



## Invitation to Tender

# **Evaluation of the coherence of the Climate Action Plan and Environmental Improvement Plan in Northern Ireland**

Project code: **INS228-01**

November 2023

## 1. Introduction

- 1.1 The Office for Environmental Protection (The OEP) is a public body that protects and improves the environment by holding government and other public authorities to account. We were legally created in November 2021, under the Environment Act 2021.

Our work covers England and Northern Ireland. We also cover reserved matters across the UK (a matter on which only the UK Parliament in Westminster can make legislation).

We are an independent non-departmental public body, sponsored by the Department for Environment, Food and Rural Affairs (Defra) in England and the Department of Agriculture, Environment and Rural Affairs (DAERA) in Northern Ireland, who oversee our use of public money.

However, we pursue our objectives and implement our functions independently and impartially, separately from government. Our judgements are our own, formed independently.

- 1.2 This document sets out the scope and parameters of work which the OEP wishes to commission and describes how tenderers may tender to undertake this work.
- 1.3 For guidance, this tendering opportunity has a budget in the range indicated below (NB. all values include VAT):

£10- £25k	£20k- £35k	£25k- £40k	£35k- £50k	£60k- £80k	£75k- £125k	£100k- £150k	£125k- £200k	£175k- £250k	£200k- £350k	£300k- £500k
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## 2. Timetable

The target timetable for this process is as follows:

- Deadline for receipt of questions relating to this ITT 12:00, 15 November 2023
- **Deadline for receipt of tender submissions 23:45, 27 November 2023**
- Notification of the OEP's decision 7 December 2023
- Commencement of work 18 December 2023 (Subject to CAP publication)
- Completion of work – finalised report 22 March 2024

We reserve the right to change the timetable if deemed necessary.

### 3. Objectives

- 3.1 This project will provide a critical evaluation of the coherence of the prospective Climate Action Plan (CAP) and prospective Environmental Improvement Plan (EIP) in Northern Ireland.
- 3.2 This will inform the OEP's work on the CAP and EIP, including our possible response to the public consultation on the CAP, due for release at the end of 2023. It will also support our ongoing monitoring and assessment of government's progress with improving the environment in Northern Ireland, including our assessment of the EIP when it is published. This work may be used by the OEP to advise on matters such as legislation changes, policy changes, and requests for advice that relate to environmental improvement in Northern Ireland.
- 3.3 These objectives will be achieved through delivery of the following project elements, as described further in Section 5:
  - A. Assessment of the coherence of the vision, ambition, outcomes and targets of the CAP and the EIP.
  - B. Assessment of the strategies and policies underpinning the CAP and their coherence with the EIP.
  - C. Assessment of the sectoral plans and their coherence with the EIP.
  - D. Assessment of the monitoring and evaluation framework proposed for the CAP and identify potential synergies with that of the EIP.
  - E. Evaluation of the consequences of the CAP for the delivery of the EIP in Northern Ireland.
- 3.4 The scope of this work will cover **Northern Ireland only**.

### 4. Background

- 4.1 The Office for Environmental Protection (OEP) has the mission to protect and improve the environment by holding government and other public authorities to account. Further information is detailed in our [Strategy](https://www.theoep.org.uk/report/our-strategy-and-enforcement-policy)<sup>1</sup> and [Corporate Plan](https://www.theoep.org.uk/report/our-corporate-plan)<sup>2</sup>.
- 4.2 To achieve our objectives, the OEP has four main functions:
  1. We review and report on progress in delivering Environmental Improvement Plans (EIPs), goals, and targets
  2. We monitor and report on the implementation of environmental law.
  3. We advise government on proposed changes to environmental law and other matters related to the natural environment.
  4. We investigate suspected serious failures to comply with environmental law by public authorities and enforce compliance where needed.
- 4.3 The proposed area of study covered by this project will complement our wider scrutiny of EIPs, goals and targets, and will support the development of our annual monitoring reports.

