



Department for  
Business, Energy  
& Industrial Strategy

**Expression of Interest for Opportunity for Peer  
Review of BEIS' International Climate Finance  
Portfolio's Project Business Cases**

Tender Reference Number: prj\_597

## **Department for Business, Energy & Industrial Strategy**

Date: 24/06/2022

The Department for Business, Energy & Industrial Strategy ("BEIS" or the "Buyer") wishes to commission an expression of interest for potential peer reviewers to review BEIS' International Climate Finance Portfolio's related project Business Cases.

Please read the instructions on the procedures carefully since failure to comply with them may invalidate your response.

If you are interested in responding to this Expression of Interest, please download and complete Annex B and return both that and a copy of your CV to [internationalclimateandenergy.procurement@beis.gov.uk](mailto:internationalclimateandenergy.procurement@beis.gov.uk)

Applications may be received up to and including 30th June 2023.

I look forward to receiving your response.

Yours sincerely,  
Matt Bird  
Commercial Business Partner  
International Net Zero Directorate

Email: [internationalclimateandenergy.procurement@beis.gov.uk](mailto:internationalclimateandenergy.procurement@beis.gov.uk)

# Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

## YOUR DATA

We will process the following personal data:

Names and contact details of employees involved in preparing and submitting the response;  
Names and contact details of employees proposed to be involved in delivery of peer review;  
Names, contact details, age, qualifications and experience of employees whose CVs are submitted.

### *Purpose*

We are processing your personal data for the purposes of the exercise described within the remainder of this document, or in the event of legal challenge to such an exercise.

### *Legal basis of processing*

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

### *Recipients*

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the exercise. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

### *Retention*

We reserve the right to retain personal data collected in this exercise to evaluate the and obtain feedback from respondents. We reserve the right to contact all those organisations/individuals whom submitted a response, should we choose to, at the point renewing this requirement in the future, if this is required.

## YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

You have the right to object to the processing of your personal data.

## **INTERNATIONAL TRANSFERS**

Your personal data will not be processed outside the European Union.

## **COMPLAINTS**

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## **CONTACT DETAILS**

The data controller for your personal data is the Department for Business, Energy & Industrial Strategy (BEIS).

You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk).

# The Requirement

## 1. Purpose

This is an Expression of Interest for a peer review of a full Business Case for programmes under the BEIS International Climate Finance (ICF) Portfolio. Please see 'Background on International Climate Finance (ICF)' section for more information on ICF.

We are intending to build a roster of non-UK government contacts within the climate and development field to review ICF Business Cases who will be contacted as appropriate per their expertise. Selection of individuals from this roster will be based on the content submitted in the attached expression of interest form detailing experience and knowledge in a relevant theme the Business Case will include. For further detail on likely thematic focus of BEIS ICF Business Cases please see 'thematic focus' section.

If selected to undertake a business case review, the individual/Recipient will be required to sign a Non-Disclosure Agreement in which the Discloser intends to disclose information (the Confidential Information) to the Recipient for the purpose. The Recipient undertakes not to use the Confidential Information for any purpose except the Purpose, without first obtaining the written agreement of the Discloser.

## 2. What is a Business Case?

The Business Case is a management tool and is developed over time as a living document as the proposal develops. The Business Case keeps together and summarises the results of all the necessary research and analysis needed to support decision making in a transparent way. It is the key document of record for the proposal, also summarising objectives, the key features of implementation management and arrangements for post implementation evaluation.

## 3. Review Specification

The review the full Business Case will consist of providing an overall comment on the proposal, and specific comments on each of the '5 cases' of the Business Case. We anticipate that this will take at most a day's work, depending on the length and complexity of the Business Case.

The overall assessment of the full Business Case will need to focus in particular on any areas that require further work, analysis and evidence. Business cases are broken down into 5 different aspects which are interconnected but distinct (namely, the strategic, appraisal, financial, commercial and management aspects of the case). The business case should enable reviewers to ascertain that proposals:

- (Strategic Case) are supported by a robust Case for Change?
- (Appraisal Case) optimise Value for Money?
- (Commercial Case) are commercially viable?
- (Financial Case) are financially affordable?
- (Management Case) can likely be delivered successfully?

A Short Plain English Guide on Assessing Business Cases can be found [here](#). Examples of previous BEIS ICF Business Cases can be found [here](#).

Please note your assessment will be shared with the author of the Business Case and they may want to seek further clarification on your comments. It will be up to your discretion

whether you are happy to be contacted by the author directly.

