**Specification for “Support summarising the Call for Evidence responses for Offsets”**

Tender Reference Number: BN/0222

**Specification of Requirements**

Invitation to Tender for Support summarising the Call for Evidence responses for Offsets

Tender Reference Number: BN/0222

Deadline for Tender Responses: Wednesday 23rd February

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**1 Introduction and summary of requirements / Preamble**

The Committee on Climate Change (CCC) is planning on publishing a report on voluntary carbon offsets in 2022. The report will characterise the current and anticipated status of voluntary offset usage in the UK, evidence the risks and opportunities that accompany that, and generate recommendations for policy-makers on how to direct voluntary offset activity in the UK.

To inform the report, throughout February 2022 the CCC will run an online call for evidence on voluntary carbon offsets.

The CCC is tendering some work to summarise the responses to the Call for Evidence.

Given timescales for publication, the tendered work would ideally be delivered by end of March 2022, at the cost of £10,000 - £25,000.

# 2 Background

**The Committee on Climate Change**

The Committee on Climate Change (CCC) was set up as part of the Climate Change Act. The CCC is an independent body tasked with providing advice to Government on climate change issues, particularly the setting of carbon budgets, and the monitoring of progress towards meeting those budgets.

The Committee provided advice on the sixth carbon budget (setting a limit on UK emissions in the period 2033-2037) in 2020 and assessed UK progress in its annual Progress Report in June 2021.

**The Committee on Climate Change’s work in relation to offsets**

In November 2020, the CCC published a brief on ‘[The role of business in delivering the UK’s Net Zero ambition](https://www.theccc.org.uk/publication/the-role-of-business-in-delivering-the-uks-net-zero-ambition/)’, which set out high level principles for how businesses should approach ‘offsetting’ and outlined suggested offset usage by each sector by decade, aligned to the Sixth Carbon Budget pathway.

In the 2021 Progress Report, the CCC identified business action as a key driver of progress in reaching net zero, and noted plans in future to help businesses make informed decision in line with Net Zero, and to track how corporate commitments are progressing in the UK.

Removals are a ‘sector’ considered within CCC analysis, including the Sixth Carbon Budget and Progress Reports.

The CCC’s past reports are available here: <http://www.theccc.org.uk/reports/>.

# 3 Aims and Objectives

The CCC will publish a report in 2022 on voluntary carbon offsets in the UK. Throughout February 2022 the CCC will run an online Call for Evidence on voluntary carbon offsets.

The primary aim of the project will be to summarise the Call for Evidence responses, into a written report which can be published in 2022.

The responses to the Call for Evidence will also be reviewed by analysts within the CCC.

# Methodology

The [Call for Evidence](https://www.theccc.org.uk/carbon-offsets-call-for-evidence/) contains 13 questions, grouped into categories.

Responders will be asked to answer only those questions where they have particular expertise and to limit responses to a maximum of 400 words per question, plus links to supporting evidence.

We estimate receiving between 30 and 100 substantive responses.

Responses to the Call for Evidence will be submitted to the CCC via an online form. The supplier will be provided with an excel workbook of all responses, broken down by question, respondent type, and whether the response is confidential.

The summary report should include an introduction briefly outlining the purpose of the work, a summary of respondent types, and the method for both summarising the data and assessing the evidence.

The summary report should group the questions into their categories. For each of the questions it should summarise:

1. An outline of the range of respondents
2. A clear summary of the key findings and evidence
3. An assessment of the strength of the evidence provided
4. A note on where there are a range of views, and where there are gaps in the evidence

The summary report should include an Annex with a list of all respondents, except for those who have asked to be kept anonymous.

# Outputs Required

The main output of this work is a short summary report (e.g. 20 pages), written and presented to a publishable standard. Details of what it should include are set out in Section 4.

We expect a draft version of the report to be shared with the CCC for comment before it is finalised. See section 8 for specific dates.

