



Department
for Environment
Food & Rural Affairs

Defra Group Management Consultancy Call off Contract: Project Engagement Letter



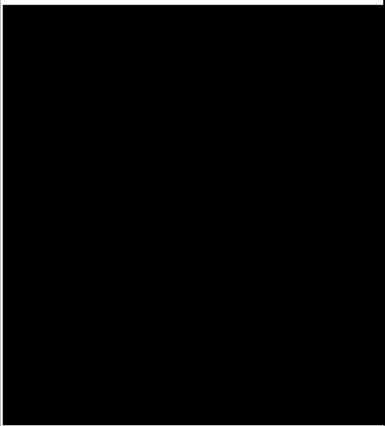
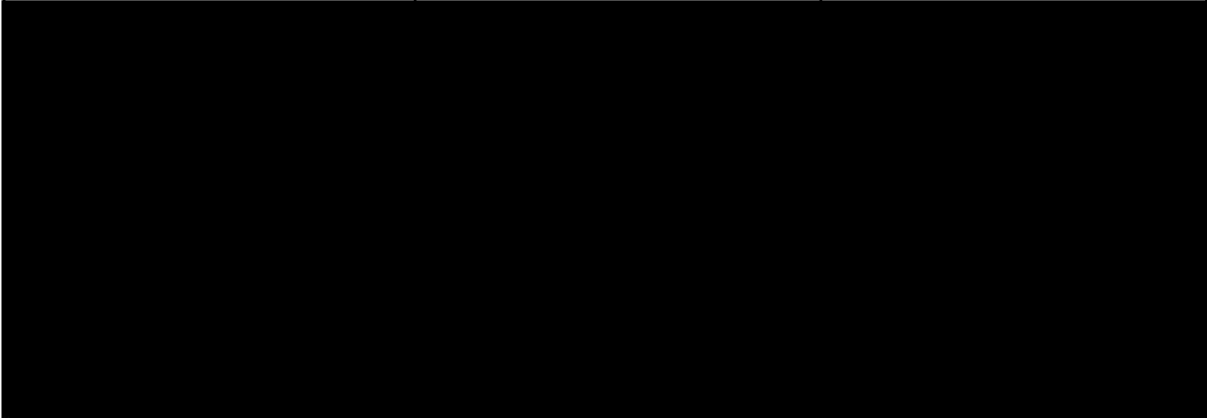
Completed forms and any queries should be directed to Defra Group Commercial (DgC) at [REDACTED]. Please do not complete this form until you have liaised with DgC, and they have allocated you a lot to access Consultancies within and subsequent reference number.

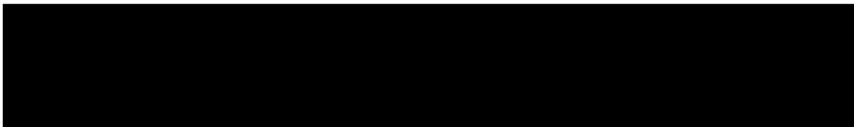
Engagement details					
Engagement ref #	DPEL_61545_029				
Extension?	N	DPEL Ref.			
Business Area	R&W				
Programme / Project	pEPR				
Senior Responsible Officer	[REDACTED]				
Supplier	PA Consulting				
Title	Recycling Assessment Methodology				
Short description	Methodology and accompanying guidance to be developed to assess the recyclability of packaging materials placed on to the market.				
Engagement start / end date	Proposed start date 22/07/2024	Proposed end date 20/12/2024 with provision for a 6-month extension if required. (6+6)			
Consultancy Spend approval reference	CGB reference for Core Defra only - £100k + (RDEL)				
Expected costs 24/25	£247,325				
Expected costs 25/26	£0				
Expected costs 26/27	£0				
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)				
Lot #	Lot 2				
Version #	0.1				

Approval of Project Engagement Letter

By signing and returning this cover note, [Resources & Waste] accepts the contents of this Project Engagement Letter as being the services required and agrees for [PA Consulting] to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 2 Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.



Signatures		
Supplier	Business Area	Defra Group Commercial
<div><div>B</div><div></div><div>Signature</div></div>	<div></div>	<div></div>
<div></div>		
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



General Instructions

1. Background

The development of a Recycling Assessment Methodology (RAM) to assess packaging for it's recyclability.
A RAM is required in order for producers to assess their packaging for recyclability as a requirement of packaging Extended Producer Responsibility (pEPR).



The RAM will take the form of decision trees for the following materials: glass; aluminum; steel; paper/card; fibre-based composites; wood; plastic; and other. The decision trees will be accompanied by supporting guidance to ensure that producers are able to undertake a recyclability assessment themselves should they wish to do so.

The consultancy will need to develop decision trees based upon whether the packaging is technically capable of being recycled, availability of collections and sorting infrastructure and its ability to be made into new products.

This will involve a review of the data and intelligence already created, stakeholder engagement and research to address any knowledge gaps, the development of the decision trees and accompanying guidance and iterations based on user testing feedback.

2. Statement of services

Objectives and outcomes to be achieved

Development of decision trees and accompanying guidance to enable packaging producers to assess the recyclability of their packaging and understand the associated labelling requirements for the packaging.

Scope

Define the scope of the services (*SMART*):

The consultancy will need to develop decision trees based upon whether the packaging is technically capable of being recycled, availability of collections and sorting infrastructure and its ability to be made into new products. The decision tree will also assess the labelling requirement for the packaging of 'recyclable' or 'non-recyclable'.

