

## Defra Group Management Consultancy Framework: Project Engagement Letter

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

<b>Engagement details</b>			
<b>Engagement ref #</b>	DPEL_61541_021		
<b>Extension?</b>	N	<b>DPEL Ref.</b>	N/A
<b>Business Area</b>	Environment Agency, Major Projects & Programme Delivery		
<b>Programme / Project</b>	Project and Programme Delivery Futures Programme		
<b>Senior Responsible Officer</b>	[REDACTED]		
<b>Supplier</b>	Methods		
<b>Title</b>	Bespoke & Emerging Projects - Governance		
<b>Short description</b>	<p>We are acting at pace to stand up the 'Project and Programme Delivery Futures Programme' to enable a step-change in how we deliver our major infrastructure investments, in the context of the climate and nature emergencies, and to stimulate local and national growth.</p> <p>We have concluded our discovery phase to analyse challenges and opportunities, and the following four distinct projects have been prioritised to align strategic direction, drive sustainability, reduce duplication and provide visibility:</p> <ol style="list-style-type: none"> <li>1) Lessons learned from our recently completed major infrastructure projects</li> <li>2) Data driven major infrastructure projects: real-time lessons learned</li> <li>3) <b>Bespoke and Emerging Projects Governance</b></li> <li>4) Project Data Analytics Strategy</li> </ol> <p><b>This DPEL is for Project 3 only: Bespoke and Emerging Projects Governance</b></p>		
<b>Engagement start / end date</b>	09/01/2023	31/03/2023	
<b>Funding source (CDEL/RDEL)</b>	RDEL		
<b>Consultancy Spend approval reference</b>	[REDACTED]		
<b>Expected costs 22/23</b>	£22,120		
<b>Expected costs 23/24</b>			
<b>Expected costs 24/25</b>			



Department  
for Environment  
Food & Rural Affairs

<b>Dept. PO reference</b>	Dept. PO reference # (to allow for Defra Group recharge)
<b>Lot #</b>	Lot 3
<b>Version #</b>	V1.0

### Approval of Project Engagement Letter

By signing and returning this cover note, the Bespoke and Emerging Projects Team (within the Environment Agency) 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.

**Signatures**

## 1. Background

Delivery of our major projects and programmes are of a scale and urgency unprecedented. There are significant gaps in our capacity, capability, and tools to pilot, develop, and implement emerging practices and innovation in the project delivery space designed to tackle the nature and climate emergencies. As the Bespoke & Emerging Projects team (BEP) within Major Projects & Programme Delivery, it is our responsibility to address these gaps.

We partnered with Methods to conduct a discovery exercise to identify key challenges to project & programme delivery within the Environment Agency. The output from this exercise identified four emerging themes highlighting the greatest challenges and areas of opportunity for BEP and the wider Environment Agency community.

These themes included:

1. Vision & strategic alignment
2. Governance
3. Technology & tools
4. Change management

The discovery report for this piece of work can be found here: [REDACTED]

Looking strategically, pragmatically, and tactically at what can be delivered to address existing challenges and explore opportunities; the following distinct projects were prioritised as foundations to early success in the context of the climate and nature emergencies, and the drive to stimulate growth:

1. Lessons learned from our recently completed major infrastructure projects
2. Data driven major infrastructure projects: real-time lessons learned
3. **Bespoke and Emerging Projects Governance**
4. Project Data Analytics Strategy

### **Bespoke and Emerging Projects Governance**

In order to maximise the opportunities of the Futures Programme, the governance structure needs to be optimised to support the BEP team. There are challenges between understanding how we have done things in the past, and learning how we can drive change in the future, utilising the skills and capabilities within the team and the wider EA community.

To develop the governance structure and enhance communication and engagement across BEP, we are appointing Methods to design a series of workshops to support the transition to the futures programme. These workshops will include the following topics:

- Governance structure
- Decision making
- Communication & Engagement
- Resource Management

## 2. Statement of services

### **Objectives and outcomes to be achieved**



### **Objectives**

Deliver an agreed set of 1 day workshops covering the following topics.

- Governance structure
- Decision making
- Communication & Engagement
- Resource Management

### **Outcomes:**

- Agreed and planned outcomes and feedback

### **Scope**

- 4 x 1 day workshops (TBC delivered on premise or remotely)

### **Assumptions and dependencies**

- It will be determined whether the workshops will be run on premise or remotely.
- The agenda and expected outcomes will be defined and agreed prior to the commencement of the workshops.
- The workshops can use collaborative online spaces including using MS Teams, Miro, Mural, Mentimeter or similar to share relevant documentation.
- The BEP team will advise attendees in advance.