<sup>1</sup> [www.theoep.org.uk/report/our-strategy-and-enforcement-policy](https://www.theoep.org.uk/report/our-strategy-and-enforcement-policy)

<sup>2</sup> [www.theoep.org.uk/report/our-corporate-plan](https://www.theoep.org.uk/report/our-corporate-plan)

- 4.4 The development of an EIP presents a step change in environmental governance in Northern Ireland. The [draft Environment Strategy](#)<sup>3</sup> is the first overarching strategy that aims to bring together a set of coherent, cross-sectoral and cross- government policies and actions to improve the environment. The draft strategy is set to form the foundations of the first Environmental Improvement Plan in Northern Ireland, as required under the [Environment Act 2021](#)<sup>4</sup>. The deadline for the publication of the EIP in Northern Ireland was 28 July 2023, however this deadline was missed. The [OEP has engaged with DAERA](#)<sup>5</sup> on the missed deadline however it is unlikely that its publication will align with the public consultation on the CAP. The OEP has also provided [advice to DAERA](#)<sup>6</sup> on whether the draft Environment Strategy is fit for purpose to become the first EIP in Northern Ireland. **For the purposes of the delivery of this contract the draft Environment Strategy will be used in lieu of the EIP.**
- 4.5 The draft Environment Strategy comprises six Strategic Environmental Outcomes (SEOs) that cut across all aspects of the environment in Northern Ireland. It outlines the current status, targets, actions and vision to deliver environmental improvement across the terrestrial and aquatic (both freshwater and marine) ecosystems. It also incorporates plans to deliver sustainable production and consumption (SEO4), and zero waste and a highly developed circular economy (SEO5).
- 4.6 SEO 6 of the draft Environment Strategy focuses on Northern Ireland making a ‘Fair Contribution to UK net zero greenhouse gas emissions & improved climate resilience and adaptability’. The delivery mechanisms for SEO6, include the legislative requirements of the [Climate Change Act \(Northern Ireland\) 2022](#)<sup>7</sup> (‘the Climate Act 2022’), through which the government has to set out carbon budgets for Northern Ireland, and develop a CAP that details the policies and proposals government department will implement to meet the targets of the carbon budgets.
- 4.7 Sectoral plans for nine specified sectors<sup>8</sup> are also required under the Climate Act 2022. The Sectoral plans must demonstrate how each sector will contribute to the GHG targets set out in the 2022 Act. Sectors that require plans are detailed in the 2022 Act, each of which must also support a just transition by supporting the development of green economy, green job and reduction of inequality and barrier in society.
- 4.8 DAERA are in the process of carrying out a [16 week public consultation process](#)<sup>9</sup> for the first three carbon budgets for the periods 2023-2027, 2028-2032 and 2033-2037. While there is no statutory requirement to do so, DAERA have also asked for stakeholder feedback on the Climate Change Committee [advice report](#)<sup>10</sup> on the path to net zero in Northern Ireland. DAERA are required to carry out a similar 16-week consultation process for the Climate Action Plan, which is due to start by the end of 2023. The Climate Act requires that both the Climate

<sup>3</sup> [www.daera-ni.gov.uk/sites/default/files/consultations/daera/Draft%20Environment%20Strategy.PDF](http://www.daera-ni.gov.uk/sites/default/files/consultations/daera/Draft%20Environment%20Strategy.PDF)

<sup>4</sup> [www.legislation.gov.uk/ukpga/2021/30/contents/enacted](http://www.legislation.gov.uk/ukpga/2021/30/contents/enacted)

<sup>5</sup> [www.theoep.org.uk/report/failure-meet-ni-eip-deadline-deeply-regrettable](http://www.theoep.org.uk/report/failure-meet-ni-eip-deadline-deeply-regrettable)

<sup>6</sup> [www.theoep.org.uk/report/oep-supports-adoption-ni-eip-identifies-areas-improvement](http://www.theoep.org.uk/report/oep-supports-adoption-ni-eip-identifies-areas-improvement)

<sup>7</sup> [https://www.legislation.gov.uk/nia/2022/31/pdfs/nia\\_20220031\\_en.pdf](https://www.legislation.gov.uk/nia/2022/31/pdfs/nia_20220031_en.pdf)

<sup>8</sup> Sectoral plans are required for energy, electricity consumption, infrastructure, industrial process, waste management, agriculture, fisheries, and transport.

