**Specification for Climate Change Risk Assessment 4: Technical Report**

Tender Reference Number: CP-1223

**Specification of Requirements**

Invitation to Tender for Climate Change Risk Assessment 4: Technical Report

Tender Reference Number: CP-1223

Deadline for Tender Responses: January 21, 2024

**Contents**

1. Introduction to the Climate Change Committee

2. Background and Aims

3. Project Tasks and Requirements

4. Key Deliverables and Activities

5. Timetable and Budget

6. Ownership and Publication

7. Quality Assurance

8. Risks and Challenges

9. Ethics

10. Working Arrangements

11. Required Skills

12. Consortium Bids

13. Evaluation of Tenders

# Introduction to the Climate Change Committee

The Climate Change Committee (CCC) is an independent, statutory body established under the 2008 Climate Change Act and is tasked with:

* Providing independent advice to Government on setting and meeting carbon budgets in line with the UK’s longer-term target to reduce greenhouse gas (GHG) emissions to net zero by 2050 and reporting to Parliament on the progress made.

* Providing independent advice to the Government on risks and opportunities to the UK from climate change, in part through the UK Climate Change Risk Assessment, and reporting to Parliament on progress in adapting to climate change.

To do this, we conduct independent analysis into climate change science, economics and policy, and engage with a wide range of organisations and individuals to share evidence and analysis. Our past reports are available from <http://www.theccc.org.uk/publications/>.

# Background and Aims

The UK Climate Change Act 2008 requires that every five years, the UK government must publish a climate change risk assessment. UK Government, and each of the 3 devolved administrations, must then create National Adaptation Programmes, including actions to address the risks in the most recent risk assessment. The Fourth UK Climate Change Risk Assessment (CCRA4) Government Report is due to be published in January 2027. As with CCRA2 and CCRA3, CCRA4 will be based on an Independent Assessment that the CCC has been commissioned by Defra to lead, described in this document as the Climate Change Risk Assessment Independent Assessment (CCRA4-IA). CCRA4-IA will be published in mid-2026.

The CCRA3 Independent Assessment (CCRA3-IA) was published in June 2021. This assessment focused on development of [a Technical Report](https://www.ukclimaterisk.org/independent-assessment-ccra3/technical-report/) (which was the basis for a range of other outputs, including national summaries and sectoral briefings) as well as supplementary research. The CCRA3-IA Technical Report covered the underlying analysis and assessment of the level of risk or opportunity from climate change to the UK as well as the latest understanding of current and future climate change in the UK. This included an urgency framework based on a review of current and future adaptation action, to aid the prioritisation of the 61 risks and opportunities identified. CCRA3-IA included greater emphasis on accessibility for the primary audience of Government and Devolved Administrations, including hosting of a UK [Climate Risk](https://www.ukclimaterisk.org/) website ([www.ukclimaterisk.org)](http://www.ukclimaterisk.org) .

As with CCRA3-IA, the CCRA4-IA will include a technical report that provides an authoritative assessment of the most up-to-date peer-reviewed literature on climate risks and opportunities to the UK, and their urgency for adaptation action over the coming five years. This report will focus on literature published since the cut-off date for inclusion of evidence in CCRA3-IA in 2021. A key aim for the CCRA4-IA will be to produce outputs that are directly usable and accessible for decision support by key, non-technical audiences – particularly for national Government officials working to develop national adaptation plans and programmes across the UK.

The primary purpose of the CCRA4-IA Technical Report is to identify the range of climate change risks and opportunities to the UK and assess the urgency for action for national adaptation policy programmes. This report will seek to answer the exam question: “How has the evidence on the full range of risks that face the UK, and their urgency, continued to evolve over the last five years?”

# Project Tasks and Requirements

This project will develop the CCRA4-IA Technical Report to be delivered to the CCC by 1st October 2025 and to be published in mid-2026. This report will seek to answer the following question: How has the evidence on the full range of risks that face the UK, and their urgency, continued to evolve over the last five years? This report will seek to update the CCRA3-IA Technical Report to include the most up-to-date understanding of UK climate change risks and opportunities.