### **Risk management**

- BEP team provide sufficient engagement in planning, participation and feedback

### **Deliverables**

This engagement will provide the following;

<b>Deliverable</b>	<b>Success Criteria</b>	<b>Milestone / Date</b>	<b>Owner (who in the delivery team?)</b>
4 x 1 day workshops	<ul style="list-style-type: none"> <li>• Feedback analysis</li> </ul>	09/01/23 - 31/03/23	Engagement Lead / Delivery Manager
<b>Knowledge Transfer</b>			
Knowledge and skills transfer from the Delivery Partner team to internal EA staff to build long term capability	<ul style="list-style-type: none"> <li>• Participation &amp; feedback</li> </ul>	31/03/23	Engagement Lead / Delivery Manager



### Limitations on scope and change control

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.

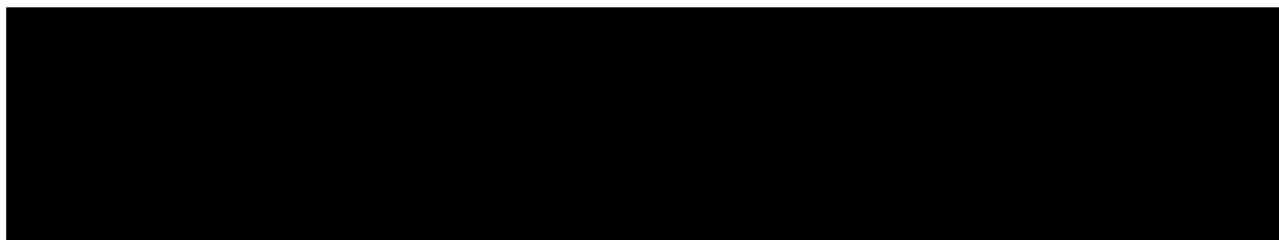
The Project Engagement Letter is the agreed contract of work between the Defra Group Business Area and the Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by DgC.

### 3. Delivery team

Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
Workshop Lead	Director / Partner			
Engagement Lead	Management Consultant			
Delivery Manager	Consultant			

<b>Total resource</b>	<b>28/28</b>
<b><u>Total days*</u> Engagement Length**</b>	<b>= 1</b>
*Total days worked across all resources **Total working days in engagement	

### 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 will be **£22,120** inclusive of expenses and excluding VAT.

Provide costs for any particular stages to the engagement.

Stage	Cost	Date
January workshop 1		31/01/23
February workshop 2		28/02/23
March workshops 3 & 4		31/03/23
<b>Total</b>	<b>£22,120.00</b>	

*Business Area considerations:*

- Are the costs and fees appropriate (costs linked to deliverables, rates and drive value for money)?

## 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.

## 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

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;
- Reporting to be agreed with Programme Manager, all deliverables to be signed off by SRO

## Key Performance Indicators

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
1.	Availability of Methods	A named delivery contact or delegate will be available to the client for discussions within and outside of DPEL content during working hours and will respond within 24 hours to any email/communication if not sooner.	Ongoing for duration of DPEL	EA Programme Manager with Methods Engagement Lead	Escalation from client team if expected behaviour is not demonstrated	Measured against DPEL & Methods Lot 3 agreement.
2.	Regular checkpoints provided by Methods	Weekly reporting to ascertain delivery progress, key risks/concerns	Weekly	EA Programme Manager with Methods Engagement Lead	Regular project meetings	Measured against DPEL deliverables.





3	Delivery of agreed deliverables do not exceed agreed baseline dates outside of tolerance	Baselined plans detail agreed delivery dates, these will not be exceeded above tolerance without agreement between all parties	Weekly	EA Programme Manager with Methods Engagement Lead	Regular project meetings	Measured against DPEL deliverables.
---	--	--	--------	---	--------------------------	-------------------------------------

### Feedback and satisfaction

Business Area and Supplier to agree regular reporting intervals for the duration of the engagement. These are listed in the Service Delivery Document (SDD)

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.

### Non-disclosure agreements

The overarching MCF2 framework include NDAs.

## 6. Exit management

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

Describe what the supplier will produce upon existing the project engagement:  
Deliverables as set out in detail above with detailed knowledge transfer embedded and evidenced together with exit report on the engagement and recommendations for the future development of BEP.

### 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.