An optional output of this work (which bids should make clear if they would include) is an excel workbook, which lists the evidence sources cited/referenced in responses to the Call for Evidence. It would include the title, date, publisher, URL/link and brief summary/key words for each evidence source.

# Ownership and Publication

The key deliverables will be handed over to the CCC. It will be published on the CCC website. We anticipate we will use the findings to inform a future published report on offsets.

# Quality Assurance

This project must comply with the ‘CCC – Quality Assurance of Evidence and Analysis’ guidance[[1]](#footnote-1) and bidders must set out their approach to quality assurance in their response to this ITT.

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

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

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

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

# Timetable

The proposed timetable for the project is set out in the following table. There is flexibility on the specific days. Ideally work would be delivered by 31st March. Bids should set out their proposed timelines.

|  |  |
| --- | --- |
| **Date** | **Action** |
| Mon 28th February | Call for Evidence closes |
| Tues 1st March | Kick-off meeting |
| Mon 14th March | First interim presentation/report on initial data findings |
| Mon 21st March | Delivery of draft report |
| Thurs 31st March | Delivery of final outputs |

# Challenges

The specific challenges that the CCC envisage with this project include:

* Providing a high-quality summary of the evidence despite the potential for a high number of responses to the Call for Evidence
* Ensuring differing views/responses to the questions are treated objectively and are assessed on the quality of the evidence provided
* Navigating a mixed evidence base.

Bids should set out how these risks will be managed alongside any other risks and challenges to successfully undertaking this work.

# Working Arrangements

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

# Skills and experience

CCC would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team member’s experience and capabilities.

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

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

# Consortium Bids

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

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

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

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

# Budget

The budget for this project is £10,000 to £25,000 excluding VAT.

Contractors should provide full breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

We estimate receiving between 30 and 100 substantive responses. In the bid, suppliers should provide a breakdown of the costs in such a way that the cost for any number of responses from 30 to 100 can be calculated.

Once all the responses are received, we will agree the exact cost and time allocated to the project with the supplier based on this.

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

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

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

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

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than (15 – suggested 35 pages) pages, excluding declarations and CV’s. Tenders will be evaluated by at least three CCC staff.

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

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting |
| 1 | RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY | 20% |
| 2 | PROJECT TEAM AND MANAGEMENT STRUCTURE | 20% |
| 3 | METHOD, ABILITY AND TECHNICAL CAPACITY | 40% |
| 3 | QUALITY ASSURING THE SERVICES YOU PROVIDE | 10% |
| 4 | MANAGING RELATIONSHIP WITH CCC | 5% |
| 5 | RISK AND CHALLENGES | 5% |
|  |  | 100% |

**Scoring Method**

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

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

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

**Scoring for Pricing Evaluation**

Price will be marked using proportionate pricing. Please see the example below.

Marking proportionate to the lowest price.

Price will be scored as set out below.

There will be a maximum of e.g. 20 marks

The lowest priced bid will receive the full 20 marks, all other bids will then be marked as set out below.

Proportionate Pricing scoring example

If 20% = 20 marks

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 20 |
| 2 | £60,000 | 50/60 \* 20 = 16.7 |
| 3 | £75,000 | 50/75 \* 20 = 13.3 |

**We will apply this method to both the price for 30 responses and the price for 100 responses. Each will be given a weight of 10, so the maximum total score possible for pricing will be 20.**

**Structure of Tenders**

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

**Evaluation for Interviews, if held**

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

Should interviews go ahead, CCC will shortlist the top three suppliers with the highest marks from the written proposals. Interviews are provisionally expected to be held on 25 February. If this date changes, CCC will notify applicants.

The areas to be covered in the interview, and markings allocated to each topic area will be sent to the shortlisted supplier prior to interview.

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

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

1. [Quality Assurance (QA) of Evidence and Analysis (theccc.org.uk)](https://www.theccc.org.uk/wp-content/uploads/2020/04/CCC-%E2%80%93-Quality-Assurance-of-Evidence-and-Analysis.pdf) [↑](#footnote-ref-1)