<sup>9</sup> [www.daera-ni.gov.uk/consultations/carbonbudget](http://www.daera-ni.gov.uk/consultations/carbonbudget)

<sup>10</sup> [www.theccc.org.uk/publication/advice-report-the-path-to-a-net-zero-northern-ireland/](http://www.theccc.org.uk/publication/advice-report-the-path-to-a-net-zero-northern-ireland/)

Action Plan and Carbon Budgets are in place no later than June 2024. **The expectation is that this contract will start just prior to the release of the CAP consultation.**

- 4.9 The CAP and EIP will form the pillars supporting the government's [draft Green Growth Strategy](#)<sup>11</sup>. The vision of the draft Green Growth strategy is that by 2050 Northern Ireland has '*...taken significant action for the climate and our environment, has placed nature and biodiversity on the path to recovery, and to have moved from a high to low emission society*'. Achieving this vision requires coherence between the CAP and the EIP, including coherence of the targets, policies, implementation and monitoring and evaluation. Trade-offs and synergies need to be identified and managed effectively within the context of a *Just Transition*, which is a key requirement of the Climate Act 2022, for society in general but for agriculture in particular.
- 4.10 **The Climate Action Plan consultation is due release in December 2023 and the implementation of this project is dependent on the timing of its release. The Northern Ireland EIP has not yet been published and the timing of its future publication is uncertain. However, the draft Environment Strategy, which will become the EIP at a later stage, is available for use in the project.**

## 5. Requirements and Services

### Project inception

- 5.1 Attend a project inception meeting to confirm the scope, project requirements, delivery approach, methodologies to be used for stakeholder engagement, document review and analysis, and the deliverables. We will also share an explanation of our wider work activities for context. We can hold this meeting at our office in Worcester or in Belfast, or by video conference, if in-person meeting is not possible.
- 5.2 There is a requirement to engage with key stakeholders in the delivery of this work, including but not limited to, DAERA, NIEA, other government departments, public authorities and NGOs. A final list of stakeholders and approach for engaging with them will be agreed at the inception meeting.
- 5.3 Produce minutes setting out the key outcomes, conclusions and action points within three working days. Attend subsequent regular weekly progress meetings with the OEP delivery team. Provide an updated action log within three working days of all meetings.

### **A: Assessment of the coherence of the vision, ambition, outcomes and targets of the CAP and the EIP**

- 5.4 Achieving net zero in Northern Ireland by 2050 requires a compelling vision and strong ambition to be presented in the CAP. The level of ambition and vision required is emphasized by the scale of the changes proposed in the CCC report on the path to Net zero in Northern Ireland. The CAP will also include legally

<sup>11</sup> [www.daera-ni.gov.uk/consultations/consultation-draft-green-growth-strategy-northern-ireland](http://www.daera-ni.gov.uk/consultations/consultation-draft-green-growth-strategy-northern-ireland)

binding targets for biodiversity, soil quality, air quality and waste, all of which are key components of the EIP.

- 5.5 The supplier will carry out an assessment of the coherence of the vision and ambition of the CAP and draft Environment Strategy and identify areas where better alignment can be achieved. In addition, the assessment will consider how both the draft Environment Strategy and CAP align to deliver on the ambition and vision of the government draft Green Growth strategy.
- 5.6 The Climate Act 2022 requires that in setting targets for biodiversity, soil quality and air quality the government must take into consideration, how they align with the achieving the carbon budgets, international law, impact on the environment, public health and well-being, economic and social factor, the just transition principle and transboundary impacts. The supplier will assess the targets of the CAP in this context and their coherence with the draft Environment Strategy.

**B: Assessment of the strategies and policies underpinning the CAP and their coherence with the EIP**

- 5.7 The draft Environment Strategy and CAP are underpinned by a wide range of existing and planned policies and strategies. In some cases, such as the upcoming Nature Recovery Strategy, they will cut across both the EIP and CAP. The supplier will identify the common strategies and policies across the Northern Ireland Executive required for the delivery of both the draft Environment Strategy and CAP and carry out an assessment of whether they are coherently expressed in both plans.
- 5.8 Where a strategy or policy is only relevant for the CAP, the supplier will identify if the targets and actions outlined in the policy will impact on the draft Environment Strategy. Any consequences for the EIP and negative tradeoffs will be noted, and mitigation options presented.