**Project tasks**

The following section outlines the key tasks bidders will be expected to complete. Bids should propose approaches for the completion of each task and provide a programme for delivery including key milestones.

This project will involve the following nine tasks:

1. **Agree and implement a plan for co-developing the analysis and outputs with key stakeholders.**
2. **Review the use of CCRA3-IA Technical Report information in national adaptation programmes across the UK.**
3. **Review the set of CCRA3 risks and opportunities and refine the CCRA urgency scoring for the “more action needed” category.**
4. **Conduct an open call for evidence to feed into assessment of the risks and opportunities.**
5. **Conduct an initial review of all risks and opportunities against available new evidence to identify a sub-set for full urgency scoring application.**
6. **Conduct a detailed assessment for a selected subset of risks, using the full CCRA4 urgency scoring.**
7. **Develop the interim version of the assessment, working with key stakeholders to ensure all outputs are drafted in alignment with their accessibility needs.**
8. **Publish an interim version of the report for community review.**
9. **Revision and finalisation of the CCRA4-IA Technical Report.**

Details of each task are set out in the following sections.

1. **Agree and implement a plan for co-developing the analysis and outputs with key stakeholders.**

Throughout the delivery of the tasks in this specification, effective and proportionate engagement processes should be used to co-develop analysis and outputs with key stakeholders. The key audience for the CCRA4-IA Technical Report comprises government and devolved administration officials, in particular those who will be using the report as input to the next round of national adaptation plans. The extent to which wider stakeholders will be targeted in the engagement process and the design of the outputs is to be agreed with the CCC at kick off, but they should be solicited to input specific knowledge and expertise as needed and where there is a clear requirement to do so.

Bidders must outline what engagement mechanisms they intend to use at each stage of the work to ensure that the co-development is effective, targeted and proportionate. Plans for implementing these mechanisms will be agreed with the CCC at kick off. Examples include workshops, surveys, interviews and user testing amongst others. In designing the overall engagement approach, consideration should be given to limiting the burden on stakeholders and to avoiding stakeholder fatigue and demotivation. To reduce the overall burden, existing groups and networks of stakeholders should be used for engagement where possible, rather than the creation of new groups. To identify relevant groups, bidders will be expected to use their own networks, as well as the CCC’s.

1. **Review the use of CCRA3-IA Technical Report information in national adaptation programmes across the UK.**

This task should seek to concisely review how information from the CCRA3-IA Technical Report has been used to develop the next set of National Adaptation Plans for Governments around the UK. It is expected that a small number of targeted interviews and/or workshops with key officials and policy teams will form the core of this task. The aim is to refine understanding of the successes and limitations of CCRA3-IA in enabling effective policy action. Insights around which products of CCRA3-IA were most used/useful and considerations of accessibility are particularly desirable. This task should aim to build on exercises already conducted by Defra and the CCC (e.g. [CCRA4-IA Inception Project Reports](https://www.ukclimaterisk.org/independent-assessment-ccra3/inception-reports/)) to understand the use of CCRA3-IA in the third round of devolved National Adaptation Programmes, rather than repeating this.

It is envisaged that this task should be a relatively low level of resource effort compared to the other tasks included within this project and bids should reflect this in their resource allocation.

1. **Review the set of CCRA3 risks and opportunities and refine the CCRA urgency scoring in the “more action needed” category.**

The CCRA4-IA Technical Report should seek to be largely consistent, in representation of risks and opportunities, with the CCRA3 version, and maintain the ‘urgency scoring’ approach used in CCRA3 (see Annex 1 and [Chapter 2.3 of the CCRA3 Technical Report](https://www.ukclimaterisk.org/wp-content/uploads/2021/06/CCRA3-Chapter-2-FINAL.pdf) for details). In line with the CCRA3 approach, the report will need to evaluate current and future risk across the UK, including disaggregating risk for the devolved administrations, and should aim to embed consideration of the risk of lock-in, interdependencies and cascading risk, distributional effects, and implications for Net Zero and other, wider policy priorities from the start.

