

Defra Group Management Consultancy Framework: Project Engagement Letter

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

Engagement details					
Engagement ref #	[REDACTED]				
Extension?	N	DPEL Ref.	N/A		
Business Area	Plastics Policy Resources and Waste Division Environmental Quality Directorate – DEFRA (also referred to as “We” or “Us”)				
Programme / Project	Analysis of responses for Defra’s Consultation on proposals to ban commonly littered single-use plastic items in England and Call for Evidence on Commonly Littered and Problematic Plastic Items				
Senior Responsible Officer	[REDACTED]				
Supplier	Deloitte LLP				
Title	Analysis of responses for Defra’s Consultation on proposals to ban commonly littered single-use plastic items in England and Call for Evidence on Commonly Littered and Problematic Plastic Items				
Short description	<p>Defra is responsible for improving and protecting the environment. Defra aims to grow a green economy and sustain thriving rural communities. Defra also support the UK’s world-leading food, farming and fishing industries. For further information please visit About us - Department for Environment, Food & Rural Affairs - GOV.UK (www.gov.uk)</p> <p>On 20 November 2021, the government published a consultation on proposals to ban single-use plastic plates, cutlery, balloon sticks and expanded and extruded polystyrene food and drinks containers in England. Alongside this, Defra also published a call for evidence on commonly littered and problematic plastic items. Defra want to commission support to analyse answers received in response to these two Publications – consisting of both closed and open questions with ‘free text’.</p> <p>Responses need to be analysed while the consultations are live – as the responses come in. The Supplier will then have a further 4 weeks after these Publications close to finish analysing the responses and produce a final report for each publication by close of 11th March 2022. This is to ensure a government response to the Publications is published promptly.</p>				
Engagement start / end date	Proposed start date 10/02/2022	Proposed end date 11/03/2022			
Funding source	Defra				
Expected costs 21/22	[REDACTED]				
Expected costs 22/23	NA				
Expected costs 23/24	NA				



Dept. PO reference	
Lot #	Lot 1
Version #	0.1

Approval of Project Engagement Letter

By signing and returning this cover note, Defra Environmental Quality Directorate accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial
By: <hr/> <i>Signature</i>	By: <hr/> <i>Signature</i>	By: <hr/> <i>Signature</i>
or and on behalf of Deloitte LLP Partner	For and on behalf of Resources and Waste, DEFRA. Divisional Director	Defra Group Commercial Senior Category Officer
8 February 2022	09 th February 2022	09 th February 2022
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

Supplier contact:

Business Area contact:

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

1. Background

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On 20 November 2021, the government published a consultation on proposals to ban single-use plastic plates, cutlery, balloon sticks and expanded and extruded polystyrene food and drinks containers in England. Alongside this, Defra also published a call for evidence on commonly littered and problematic plastic items. Defra want to commission support to analyse answers received in response to both publications ("Publications") – consisting of both closed and open questions with 'free text'.

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2. Statement of services

Objectives and outcomes to be achieved

Details of the Publications

The consultation on proposals to ban these single use plastic (SUP) items is available at: [Consultation on proposals to ban commonly littered single-use plastic items in England - Defra - Citizen Space](#)

The call for evidence is available at: [Call for evidence on commonly littered and problematic plastic items - Defra - Citizen Space](#)
[These Publications open on 20/11/2021 and will close on 12/02/2022.](#)

The purpose of the consultation is to explore views from stakeholders on the proposed ban on SUP items. Defra have asked questions about the need for exemptions, whether alternatives exist and what impacts these could have on the environment. Defra are also encouraging stakeholders to submit any numerical data to confirm whether the conclusions made from Defra's Impact Assessments are fair and accurate.

The purpose of the call for evidence is to explore public opinion on further policy proposals for several commonly littered items (wet wipes, tobacco filters, SUP sachets, disposable cups as well as exploring reuse/refill initiatives) and to seek views on subsequent impacts on consumers, industry and the natural environment, to inform any future policy activity in this area.