**C: Assessment of the sectoral plans and their coherence with the EIP**

- 5.9 The sectoral plans developed as part of the Climate Act will have significant consequences for the environment and the delivery of the draft Environment Strategy. The sectoral plans should demonstrate how each sector, identified in the Climate Act, will contribute to achieving net zero. While many of the actions and measures taken will also have a positive impact on the environment, some may not. It is essential that the tradeoffs and synergies between achieving net zero and improving the environment are identified and managed
- 5.10 In agreement with the OEP, the supplier will identify the 2-3 of the most relevant sectoral plans and assess the plans for their coherence with the targets and actions presented in the draft Environment Strategy.

**D: Assessment of the monitoring and evaluation framework proposed for the CAP and identify potential synergies with that of the EIP**

- 5.11 The CAP and draft Environment Strategy should share common targets, action, policies and strategies. As such it is essential that their monitoring and evaluation frameworks are coherent. It is unlikely that the monitoring and evaluation framework for the EIP will be available during the public consultation for the CAP.

- 5.12 The supplier will evaluate the monitoring and evaluation framework for the CAP and identify which elements of it are relevant to the EIP and where necessary make recommendations on how alignment can be improved. In this analysis the supplier will have regard for schedule 2 paragraph 5 of the Environment Act 2021 and the related [EIP data collection statement<sup>12</sup>](#). The data collection statement must layout the data that will be collected to monitor improvement in the environment in line with the targets of the EIP.

**E: Evaluation of the consequences of the CAP for the delivery of the EIP in Northern Ireland**

- 5.13 Bringing together the findings of tasks A-D the supplier will provide an overall appraisal of the consequence of the CAP and sectoral plans on the successful delivery of the EIP. The supplier will look to answer the following questions:
1. What are the trade-offs in the implementation of the CAP and EIP that need to be addressed and managed.
  2. How can these trade-offs be the CAP, sectoral plans and EIP be managed and/or mitigated through changes in their:
    - a. design
    - b. governance arrangements
    - c. underlining strategies and policies
    - d. implementation
    - e. monitoring and evaluation
  3. How can greater coherence between the CAP and the draft Environment Strategy deliver more transformative outcomes for the Northern Ireland environment?

*(The final list of questions will be agreed with the OEP during the implementation of the project)*

**Reporting Requirements**

- 5.14 Collate the findings into a formal report(s). The report must:
- a) Include full details of document reviews, data analysis, quality assurance and the methods used for any stakeholder engagement undertaken. In addition to a full reference list, you must provide information on the sources/databases utilised for document sources, keywords you searched under and the criteria by which you selected documents for inclusion in the review.
  - b) Include a non-technical summary as well as technical documents for findings and recommendations of the review work above.
  - c) Fully document and reference all supporting information as the project will rely strongly on published evidence and data.

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<sup>12</sup> [www.daera-ni.gov.uk/publications/environmental-improvement-plan-data-collection-statement](http://www.daera-ni.gov.uk/publications/environmental-improvement-plan-data-collection-statement)



- d) Be provided initially in draft form on a timescale to enable the OEP to undertake sufficient review, and for comments and amendments to be agreed with the supplier for finalising the report.
  - e) Be produced in the OEP's report template (Microsoft Word) and branding, which will be provided to the supplier.
  - f) Be of suitable content, format and standard for publication on the OEP's website. It must provide good accessibility, with appropriate use of tables and graphics.
  - g) Be accurate and quality checked.
- 5.15 The OEP welcomes and encourages the publication of suitable material by the contractor in a peer reviewed journal and will consider additional resourcing to do this. Any raw data collected for the project will be retained by the OEP.

