



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_61538_029		
Extension?	N	DPEL Ref.	n/a
Business Area	GCS / SPO/ Sustainability Centre of Expertise		
Programme	Transforming government departments into climate-resilient, sustainable organizations.		
Senior Responsible Officer	[REDACTED]		
Supplier	KPMG		
Title	Sustainability function within the civil service		
Short description	<p>Civil Service Board (CSB) approved GCSOG key recommendations (April 2025) to accelerate the development of proposals for the creation of a new sustainability function within the civil service, supported by a cross-government capability framework and decarbonization funding models/opportunities.</p> <p>Acceleration for this stage of the Programme will include 3 workstreams:</p> <p>(1) Governance - Defining the target operating model for the 'Office Of', CSOG and Profession including functions, roles and responsibilities and interfaces</p> <p>(2) Capability - Defining the scope of the Profession and advancing the development of the curriculum in alignment with Government Skill</p> <p>(3) Greening Government Commitments (GGCs) decarbonization - Supporting Government in achieving the GGC decarbonization commitment, specifically focusing on funding models to close the gaps</p>		
Engagement start / end date	Proposed start date 05/05/2025	Proposed end date 04/08/2025	
Consultancy Spend approval reference	Budget approval received		

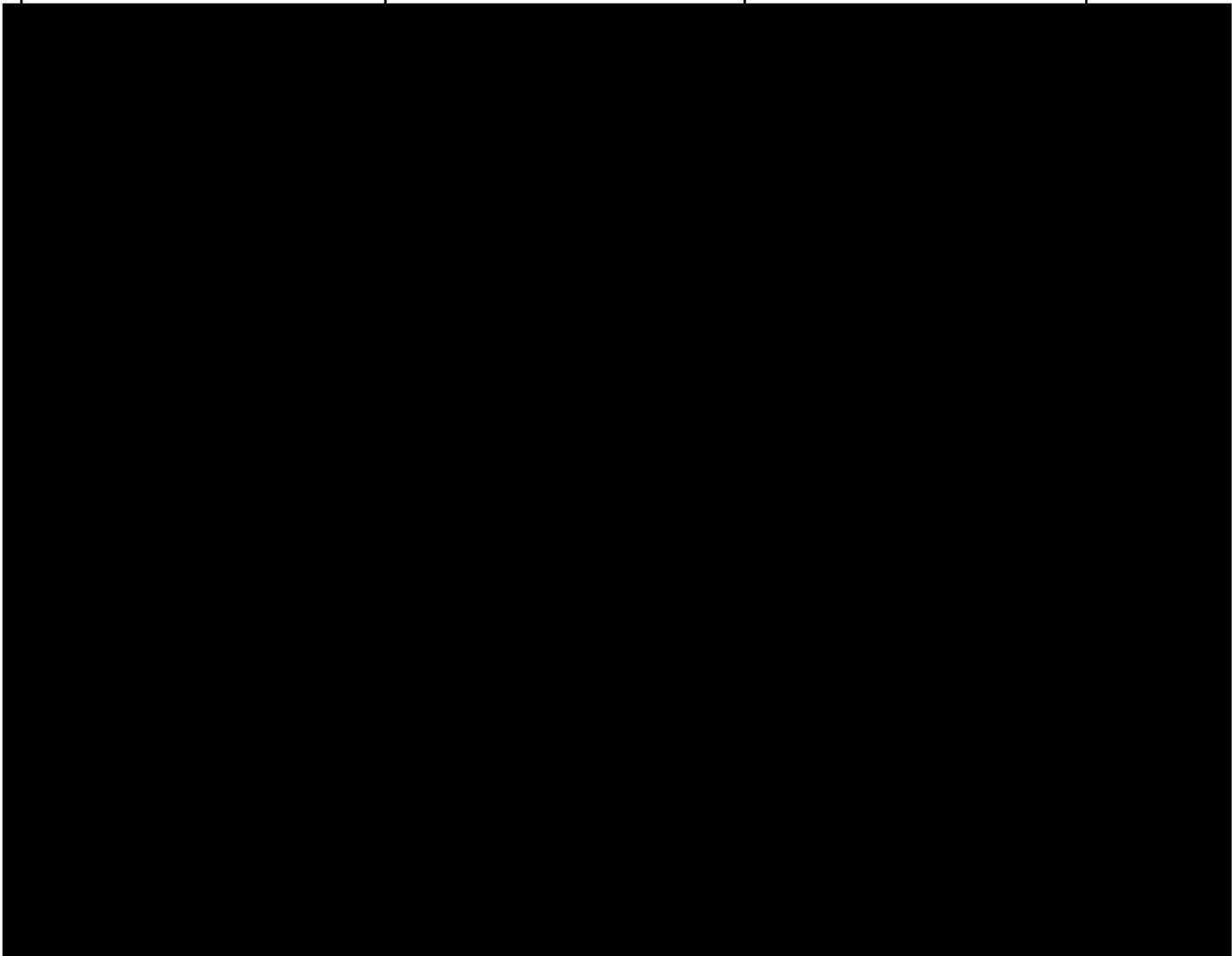


Expected costs 25/26	£82,970.21 (excluding VAT)
Expected costs 26/27	0
Dept. PO reference	TBC when contract agreed
Lot #	Lot 1
Version #	1.0

Approval of Project Engagement Letter

By signing and returning this cover note, Sustainability Centre of Expertise accepts the contents of this Project Engagement Letter as being the services required and agrees for KPMG 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





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
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[Redacted]

[Redacted]

General Instructions

1. Background

CSOG needs additional support to strengthen cross government capability, enhancing cross-government coordination, and establishing accountability to help the Government achieve its sustainability commitments

2. Statement of services

Objectives and outcomes to be achieved

This work will define the:

- Target operating model for the 'Office Of', CSOG and Profession including functions, roles and responsibilities and interfaces
- Scope of the Profession and advancing the development of the curriculum in alignment with Government Skill
- Funding models and opportunities to 'close the gap' on achieving the GGC decarbonisation commitment,

Scope

See attached scoping pack

Assumptions and dependencies

Assumptions:

- Work must be completed within a 3-month window
- Budget must be spent by 31 March 2026



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Risk management

Risk – departmental funding could be reduced
Mitigation – Funding for this project is part of a larger flexible budget

Deliverables

Work will delivered via 3 workstreams. See scoping pack for a detailed breakdown of activities.

Workstream	Completion date	Lead
Operating model development	21 June 2025	KPMG – detailed in scoping pack
Scope of the profession	21 June 2025	KPMG – detailed in scoping pack
Curriculum development	21 June 2025	KPMG – detailed in scoping pack
Report on funding models	31 July 2025	KPMG – detailed in scoping pack
Project governance	31 July 2025	KPMG – detailed in scoping pack

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
Internal Capability Development Outcomes			
N/A			
Social Value Outcomes			
N/A			

Limitations on scope and change control

Business Area / Supplier to supplement with any additional areas, as deemed appropriate.

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
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[Redacted content]					
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Total resource	<u>Total days*</u>
	Engagement Length**
*Total days worked across all resources	
**Total working days in engagement	

Business Area’s team

[Redacted content]
[Redacted content]
[Redacted content]
[Redacted content]

4. Fees



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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 **£82,970.21** inclusive of expenses and excluding VAT.

Grand total (excluding VAT)		£82,970.21
Grand total (including VAT)		£99,564.25

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

Business Area to outline governance and report requirements.

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;
- Fortnightly meetings to track contract performance against milestones

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
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N/A						
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Feedback and satisfaction

Business Area and Supplier will meet weekly for the duration of the engagement.

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:

Supplier will produce products outlined on completion of each milestone and supporting data sets upon existing project engagement:

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:
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
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Full approval	<ul style="list-style-type: none">DPEL agreedDPEL signed: Supplier, Dept and COPurchase Order number	<ul style="list-style-type: none">Work can startSupplier can invoice for work
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