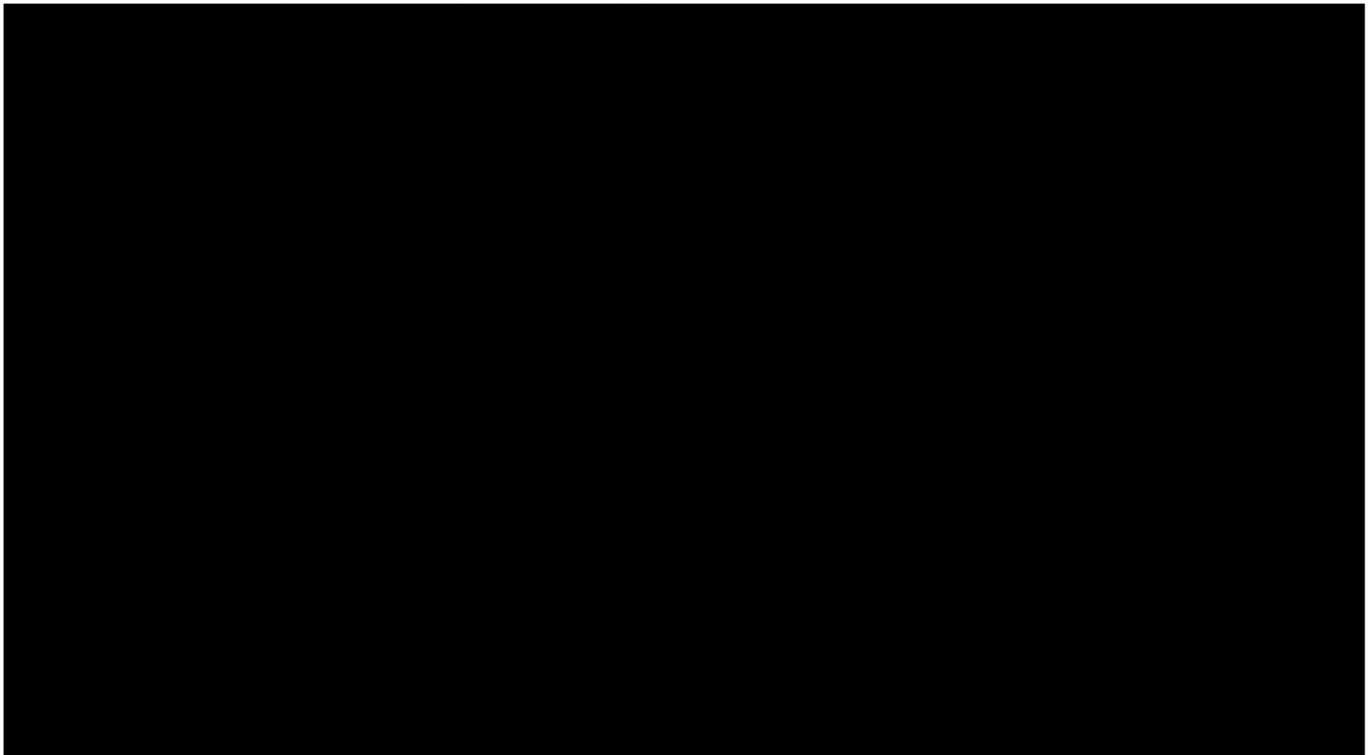
Business Area's team



4. Fees

Defra Group will reimburse the Supplier for approved work done according to the table below. The total fees for the scope of work detailed in this Engagement Letter are excluding VAT.

Provide costs for any particular stages to the engagement.



Total	£121,693.00	
Grand total	£121,693.00	

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.



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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

Business Area to outline governance and report requirements.

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;
- Weekly Project Reporting in line with existing programme governance arrangements – to be reported during mNCEA team meetings.

Key Performance Indicators



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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.



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Non-disclosure agreements

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

6. Exit management

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

Completion of knowledge transfer to identified mNCEA programme team colleagues and completion of all defined deliverables.

Notice period

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

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:
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

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