### **Project and team management**

- 5.16 Use appropriate project management techniques to ensure that all activities are undertaken on time, on budget and to a high standard of quality; manage budget and risks robustly; and resolve issues promptly.
- 5.17 The OEP's approach to working with contractors is hands-on, therefore, sufficient time must be included in the project to engage the OEP through regular progress meetings, technical meetings and review, and project refinement. This will be an important component of the project.
- 5.18 If any services or elements of the delivery are subcontracted:
- Agree each subcontractor with us in advance.
  - Manage the subcontractor's activity and performance as if they were part of your own team.
- 5.19 Provide a single point of contact of appropriate seniority with whom we will liaise on all day-to-day matters throughout the duration of the contract.
- 5.20 Maintain an oversight of all work and propose opportunities for improved coordination and efficiency where possible to reduce overall costs and improve value for money.
- 5.21 Provide regular progress reporting and attend project progress meetings as required. Every one or two weeks is proposed.

### **Minimising environmental impacts**

- 5.22 We expect you to:
- Minimise environmental impacts wherever possible in the way you undertake this project.
  - Have an environmental management system in place that is at least equivalent to the standards required by ISO 14001.



## 6. Tendering procedure

### Tender submissions

- 6.1 This procurement is being undertaken by an open procedure, i.e. any interested company can submit a tender.
- 6.2 The process the OEP uses to select its suppliers is a competitive one. You should keep your tender focussed on the specific requirements and objectives of the work, and we recommend that you also consider the assessment criteria.

- 6.3 Tenders will only be accepted by email attachment to

[procurement@theoep.org.uk](mailto:procurement@theoep.org.uk)

In the email subject line state:

*INS228-01 NI CAP/EIP Coherence – Tender submission – YOUR COMPANY NAME*

Tenders submitted by any other route, including postal, will not be accepted.

- 6.4 To constitute a compliant tender it is essential that all required information and documentation is fully completed, in the correct format, and your tender is received in our email inbox by the deadline date and time. It is your responsibility to ensure your tender arrives with us before the deadline date and time. We will not accept any tenders that arrive late.

**Ensure you allow sufficient time before the deadline to submit your tender and for it to reach us.**

- 6.5 Details not provided or not fully completed may constitute an admission of unsuitability/inability to fulfil requirements and may result in the tender being rejected at the OEP's absolute discretion.
- 6.6 We accept tenders from individuals, companies and from consortiums. Should you decide to tender as part of a consortium you will need to identify one member of the consortium (the "Lead Contractor") to act as the contracting party. All other consortium members will be sub-contractors to the Lead Contractor
- 6.7 Your tender and all accompanying documents are to be in English.
- 6.8 All tenders will be treated on a confidential basis by the OEP and its advisers, subject to the provisions of the Freedom of Information Act 2000 and the Environmental Information Regulations.
- 6.9 All tenders must remain valid for a minimum period of 90 days following the deadline for receipt.
- 6.10 Information in this ITT is offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any of it. The OEP and its advisors shall not be liable for any error, misstatement or omission. No aspect of this procedure shall constitute a contract or part of a contract. Tenderers participate in this process on the strict understanding that the procedure may be altered or that the OEP may not proceed for any reason. The OEP reserves the right not to follow up this ITT in any way and in particular not to enter into any contractual arrangement with any

of the tenderers. The OEP does not bind itself to enter into negotiations or proceed with or accept any tender. Any decision to tender is at the sole discretion of the tenderer and the OEP excludes all liability in respect of any tendering costs incurred.

- 6.11 To be considered for assessment, suppliers must have sufficient and suitable insurance covers in place at the time of tendering or must include (as part of the tender submission) a commitment to take out such cover in the event of being appointed.
- 6.12 We reserve the right to reject tenders from suppliers where there are circumstances which in our reasonable opinion could impact upon the Supplier's ability to deliver the services required. Such circumstances could include:
- A financial report or other financial information about a tenderer suggesting it is at risk of insolvency;
  - A tenderer is subject to relevant legal proceedings;
  - A tenderer has a conflict of interest for which there is no feasible remedy.

We would initially seek to clarify the circumstances with the tenderer.

- 6.13 We reserve the right to reject any tender if any information provided is found to be false, misleading, incomplete or inaccurate.