The consultant will ensure that its work aligns with the following policy development work happening across Defra, including:

Fee modulation. The approach adopted in the early years of fee modulation will need to align with the approach to materials assessment used within the RAM.

Labelling. This will ensure the labelling output of the RAM is reflective of the requirements for producers to label their packaging 'recycle' or 'do not recycle' with supporting recommendations for appropriate disposal.

Simpler Recycling reforms, and approaches to collections across the UK.

At inception stage, Defra will ensure the consultant is introduced to relevant project leads.

For costing purposes suppliers must allocate 10 working days to this activity.

The work will require engagement with relevant stakeholders, to ensure that:

- Information and data gaps identified are addressed.
- Stakeholders are updated on the development of the methodology with a view to build confidence amongst users in the final RAM.
- To provide the opportunity for obligated producers to test and feedback on the RAM, or key sections of it, before it is finalised, to improve its effectiveness and useability.
- To provide opportunity for Defra technical specialists to test, feedback and support the design of the RAM, before it is finalised, to improve its effectiveness and useability.

Principle	Detail
Designed to evolve	The methodology should start as a 'good enough' and adapt to evolving market conditions and regulatory changes.
	The methodology should be designed to easily adapt to changes and be designed for continuous improvement.



Consistent and Compatible	Where possible the methodology should align with existing EU standards and across UK nations.
Accurate, transparent and trustworthy	The methodology should be transparent and open to scrutiny. The methodology should encourage a shift toward sustainable packaging practices by showing clear evidence on the environmental and economic impacts of packaging choices.
Developed collaboratively	The ongoing development of the methodology will allow for iterative improvements based on feedback from EPR users and community, which includes the environmental regulators and labelling regulator.
Accessible and easy to use	The methodology will be freely available to the EPR community to develop its own tools and services. The methodology should reduce complexity where possible while supporting variable data inputs that may have diverse outcomes.

The RAM should cover all packaging material types, be capable of facilitating the assessment of the recyclability of individual packaging formats, including multi-component packaging, and be as straightforward and least time-consuming for Producers to use.

Defra is recommending the use of a ‘decision tree’ format to determine the recyclability of the range of materials identified, although we would be prepared to consider alternative approaches the consultant may wish to suggest at the Inception Meeting.

Assumptions and dependencies

Bidders should familiarise with relevant content of the pEPR Consultations, Government Response and Draft Statutory Instrument as part of developing bids.
The RAM will need to be developed with the following design principles applied:

Risk management

[Redacted]
[Redacted]
[Redacted]



Deliverables

Describe what the supplier will produce:
A RAM, in the form of decision trees, and accompanying guidance to enable producers to understand how to use the methodology.

Milestone	Deliverable/payment milestone	Date to be delivered by	Percentage of Contract Cost – payment by milestone.

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



Provide details of the agreed team members including their roles and responsibilities during the project.

Name	Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost

Total resource	<div>Total days*Engagement Length**</div>	
<div>*Total days worked across all resources **Total working days in engagement</div>		

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 £247,325, inclusive of expenses and excluding VAT.

Milestone	Deliverable/payment milestone	Date to be delivered by	Percentage of Contract Cost – payment by milestone.	Amount (£)



Business Area considerations:

- ### Expenses statement

Payment

5. Governance and reporting



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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;

Key Performance Indicators

Business Area and Supplier to agree any specific key performance indicators related to this specific project engagement.

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
1	Availability of PA Consulting	A named delivery contact or delegate will be available to the client for discussions within and outside of DPEL content during working hours.	Ongoing for duration of DPEL SRO or delegate, with PA Consulting	SRO or delegate, with PA Consulting	Escalation from client team if expected behaviour is not demonstrated	Measured against DPEL & PA Consulting Lot2 agreement
2	Regular checkpoints provided by PA Consulting	Weekly reporting to ascertain delivery progress, key risks/concerns	Weekly	SRO with PA Consulting	Regular project meetings	Measured against DPEL deliverables
3	Delivery of agreed deliverables	Weekly reporting against progress of each deliverable in the DPEL.	Weekly	SRO or delegate with PA Consulting	Regular project meetings	Measured against DPEL deliverables

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



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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:

- Completed RAM which has been tested with stakeholders
- Accompanying guidance document to support users, and Reporting Sheet.
- Complete record of all data, analysis, research and intelligence used to inform the RAM

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.

1. Business Area identifies a potential need for delivery support, initiates a conversation with DgC, confirms which approvals are required for an engagement to occur, e.g. Consultancy Governance Board if over £100k or DgC Corporate Services Delivery Board if under £100k.
2. Request Form completed by Business Area and submitted to DgC at:
[REDACTED]
3. The form is reviewed by the DgC team around which resource route is most appropriate (e.g. Lots 1/2/3) and may request additional information/edits from the Business Area if required.
4. Lot / Supplier is selected and briefed on the request by DgC, then introduced to the requesting Business Area for further discussion and confirmation of work to be delivered
5. A Project Engagement Letter is completed by the Business Area with input from the Supplier (with supporting proposals as appropriate) and then finally agreed between the two parties, including evidence of all required approvals either being in place or being progressed (e.g. PO) and forwarded to the DgC for review by the Consultancy Governance Board (CGB). Approval states are:

Approval state	Definition	Permissions
Full approval	<ul style="list-style-type: none"> ▪ DPEL agreed ▪ DPEL signed: Supplier, Dept and CO ▪ Purchase Order number 	<ul style="list-style-type: none"> ▪ Work can start ▪ Supplier can invoice for work