Project purpose and objectives

The overall purpose of this project is to analyse the responses to the consultation and the call for evidence and then collate this information into clear summaries of the findings for each one. This will enable Defra to publish a response to shortly after. The outputs of this project should highlight the key findings from the consultation and call for evidence Publications. These should be detailed in two separate final reports.

The objectives of the analysis and reports are to:

1. Provide a clear breakdown of responses to each question (i.e. X% agree, X% disagree) and identify any key themes that emerge (e.g. support for certain exemptions to bans)
2. Identify and collate the views expressed by different types of respondents/stakeholders in an easy-to-read form. The analysis will cover both public (individual) and organisational (businesses, academics local authorities, NGOs and representative organisations etc.) responses. Responses from stakeholders with detailed knowledge and experience of sectors are of particular interest to us, and therefore the analysis should pay particular attention to these stakeholders. Defra will provide further details on key stakeholders to the Supplier.

Scope

Expected number of responses

Due to the wide-ranging nature of this consultation and call for evidence, as well as the public interest in the topics of these Publications, it is difficult to predict the number of responses that will be received. However, Defra have so far received over 20,000 responses.

99% of the responses received to date have come through online survey platforms which will automatically create a final report that sets out the % splits in responses to each question. Therefore, a large portion of the work on analysing the responses will be done already.

Defra require analysis of the free text responses, although this will not consider all 20,000 responses but will be based on a representative sample approach. Specifically, all industry responses will be considered, with a max 10% sample of public responses considered alongside this.

The Defra team will support in identifying an appropriate grouping of stakeholders based on their knowledge of this area and a representative sample across these groups will be taken. It is envisaged that some stakeholder groups will have a larger portion of their responses reviewed than others. For example industry groups as opposed to members of the general public. Whilst this approach will be refined based on final response volumes it is anticipated that the total number of responses reviewed will be around 10% of the overall total.

The consultation contains 37 questions that will require analysis. There are a few open questions, however the majority are closed questions that also have a free text box which allows respondents to "provide further details."

The call for evidence contains 31 questions that will require analysis. The questions within this publication are more of a 50/50 split – half being open free text questions; half being closed questions (with a free text option to "provide further details").

Type of analysis needed

Citizen Space (the platform used for the consultation and call for evidence) will produce a raw data report (i.e. indicating % breakdown for each question). However, the analysis will also involve reading written responses and qualitative text analysis, linking to organisational information provided, so that the Supplier can extract key themes and break down which groups say what. Analysis of respondent information will need to be included and allowed for within the costs of the proposal from the Supplier. Free text responses will be analysed for selected sample only to capture key themes.

While this is one project and the Supplier will undertake analysis of both the consultation and call for evidence responses, Defra require analysis to be conducted separately and therefore **two distinct and separate reports should be produced, one for each publication.**

Assumptions and dependencies

- The Supplier is not expected to provide Government responses to any issues raised through the consultations. These will be created and added by the Defra programme team.
- A Sampling approach will be used to enable reasonable conclusions to be drawn within the time and budget available. Not all responses will be considered from a 'Free Text' response perspective.
- The Defra client team will support in identifying an appropriate sample set of responses based on their understanding of key stakeholder groups.

Deliverables

As defined in Scope section



Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Project Stage A			
Draft analysis - Consultation			
Draft analysis – Call for evidence			
Project Stage B (additional stages can be added)			
Final analysis report – Consultation Responses			
Final analysis report – Call for evidence Responses			

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

Name	Role (link to stage/s resource will work on)

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 £20,000 inclusive of expenses and excluding VAT.

Stage	Cost	Due (link to milestone dates)
A		DD/MM/YY
Report 1 - Draft analysis – Consultation		
Report 2 - Draft analysis – Call for evidence		

Stage	Cost	Due (link to milestone dates)
B (additional stages can be added)		
Report 1 - Final analysis report – Call for evidence Responses		
Report 2 - Final analysis report – Consultation Responses		
Expenses		
N/A	£0	
Grand total		

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 on completion of the project. Defra Group will reimburse fees 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 Supplier consultants;

Feedback and satisfaction

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. Insert any additional NDA requirements here.

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.