### Enquiries about this ITT

- 6.14 If you wish to submit questions relating to this ITT please do so by email to [procurement@theoep.org.uk](mailto:procurement@theoep.org.uk)

In the email subject line state:

*INS228-01 NI CAP/EIP Coherence – ITT query – YOUR COMPANY NAME*

Questions submitted in any other way will not receive a response.

- 6.15 Responses and the nature of the questions will be shared with all tenderers (unless we decide there is a specific reason not to) without disclosing the name of the tenderer who raised the question.

At our discretion, questions/requests for clarification on any element of this ITT or the procurement process submitted after the deadline stated in paragraph 2 will not be responded to.

### Tender assessment and award of contract

- 6.16 All tenders will be assessed against the assessment criteria set out in section 8 of this ITT.
- 6.17 All tenderers will receive written notification of our decision.
- 6.18 Any contract entered into as a result of this procurement process shall be in accordance with the OEP's standard contract terms available at [www.theoep.org.uk/suppliers](http://www.theoep.org.uk/suppliers). We will not negotiate on these terms or accept any additional terms so by submitting a tender you are accepting that our standard contract terms will apply to any contract awarded to you.
- 6.19 Following award we will issue to the successful tenderer a contract. Once signed by both parties we will issue a purchase order to instruct the commencement of

the work. The successful tenderer shall not undertake any work on this contract unless and until instructed by the purchase order.

- 6.20 We reserve the right to extend the contract to include additional work within or closely related to the original scope. If additional work is required the specification and price will be agreed between us and the Supplier, the work will then be contracted by us issuing a variation to the contract and/or a variation to the purchase order or a separate purchase order(s) prior to that work commencing.
- 6.21 We also reserve the right to direct award further contracts to the successful tenderer (the Supplier) for additional services related to the subject of this project. If further contracts are required the specification and price for each will be agreed between us and the Supplier, the work will then be contracted by us issuing a contract and purchase order to instruct the work; the OEP Standard Contract Terms will apply, and we may require additional specific terms where necessary for the contract services.
- 6.22 If the successful tenderer operates through an 'intermediary' (e.g. a personal service company or a partnership) and has conditions of liability as defined at [HMRC ESM10003](#), or is a sole trader, we will undertake a determination of IR35 applicability or employment status for tax using the HMRC CEST tool. If our determination concludes that IR35 applies or the contract is employment for tax purposes, we may require an alternative contracting method so that the required tax and National Insurance Contributions can be deducted from our contract payments.
- 6.23 Tenderers taking part in this process acknowledge and accept that we may publish contract information about the winning tender (including the contract value and the name and contact details of the winning tenderer) on the OEP website and any mandatory registers (e.g. Contracts Finder and Find a Tender Service as applicable) or elsewhere, as required of Contracting Authorities by legislation, government, our funders, or in line with recognised industry good practice.

## 7. Please provide the following in your tender

7.1 Your tender shall comprise the following elements:

- A written proposal
- Quotation
- Supporting documents:
  - Quality management policy
- Tenderer information and declaration

Details about each of these are given in the sections below.

7.2 Ensure that you provide ALL of the information and documents requested.

- Documents must be separate not as a single combined document.
- Provide your *Tender Quotation* in Microsoft Excel format and all other documents in PDF format.

- You are not required to submit any other information than that requested. Any information that is not specifically requested will be disregarded.

## Written proposal

- 7.3 Your written proposal should be limited to no more than **15** x A4 sides at minimum 10pt font (excl. cover page, index, executive summary and appendices). You should keep your responses focussed on the requirements and specific objectives, and we recommend you also consider the assessment criteria.
- 7.4 The assessment panel may not assess beyond the stated maximum number of sides, so if your submission exceeds that number, this may result in your tender being deemed non-compliant.
- 7.5 Do not provide information by linking to websites or external sources as the assessors will not refer to these.
- 7.6 Include the following in your written proposal:
- (1) Briefly describe your organisation.** You may wish to highlight relevant services you provide and outline how you are differentiated from other organisations.
  - (2) Demonstrate your understanding of the project,** what we are trying to achieve and why.
  - (3) Describe the project team that would manage and deliver the work.**
    - a) Identify your proposed key personnel and provide a short pen portrait for each.  
  