#### 4. Thematic focus

BEIS's component of the ICF focuses principally on large-scale climate mitigation programmes in countries where climate mitigation potential is greatest – typically middle-income countries (MICs) with high or rapidly growing emissions and forest countries that play a critical role as major carbon sinks. This draws on BEIS's expertise in Net Zero, decarbonisation, clean growth, innovation and carbon markets and remit as the lead Department on climate change mitigation and the UNFCCC negotiations. Some further detail on our likely programming focus over next few years includes:

- **Energy generation, access, and policy** - supporting the global energy transition through innovation, mobilising investment for large-scale deployment and providing technical support for countries to implement the transition.
- **Agriculture, forestry, and other land use** - supporting shift to sustainable land use and zero-deforestation supply chains, addressing key drivers of deforestation.
- **Carbon markets** - Scaling up use of carbon pricing and market mechanisms
- **Buildings and cities, industry, and transport** - Delivering targeted sectoral programmes, focused on innovating and bringing key mitigation technologies to commercial viability.
- **Private finance, banking and financial services** - programming to leverage private investment at scale by removing barriers to financing low-carbon projects.
- **Government and civil society** - Providing technical assistance & capacity building to accelerate climate mitigation. Building strong collaboration with partner governments to identify and respond to their needs.

#### 5. Background on International Climate Finance (ICF)

ICF is one of UK Government primary instruments to deliver the UK's share of the financial and technical assistance to developing countries required under the \$100bn per annum Climate Finance commitment in the Paris Agreement, supporting them to address the causes and impacts of climate change.

The UK Prime Minister announced at the 2019 UN General Assembly that the UK will double ICF spending to £11.6 billion 2021/22 – 2025/26, with an extra £1bn announced at COP26 if UK economic growth permits. ICF have four priorities for the £11.6bn:

1. Halting deforestation and preventing irreversible biodiversity loss.
2. Helping countries and communities become resilient to the damaging effects of climate change.
3. Unlocking affordable and clean energy for all.
4. Building sustainable cities and transport systems.

The ICF budget includes commitments to spend £1bn on clean energy RD&D (the Ayrton Fund), £3bn on Nature, and to balance spend on adaptation and mitigation. ICF is part of the UK's Official Development Assistance (ODA) and is delivered by FCDO, BEIS and Defra. BEIS and predecessor departments have delivered climate finance successfully since 2008, with a current portfolio of around 30 programmes operating in over

100 countries.

Further information on ICF can be found [here](#)

## **6. Roster Management**

This Expression of Interest request is a pilot which may inform future options for a more longer-term roster. This roster pilot will remain active for 12 months until 30<sup>th</sup> June 2023. After which point, the Authority may choose to extend or to develop the roster into a more sustainable long term solution.

As such when submitting expressions of interest, individuals will be required to confirm if they permit the Authority to use their contact details for queries relating to this roster. Individuals may submit an Expressions of Interest at any point up to 30<sup>th</sup> June 2023. Expressions of interest and CVs will be stored securely by BEIS until 30<sup>th</sup> June 2024, after which they will be deleted.

From time to time, the Authority may choose to contact roster members with regard to BEIS opportunities for peer review or for information on any future peer review requirements anticipated after 30<sup>th</sup> June 2023.

## **7. Selection process**

When a Business Case is identified for Peer review, those individuals who have indicated a knowledge in an area the Business Case has identified it requires knowledge of, will be short listed by an Authority officer. The Authority officer will extract all short-listed individual's summary paragraphs, and this will be shared with the Business Case author.

A sift will occur where those summaries will be reviewed and a potential candidate list of those individuals whom in the opinion of the Authority, have the most relevant experience to review the subject area of the Business Case.

The CVs of these individuals will be reviewed to further identify the most appropriate candidate for business case review.

The Authority reserves the right if it feels there are multiple candidates who could be appropriate to review to contact individuals at this stage to ask for clarification on their skill sets and their availability to undertake the Business case review.

The Authority will at this point request for identification any conflicts of interest from the individual identified which could prevent their impartiality to undertake a Business Case review.

The Authority will also ask the individual to provide a day rate (inclusive and exclusive of VAT) which they intend to use to complete the task. There will not be any expenses anticipated.

If an identified candidate is unable to undertake a Business Case Review another individual identified in the sift, or the short list may be approached to undertake the task.

## **8. Commissioning Process**

Once an individual has been identified to undertake the Business Case review the Authority will arrange a conversation with them to discuss the requirements. The individual will be required to complete a non-disclosure agreement prior to being provided any information. Using the day rate provided, the Authority will ask the individual to submit a total cost for the

Business Case review, noting that this should include time for any anticipated follow up queries.

If the Authority chooses to accept this cost and following receipt of a completed non-disclosure agreement, the review can commence.