The list of risks and opportunities from CCRA3-IA should be used as a starting point for CCRA4-IA. Updates and refinements to this list should be considered to best serve the needs of the CCRA. The following set of updates and refinements are priorities for the CCC:

* Identifying any additional risks or opportunities that did not feature in CCRA3-IA but should be added to the set for CCRA4-IA as evidence indicates.
* Possible consolidation/disaggregation of CCRA3 risks/opportunities, to better align with policy needs.
* Aligning risks to sit under each of the CCRA4-IA outcome areas (Annex 1)

Priorities for refinements to the urgency scoring approach include increased granularity in the ‘more action needed’ score to allow the identification of a smaller, more select number of ‘highest priority’ risks/opportunities for action in the next five years. Potential considerations for added granularity in the top urgency category could include using the CCC Adaptation progress report scores, characterisation of impact thresholds, distribution of impacts across society, valuation of risk, or key policy opportunities/decision timeframes where timely action could embed adaptation (e.g. as we move towards net zero) or avoid lock-in of risk. Regional variation in risk across the UK should also be considered.

Bidders should set out methods to develop potential proposed adjustments to the CCRA risk set/urgency methodology as part of the response to this task. Stakeholder consultation and consideration of how the set of risks and opportunities and their scores will ultimately be used by government officials will be essential. Any updates to the methodology or list of risks/opportunities must be agreed with the CCC during the course of the project.

As a public body, the CCC is required to comply with the Public Sector Equality Duty (PSED) by considering how its analysis and advice can affect those with characteristics that are protected under the Equality Act. It is possible that in-house consideration of these factors by CCC analysts could lead to adjustments to individual risk scores or the scoring methodology, for example where a risk impacts a particular group, compared to the wider population. Bidders should be aware of this requirement and the possible need to iterate on risks or methodology as consideration of the PSED is developed.

1. **Conduct an open call for evidence to feed into the assessment of risks and opportunities.**

The successful contractor will be required to conduct an open call for evidence to capture peer-reviewed and grey literature published since the literature cut-off date from CCRA3-IA. They will also be required to undertake an active search of relevant literature. This should include literature that will enable assessment of the magnitude and urgency of named risks and opportunities identified for CCRA4-IA in task 3, including for any newly added or amended risks. Evidence should be of a consistently high standard and follow the principles outlined above, in Section 3 of this document. Academic literature should be peer-reviewed and grey literature should ideally include a peer-review or quality assurance process and/or be from credible and politically-neutral sources.

The framing of the call for evidence should aim to incorporate the cross-cutting elements of the CCRA4-IA including time-periods, climate scenarios, outcome areas and application of a cascading risk framework. Further details on these cross-cutting elements are found in Annex 1.

Bidders should describe in detail how they will deliver and manage the call for evidence including writing and publishing the call, co-ordinating and managing responses and publicising the call, with support from the CCC, to maximise engagement. The call for evidence will need to be published toward the start of the project and timelines and programme for completion of this task, including the proposed cut-off date for evidence, should be provided in the bid.

1. **Conduct an initial review of all risks and opportunities against available new evidence to identify a sub-set for full urgency scoring application.**

For this task a literature review and initial assessment should be undertaken across the full range of risks and opportunities agreed in task 3.

This should seek to provide a summary of the state of evidence on each risk/opportunity appropriate for the target policy audiences, and document to what extent the evidence on either the understanding of this risk or the UK’s policy response has developed since CCRA3-IA. This initial assessment does not need to apply the full formal CCRA urgency scoring framework but should seek to provide relevant information for the CCC’s cross-CCRA themes (Annex 1).

From this initial assessment of all the risks/opportunities a short-list should be identified where the development in the evidence base is likely to be significant enough to believe that its urgency prioritisation scoring may have changed since CCRA3. As the CCRA4-IA urgency scoring methodology will be refined in Task 3, it is expected that, as a minimum, all 34 risks categorised as “more action needed” in the CCRA3-IA Technical Report will be included on this short-list of risks. In addition, any emergent risks/opportunities that were identified in task 3, that did not have an urgency score in CCRA3-IA, should automatically be included in the selected subset. A written proposal of this subset of risks/opportunities should be provided in an interim report by September 2024 and agreed with the CCC.