As an appendix provide concise professional CVs. Do not include personal information (e.g. contact details, age, nationality etc).
    - b) Demonstrate their relevant experience and expertise, supported by examples of previous similar work they have undertaken, including:
      - The interactions between climate mitigation, climate adaptation and the environment.
      - Policies, regulations and measures related to environmental improvement, and in particular the Climate Action Plan and Environmental Improvement Plan in Northern Ireland.
      - Legislative, policy and implementation analysis more broadly.
      - Providing analysis to organisations similar to the OEP.
      - Stakeholder engagement.

Where you cite examples, it would be useful to include comment on how you would translate your experience of these to our project.
    - c) Identify your proposed team structure and the allocation of roles and responsibilities within the project. Identify any subcontractors.
  - (4) Explain your approach for delivering the work.** Separately address:
    - a) Your approach for undertaking each of the areas of study:

- A. Assessment of the coherence of the vision, ambition, outcomes and targets of the CAP and the EIP.
- B. Assessment of the strategies and policies underpinning the CAP and their coherence with the EIP.
- C. Assessment of the sectoral plans and their coherence with the EIP.
- D. Assessment of the monitoring and evaluation framework proposed for the CAP and identify potential synergies with that of the EIP.
- E. Evaluation of the consequences of the CAP for the delivery of the EIP in Northern Ireland.

b) The outputs you would deliver.

**(5) Explain your approach for project management.** Include:

- Ensuring delivery on time and to budget.
- Quality management.
- Risk management.
- Team and subcontractor management.

**(6) A project schedule of work**, showing tasks and timescales.

**(7) Briefly describe your approach for minimising and managing environmental impacts associated with this project.**

**(8) Identify any conflicts of interest** which might arise if you were selected to undertake the work and, if such a conflict were to arise, an indication of how this conflict would be addressed. This is particularly important for this project considering that specific research organisations have been used by government in the work areas being assessed.

7.7 With regards to delivering the work, the OEP's approach to working with contractors is hands-on. Therefore, sufficient time must be included in the project to engage the OEP through regular progress meetings, technical meetings and review, and project refinement. This will be an important component of the project.

7.8 Do not state your quotation or day rates in your written proposal.

### Quotation & rates schedule

7.9 You must provide your pricing by completing the template *Tender Quotation*

Tenders not using this template or which have reformatted or modified the template may be deemed non-compliant and may not be assessed. However, you may add additional lines to the tables if there are insufficient for your number of tasks or roles being proposed.

7.10 All price values must be stated **both exclusive and inclusive of VAT**, and the applicable VAT amount shown.

7.11 Provide your **quotation** by completing the template worksheet *Quotation*.

- Enter a full breakdown of your fixed price quotation showing your price for each activity/task and deliverable. This should include mobilisation and

project management. If expenses (travel etc) are not included in your task costs then include an estimate as a separate cost item.

(NB: Quotations using a payment model other than fixed price will not be accepted.)

7.12 Summarise your **proposed team** by completing the template worksheet *Personnel Involvement and Rates*.

- Enter the role titles and names of the individuals you are proposing for this project, and your estimate for the percentage of the total time each role/individual will be involved in delivering this project.
- This will assist the assessors with understanding how your project team is structured and the likely allocation of resources into the project.
- Your proposed team should be described in full in your written bid.
- Also enter your day rate for each person. We require this information for reference if we consider extending the contract to include additional related work. If your tender is successful the individuals and day rates you have submitted in the Rates Schedule will form part of the contract and will apply to any further quotation we request for a contract variation.

7.13 Provide an **invoicing schedule** by completing the template worksheet *Invoicing Schedule*.

- Propose what the payment milestones would be and when. These must be linked to defined deliverables (e.g., "Completion of X").
- We cannot accept invoice milestones defined by percentage split (e.g., 20%, 40%, 40%) unless the percentages are close to the value of the milestone deliverables.
- We cannot accept milestones that make payments up front (e.g. X% on contract signing) – milestones must be in arrears for deliverables successfully completed.
- Section 2 states that a final milestone is required by the March 2024– this must be one of the payment milestones as it is close to our financial year end.