Following the satisfactory completion of the review, the individual will be required to invoice the Authority for the cost of undertaking the review. They may be required to confirm additional information in order to process payment.

## **9. Non disclosure and conflicts of interest**

Each individual if approached to undertake a Business Case Review will be required to complete a non disclose agreement prior to accessing any information. A copy of a sample non disclosure Agreement is included as Annex A for reference to this document.

The Authority may seek to identify if the individual has any conflict of interest in reviewing this business case. Conflicts of interest will be judged by the Authority who will have final say if the conflict is insurmountable for the reviewer to undertake the commission.

## **10. Intellectual Property Rights**

All comments provided by the reviewer in delivering a Business Case review will be owned and become the property of BEIS.

## **11. Impartiality of Selection and Expression of Interest submission requirement**

When providing summaries of experience, individuals are required to anonymise, make gender neutral and generally remove any distinguishing features which could be used to identify the candidate in their response. This is to maximise the impartiality of the sifting process and base the selection on the content provided, rather than any previous knowledge of individuals.

The CV provided with the submission is not required to be anonymised and may take any form the individual chooses. However, it is recommended that CVs are limited to 3 sides of A4, and are succinct to highlighting the areas of expertise.

Individuals are permitted to identify multiple applicable areas of knowledge they see fit to be considered. Each area however must be accompanied by a 300 word summary of that individual's experience in that knowledge area.

Individuals are expected to have a day rate which does not exceed £1,000, including VAT, and day rates may be used to inform the selection process.

No contracts will be awarded to roster members.

## **12. Expected Pipeline**

It is anticipated in the financial year 2022-2023 that BEIS will have 5-10 Business cases which it may choose to review. This number may increase or decrease, however.

It is not anticipated that any single individual will undertake Business case reviews which would exceed £10,000, including VAT during the period this roster operates.

## **13. Pilot project and Future requirement**



The Authority wishes to trial this roster management until 30<sup>th</sup> June 2023. All CVs and expression of interest will be deleted by the Authority 30<sup>th</sup> June 2024.

Prior to June 2023, the effectiveness of this roster will be reviewed and the Authority will make a decision if a replacement roster will be commissioned, which may take a different form than this.

#### **14. How to respond to this Expression of Interest**

If you are interested in responding to this Expression of Interest, please download and complete Annex B and return both that and a copy of your CV to [internationalclimateandenergy.procurement@beis.gov.uk](mailto:internationalclimateandenergy.procurement@beis.gov.uk).

Applications may be received up to and including 30<sup>th</sup> June 2023.

## **Annex A**

Please see the attached document “One Way Non Disclosure Agreement”



One Way Non  
Disclosure Agreeeme

## Annex B



Department for Business, Energy & Industrial Strategy

### Expressions of Interest – Application Form

**Question 1:** Do you consent to us storing the information you provide in this Expression of Interest form and accompanying CV, for a period up to June 30<sup>th</sup> 2024, one year after the end of this pilot?

Choose an item.

**Question 2:** Do you consent to allowing us to contact you using the information provided in relation to undertaking a business case review or any further notification about the Peer Review Roster?

Choose an item.

<b>Date</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Current Job Title</b>	
<b>Organisation Name</b>	
<b>Email Address</b>	
<b>Telephone Number (Optional)</b>	
<b>Skills and Experience</b>  For each of the areas of expertise you have indicated, please provide a summary of your key skills, experience, and relevant qualifications, detailing how this meets the area of expertise  (max 300 words PER area of expertise ticked)  Please ensure these summaries are anonymised.	

<b>Areas of expertise (Tick appropriate)</b>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Energy generation and access</li> <li>• <input type="checkbox"/> Energy policy</li> <li>• <input type="checkbox"/> Agriculture, forestry, and other land use</li> <li>• <input type="checkbox"/> Carbon markets</li> <li>• <input type="checkbox"/> Buildings and cities</li> <li>• <input type="checkbox"/> Industry</li> <li>• <input type="checkbox"/> Transport</li> <li>• <input type="checkbox"/> Banking and financial services</li> <li>• <input type="checkbox"/> Private finance</li> <li>• <input type="checkbox"/> Research and development</li> <li>• <input type="checkbox"/> Government and civil society</li> <li>• <input type="checkbox"/> Other (please detail):</li> </ul>
<b>Indicative Day Rate (£)</b>	
<b>Additional Information</b>	

*Please provide a copy of your CV in addition to this document as a separate electronic file. It would be beneficial for BEIS reviewers if in your CV you structure your experience in according to the areas of expertise you have indicated that you have.*

*The purpose of this Expression of Interest (EOI) form is to gather information about your fit to the role.*