Appropriate methods for stakeholder consultation and expert solicitation should be proposed as needed, to ensure that these insights are embedded into this initial assessment of all risks. Bidders should outline how they will ensure that a wide range of evidence, spanning academic disciplines, is reviewed and how quality assurance of this evidence will be managed consistently. Bids must also propose how this large body of information will be effectively distilled and analysed to robustly assess the identified risks and opportunities for significant developments in the evidence base.

Some relevant evidence to evaluate risks is not yet available but will become available during the lifetime of the contract. In particular, the 4th round of reports submitted for the Adaptation Reporting Power (ARP4) are expected to become available at the end of 2024, and new devolved administration National Adaptation Plans are expected in 2024.

Evidence emerging from these sources should be included within this assessment as it becomes available. Therefore, bidders should ensure that they plan an iterative approach to this task to allow additions to the selected subset of risks depending on evidence emerging after September 2024. The cut-off date for inclusion of called-for evidence will be June 30th 2025.

1. **Conduct a detailed assessment for a selected subset of risks using the full CCRA4 urgency scoring, including any refinements from Task 3.**

This task should undertake a full application of the CCRA urgency scoring method (including sub-steps) for each of the risks/opportunities identified in the subset identified in task 5. The output of this process should be a revised urgency score for each risk/opportunity. The framing for the time periods and future climate scenarios that risks and opportunities should be assessed under are outlined in Annex 1.

The evidence for the application of the urgency score should be clearly and transparently documented in the write-up of the risk/opportunity included in the final report, whilst maintaining the appropriate presentation for the target policy audience.

1. **Develop the interim version of the assessment for community review, working with key stakeholders to ensure all outputs are drafted in alignment with their accessibility needs.**

Based on the assessments in tasks 5 and 6 - an interim version of the assessment report should be produced by March 2025 for open community review and by key stakeholders within the UK Government and each UK Devolved Administration.

This report should cover each of the risks and opportunities agreed for CCRA4-IA in task 3, with clear and accessible write-ups of the state of evidence and urgency scoring for each. Each risk write-up should document key evidence from the literature and Government adaptation programmes used to support the assessment.

This report should be developed in line with the co-development plan from task 1, including involving a range of key stakeholders during its development, to maximise its relevance to national-level adaptation policy makers. Alongside the risk-by-risk assessment, the report should also include a method and a science chapter focused on what can be expected from future climate change. This science chapter should cover:

* A summary of the observed impacts (spatially disaggregated where possible) of climate change in the UK, including the use of recent case studies on key extreme and compound events, making use of the latest quality assured information from relevant, reputable organisations.
* An update of projected changes to an identified set of climate impact drivers the UK faces at the identified future time periods outlined in the CCRA4-IA scenario framing provided in Annex 1. This should draw from the latest relevant model information, including the high-resolution ‘Local’ UK Climate Projections 2018 (UKCP18).
* A summary of plausible climate tipping points and abrupt changes and their potential (meteorological) impact on the UK. This includes assessment of how the relative likelihood of these events vary at the different global warming levels and time periods outlined in Annex 1.

When writing the report, bidders should use editors, either a single editor or a small editorial team. Given the variety of authors this will ensure consistency and readability across sectors and report chapters. The final report will have a consistently told, coherent narrative. Bidders will be expected to name editors in their bid, including their skill and experience.

Bidders should set out how they will ensure that the style of language, assumed baseline knowledge of stakeholders and level of detail is suitable for the key audiences. You should also outline how the report would inform national adaptation programmes in each UK Devolved Administration and how information can be easily sampled to provide insights from particular sectors, e.g. sub-national scale users or other relevant groups.

The CCRA4-IA Technical Report provides evidence-based technical information on climate risk and priorities and as such should not include policy recommendations.