## Tenderer information and declaration

7.14 Use the OEP Tenderer Information and Declaration template.

7.15 Fully complete all sections of the template.

7.16 The declaration must be confirmed by a person in your organisation with appropriate and sufficient authority (e.g. a Director or Bid Manager).

## Supporting documents

7.17 Provide your quality management policy. This will support your description (in your written proposal) of approaches you will use to ensure quality of deliverables.

## 8. Assessment criteria

- 8.1 We must be satisfied that each potential Supplier has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services.
- 8.2 Your tender will be assessed using the assessment criteria below. We may use information from any part of your tender when assessing any criterion.

Criteria • <i>Sub-criteria</i>	% weighting	Maximum possible score
<b>Your understanding of the project, what we are trying to achieve and why</b>	<b>10%</b>	<b>70</b>
<b>Your project team that would manage and deliver the work</b>	<b>25%</b>	<b>175</b>
• <i>Their relevant experience and expertise</i>	15%	105
• <i>Effective team structure and allocation of roles and responsibilities</i>	10%	70
<b>Approach and methodology (including allocation of time and resources) that will most effectively deliver the objectives, requirements and value to the OEP</b>	<b>40%</b>	<b>280</b>
• <i>A: Assessment of the coherence of the vision, ambition, outcomes and targets of the CAP and the EIP.</i>	5%	35
• <i>B: Assessment of the strategies and policies underpinning the CAP and their coherence with the EIP.</i>	5%	35
• <i>C: Assessment of the sectoral plans and their coherence with the EIP</i>	5%	35
• <i>D: Assessment of the monitoring and evaluation framework proposed for the CAP and identify potential synergies with that of the EIP.</i>	5%	35
• <i>E: Evaluation of the consequences of the CAP for the delivery of the EIP in Northern Ireland.</i>	10%	70
• <i>The outputs you would deliver</i>	5%	35
• <i>Project and team management that ensures delivery on time, on budget and to a high quality</i>	5%	35



Criteria • <i>Sub-criteria</i>	% weighting	Maximum possible score
<b>Working methods that minimise and manage environmental impacts in the project effectively</b>	<b>5%</b>	<b>35</b>
<b>Price</b>	<b>20%</b>	<b>140</b>
	<b>100%</b>	<b>700</b>

- 8.3 Price will each be assessed relative to the lowest compliant tender using the formula:

*Lowest compliant tender price / tender price x maximum score available.*

All other criteria will be assessed by being marked in the range 0 – 7, with 0 being non-compliant and 7 being Excellent.

- 8.4 Scoring guide for assessment criteria

<b>7: Excellent</b>	The response demonstrates a complete understanding of the work requirements and meets them in full
<b>6: Very good</b>	The response is relevant and very good. It is well detailed, demonstrates a very good understanding of the work and provides robust details on how the requirements will be fulfilled.
<b>5: Good</b>	The response demonstrates a good understanding of the work and aligns well with the requirements and there are no concerns.
<b>4: Acceptable</b>	The response demonstrates an acceptable understanding of the work and aligns sufficiently with the requirements and although it may raise some queries, there are no notable concerns
<b>3: Poor</b>	The response is partially relevant but generally poor. It addresses some elements of the work requirements but contains insufficient detail or explanation to demonstrate how the requirements will be fulfilled. <b>Tender may be rejected</b>
<b>2: Very poor</b>	The response demonstrates very limited understanding of the work and/or has a very poor alignment with the requirements and/or raises strong concerns. <b>Tender may be rejected</b>
<b>1: Unacceptable</b>	The response fails to demonstrate any real understanding of the work and/or does not align with the requirements and/or raises very strong concerns. <b>Tender may be rejected</b>
<b>0: Non-compliant</b>	The response provides insufficient information such that it is not possible to make an assessment of the suppliers' understanding of the work or demonstration of meeting the requirements. <b>Tender may be rejected</b>

- 8.5 During assessment of tenders we may request further information or evidence from the tenderers, or from other sources, to support statements made or to conduct sufficient due diligence.