1. **Publish an interim version of the report for community review.**

This task should conduct an open review of the interim version of the report to obtain risk owner, sector expert, policymaker and academic community feedback and peer review. This should include ensuring that external sectoral specialists review individual chapters, including experts from each region of the UK. Members of the report’s key policy audience should also be included to review the accessibility and usefulness of the content and presentation.

Bidder will need to clearly demonstrate how they will manage this review process including addressing comments in an open and transparent manner. For this task bidders may want to consider the use of review editors to ensure the review process is comprehensive and objective.

1. **Revision and finalisation of the CCRA4-IA Technical Report.**

Following the review process in task 8, the report should be revised to produce a final version, incorporating any new evidence highlighted and other insights from the review process.

The successful contractor will be required to provide a final version of the assessment for sign-off by the CCC by 1st October 2025.

# Key Deliverables and Activities

* CCRA4-IA Technical Report, including executive summary of key findings and full bibliography, with a greater focus on innovative communication approaches, including infographics, graphics, tables, briefing papers and interactive tools to make the information more accessible and usable for key stakeholders than the previous CCRA3-IA Technical Report.
	+ The report should be a stand-alone document, with a consistent tone and narrative style, using the agreed style guide, recognising the need for less prose than CCRA3-IA. Each chapter (covering risk and opportunities to an outcome areas) will be summarised with a few short bullet points, within a short executive summary for each chapter (one or two pages at most). The CCC requires both Word and PDF versions of the chapters.
	+ Every effort should be made to distil information into usable graphics, tables, summaries, interactive tools etc.
	+ There should be a concise, impactful executive summary covering all parts of the report.
	+ Quantitative information should be in tables as a first preference, spatial information in static and interactive maps, qualitative information in short, concise writing, making use of bullet points, infographics and tables.
* A summary table from each chapter setting out the urgency scores by risk/opportunity, with justification.
* Spreadsheet of references.
* All data used in supporting analysis in appropriate formats agreed by the CCC e.g. Excel tables, GIS databases.
* High resolution versions of all figures, graphics and accompanying data used to create the figures, in formats agreed with the CCC. Images should align with the CCC style guide, and be free from branding, so they can be used within CCC communications.
* Presentation of interim and final outputs to the CCC and other interested parties.

In addition to the above, we also expect interim deliverables to be required, including slide packs for the purposes of milestone meetings.

We would encourage bidders to consider what additional communications products, such as data dashboards, interactive tools or infographics etc. would be possible to provide within the budget and in consideration of the overall scope of the project.

We envisage that bidders may need to make use of pre-existing knowledge not currently in the public domain, to inform the analysis, and welcome this. However, this should not limit the transparency of approaches used in this project and all outputs should be provided in a publishable form. In the event of any limitations on sharing (e.g. in wider sharing beyond the CCC), these should be specified as part of the tender.

# Timetable and Budget

**Budget**

The overall budget for this project is up to £600,000 (including VAT). We welcome suggestions from bidders around what is feasible within the available timescales and budget. Bids should aim to split costs across the financial years as follows: FY23/24: £100,000; FY24/25: £400,000; FY25/26: £100,000.

Bidders should provide a full and detailed breakdown of costs (including options where appropriate). This should include staff (and day rate) allocated to specific tasks.

Cost will be a criterion against which bids will be assessed.

Payments will be linked to delivery of key milestones. The indicative milestones and phasing of payments can be adjusted and agreed with the contractor and Project Manager. Please advise in your tender response how this breakdown reflects your usual payment processes.

In the case of a successful consortium bid we will only accept invoices from the nominated lead organisation.

In submitting full tenders, bidders confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The Climate Change Committee aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest, in line with standard terms and conditions of contract.

**Timetable**

A provisional proposed timetable for the project is set out in the table below. In addition to the formal reporting points, the CCC would expect to have scheduled discussions every two weeks to ensure the work is progressing as expected.  The successful bidder will be expected to deliver a presentation to the Climate Change Committee at the Adaptation Committee meeting on February 9, 2024. A draft version of the report will need to be published for community review by March 2025 and the final report and all other key deliverables will need to be provided to the CCC by October 2025.

|  |
| --- |
| **Deliverables, activities, and timetable** |
| **Date** | **Action/Deliverable** |
| 11 - 14 December 2023 | Engagement call where interested suppliers can ask clarifying questions on the tender  |
| 21 January 2024 | Deadline for responses to the ITT  |
| 29 January 2024 | Interviews with potential suppliers and confirmation of winning supplier  |
| 6 February 2024 | Kick-off meeting with CCC secretariat   |
| 9 February 2024 | In-person presentation of the CCRA4-IA Technical Report proposal and project plan to the CCC |
| March 2024 | Call for evidence launch  |
| May 2024 | 1st Interim results meeting to present draft results for Tasks 2, 3 & 4  |
| September 2024 | 2nd Interim results meeting to present draft results for Tasks 5. Following this meeting, deliver an interim report detailing risks that will be taken forward to task 6. |
| February 2025 | 3rd Interim results meeting (presenting draft results for Tasks 6 & 7) |
| March 2025  | Publish a draft version of the Technical Report, for community review. |
| September 2025 | Final in-person presentation to the CCC, summarising the key results and findings of the CCRA4-IA Technical Report |
| October 2025 | Provide the CCC with the final report and all associated products, targeted at particular stakeholder groups. |

# Ownership and Publication

The results of the analysis and all outputs produced will be owned by and published at the discretion of the CCC. It is likely that all outputs, including all review comments and responses, will be published and shared widely.

# Quality Assurance

All research tasks and modelling must be quality-assured and documented. Bidders should:

* Include in their bids a quality assurance (QA) plan that they will apply to all of the tasks.
* Specify who will take lead responsibility for ensuring quality assurance and ensure that this responsibility rests with an individual not directly involved in the research, analysis or model development.
* Provide a QA log to demonstrate the QA undertaken, including who undertook the QA and the scope, type and level of QA that has been undertaken (e.g. a log entry only stating ‘the data were checked’ will not be sufficient). This log should be a live document that is updated over the course of the project and should be provided alongside key deliverables and at key milestones throughout the programme.
* Sign-off for the quality assurance must be done by someone of sufficient seniority within the consortium to be able take responsibility for the work done. Acceptance of the work by the Adaptation Committee will take this into consideration.

The lead contractor will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contract is undertaken in accordance with the quality assurance expectation agreed at the beginning of the project.

For primary research, contractors should be willing to facilitate CCC staff to attend interviews or view survey and other review data as part of the quality assurance process.

The consortium must demonstrate in their bid their ability to produce deliverables, following best analytical and communication practice for presentation of findings.

The CCC reserves the right to refuse to sign-off outputs which do not meet the required standard specified in this invitation to tender, or where the consortium has not completed all of the tasks set out here, or outputs which have not adequately addressed review comments in the view of the CCC.

# Risks and Challenges

This is a complex, multi-faceted project. The technical chapters for previous assessments ran to well over 1,000 pages and involved input from approximately 200 individuals. This risk assessment report and related outputs must be significantly shorter and more targeted to key audiences, with more engagement with end users throughout production.

There are many risks and challenges that the CCC envisage with this project; bids should set out a detailed list in a risk matrix, with suggested mitigation strategies for each. Some examples are:

* The complexity involved in setting up chapter drafting teams that work together effectively, within and across teams, and engage with the other governance and project groups for CCRA4-IA.
* Ensuring consistency of approach in the assumptions made and evidence used across the chapters.
* Creating a risk assessment based on both a literature review and new analysis.
* Dealing with conflicting views from different authors, advisers and stakeholders.
* Dealing with illness or other issues that mean key experts may not be available throughout the whole project period.
* Obtaining robust data to support the economic analysis, level of current and potential future adaptation, and analysis of the size of the risk, now and in the future.
* Undertaking analysis and writing up in a way that includes results by risk, spatial area, and interacting issues.
* The final report chapters must be delivered by the key deadlines, so any delays or other issues must be absorbed into the timetable.
* Engaging with a large number of stakeholders efficiently and proportionately, giving them sufficient opportunity to input without overburdening them.

# Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the ‘addressing challenges and risks’ criterion.

Bidders should identify any potential conflicts (including perceptions of conflicts) of interest in their bids.

We expect contractors to adhere to the following GSR Principals:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

# Working Arrangements

The successful contractor will be expected to identify one named point of contract through whom all enquiries can be filtered. A CCC project manager will be assigned to the project and will be the central point of contact.

# Skills and Experience

The CCC would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team member’s experience and capabilities.

Bidders should identify the individual(s) who will be responsible for managing the project, propose named members of the project team and include the tasks and responsibilities of each team member. This should identify project team members who will be writing and editing the report including their experience of writing/editing for policy audiences. Project team responsibilities should be clearly linked to delivery of the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Skills required within the project team include: stakeholder co-development; proven skills in informing adaptation decision-making in the climate risk space; record of transdisciplinary consortium project management; economic analytical skills, hazard and impact modelling, spatial analysis and a track record of effective communication. Any amendments to the coverage of these areas by the project team would need to be approved with the CCC contract manager.

# Consortium Bids

In the case of a consortium tender, only one submission covering all the partners is required but consortia are advised to make clear the proposed role that each partner will play in delivering as per the requirements of the technical specification. We expect the bidder to indicate who (person and organisation) in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Bidders must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided. However, please note CCC reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The CCC recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to CCC so that it can make a further assessment by applying the selection criteria to the new information provided.

# Evaluation of Tenders

Bidders are invited to submit full tenders of no more than 40 pages, this should include short profile summaries of key team members but excludes declarations and CVs. CVs should be short form, of 1-2 pages. Tenders will be evaluated by a panel of CCC and Defra Adaptation Evidence Team staff members.

CCC will select the bidder that scores highest against the criteria and weighting listed below.

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting  |
| 1 | RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY | 15%  |
| 2 | MANAGING YOUR RELATIONSHIP WITH THE CCC | 10%  |
| 3 | QUALITY ASSURING THE SERVICES YOU PROVIDE | 10%  |
| 4 | MANAGEMENT STRUCTURE | 10%  |
| 5 | PROJECT TEAM – SKILLS AND KNOWLEDGE | 15%  |
| 6 | METHOD, ABILITY AND TECHNICAL CAPACITY – 10% | 15%  |
| 7 | UNDERSTANDING OF REQUIREMENTS | 15%  |
| 8 | RISK AND CHALLENGES | 10%  |
|  |  | 100% |

**Scoring Method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any bidder score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps  |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

Price will be marked using proportionate pricing. Please see the example below.

Marking proportionate to the lowest price.

Price will be scored as set out below.

There will be a maximum of e.g. 20 marks

The lowest priced bid will receive the full 20 marks, all other bids will then be marked as set out below.

Proportionate Pricing scoring example

If 20% = 20 marks

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 20 |
| 2 | £60,000 | 50/60 \* 20 = 16.7 |
| 3 | £75,000 | 50/75 \* 20 = 13.3 |

**Structure of Tenders**

Bidders are strongly advised to structure their tender submissions to cover each of the criteria above and supply a price schedule specifying the daily rates (ex-VAT) you will charge for each level of your staff.

**Evaluation for Interviews, if held**

CCC reserves the right to award the contract based on applicants’ written evaluation only if one bidder emerges from the evaluation stage as significantly stronger than the others.

Should interviews go ahead, the CCC will shortlist the top three suppliers with the highest marks from the written proposals. Interviews are provisionally expected to be held on (or around) January 29, 2024. If this date changes, the CCC will notify applicants.

The areas to be covered in the interview, and markings allocated to each topic area will be sent to the shortlisted supplier prior to interview.

Further details of interviews will be sent to successful applicants on selection.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

**Annexes**

1. **CCRA4-IA Methodology Guidance**