



Defra Group Management Consultancy Framework: Project Engagement Letter

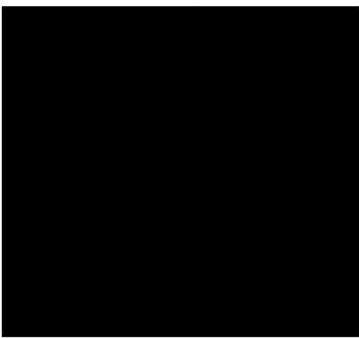
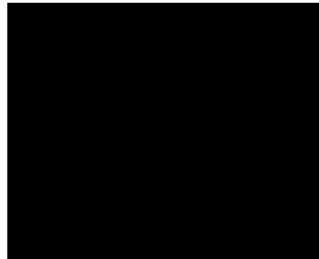
Completed forms and any queries should be directed to Defra Group Commercial at [REDACTED]

Engagement details		
Engagement ref #	DPEL_61541_008	
Extension?	N	DPEL Ref.
Business Area	Marine and Fisheries Directorate	
Programme/ Project	Fisheries Fund schemes	
Senior Responsible Officer	[REDACTED]	
Supplier	Methods Business & Digital Technology Ltd. (Methods)	
Title	Fisheries Fund consultancy	
Short description	Defra's Fisheries Fund programme needs managed consultancy support for a number of crucial areas related to the fund and the strategic relationships needed to deliver this. Consultancy support is needed in the following areas: • Strategic advice on repatriated funding • IT requirements for UK Seafood Fund and Fisheries and Seafood Scheme (FaSS) • Contribution to the review of the service provider - [REDACTED] • Governance review	
Engagement start / end date	Proposed start date 25 October 2021	Proposed end date 31 December 2021
Funding source	Expenditure from existing divisional budget	
Expected costs 21/22	£38,880	
Expected costs 22/23	£0	
Expected costs 23/24	£0	
Dept. PO reference	Dept. PO reference # (to allow for Defra Group recharge)	
Lot #	Lot 3	
Version #	V1	



Approval of Project Engagement Letter

By signing and returning this cover note, [REDACTED] 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		
Supplier	Business Area	Defra Group Commercial
 By: _____ <i>Signature</i>	By:  _____ <i>Signature</i>	B 
For and on behalf of Methods  Account Director	For and on behalf of  Business Area	Defra Group Commercial  Consultancy Category Lead
20/10/21	21/10/21	22/10/21
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: [REDACTED]

Business Area contact: [REDACTED]

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.

The Business Area considerations are guidance notes for the customer to support their evaluation of the Engagement Letter.

1. Background

Defra, through its delivery partner, the Marine Management Organisation (MMO) are responsible for the development and delivery of various fisheries funding grant schemes.

Each scheme is being developed separately, with different outcomes and in some cases aimed at different geographies within the UK. However, all funding is intended to align to the governments broader strategic objectives for the sector.

The fisheries funding programme needs managed consultancy support for a number of crucial areas related to these schemes including strategic relationships with partners.

We currently do not have the resource or the expertise to carry out these activities which require a high degree of strategic thinking, IT and finance knowledge and senior relationship management experience.

2. Statement of services

Objectives and outcomes to be achieved

The managed consultancy service will be expected to deliver in a number of areas:

Objective 1 - Provide strategic advice around the fisheries repatriated fund finances.

Outcomes

- Clarity on finance arrangements between Defra and MMO
- Agreed understanding of what the fisheries repatriated budget pays (by late October)
- Agreed spend profile (by late October)
- Agreed approval process and availability of [REDACTED] for the domestic funding scheme (by late October)
- Agreed reporting process and understanding of the figures that both parties understand (by early November)
- Agreed understanding with HMT on the rollover of funds and the Spending Review 2021 outcome implications. (early November).

Objective 2 – establish IT requirements for both the UK Seafood Infrastructure Fund and Fisheries and Seafood Scheme (FaSS)

Outcomes

- Clear delivery plan (agreed with Defra, DDTS, and MMO) setting out the IT and other resources needed for the Infrastructure fund and FaSS 2.0 (with a focus on value for money and timely delivery). (By end November)



- Agreed understanding between Defra, DDTS and MMO of the IT operational requirements for (i) FaSS for this financial year 21/22 and (ii) the requirements for FaSS for subsequent years and how to ensure synergies with the UK Seafood Fund are fully explored and exploited. (by end December)

Objective 3 - Contribute to the review of the [REDACTED] by providing clarity on Defra requirements relating to the [REDACTED] of fisheries funding schemes and associated activities.

[REDACTED]

[REDACTED]

Objective 4: Conduct a review of UK Fisheries Fund governance structures

Outcome

- Governance structures and processes reviewed to ensure they are fit for purpose (early November for first draft. Proposal by early December).

Scope

Any work stated is in relation to the UK Fisheries fund schemes.

Assumptions and dependencies

Assumptions

The consultant providing this service will have a good understanding of the complexities of the UK Fisheries funding landscape and the financial landscape.

The consultant will have a high degree of strategic thinking, IT and finance knowledge and senior relationship management experience.

Dependencies

That the work is deliverable within challenging timescales but is dependent upon the cooperation, participation and availability of all delivery partners and stakeholders.

Risk management

Risks in relation to having a consultant working on the project will be managed by having a knowledge transfer process in place and the SRO and relevant Defra G6 managers regularly meeting with the consultant, providing feedback to ensure that the required standards and deliverables are being met.



Risks in relation to the noted dependency will be managed by ensuring delivery partners/relevant stakeholders are aware of the scope and timescales of the work detailed in this DPEL

Deliverables

This short-term engagement will produce the deliverables set out in the table below:

#	Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
1	Repatriated funds - Current Model: Evaluation report of the current funding arrangements between [REDACTED] Risk Analysis Financial Model	A clear and detailed evaluation report outlining the current funding arrangements to be incorporated into the report to be presented to the Fisheries Fund Project Board. A risk log outlining the current risks and issues in the current arrangement which require mitigation activities to resolve.	End November 21	Programme Manager
2	Repatriated funds – Proposed Model: Budget profile [REDACTED]	A clear set of recommendations on the future profile of repatriated funds to be presented to the Fisheries Fund Project Board. A clear position statement for discussions with HMT on rollover of funds A description of funding process and governance model for [REDACTED]	End October 21	Programme Manager
4	IT requirements for the UK Seafood Infrastructure Fund and Fisheries and Seafood Scheme (FaSS) IT Requirements and Scope High Level Delivery Plan	Clearly defined scope of the IT requirements for both the UK Seafood Infrastructure Fund and Fisheries and Seafood Scheme (FaSS) A high level plan of deliverables to meet IT requirements and timescales	End November 21	Programme Manager



#	Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
		Supporting recommendation detailing value for money decision options To be incorporated into plans to be approved by the Fisheries Fund Project Board		
5	IT requirements for both the UK Seafood Infrastructure Fund and Fisheries and Seafood Scheme (FaSS) IT Operational requirements Recommendations	Recommended and evidenced IT operational requirements for 2021/2022. Recommended and evidenced IT operational requirements for subsequent years, ensuring wider opportunities are incorporated across the UK Seafood fund. To be incorporated into plans to be approved by the Fisheries Fund Project Board	End December 21	Programme Manager
6		A set of recommendations to be incorporated into the overall 	End November 21	Programme Manager
7	First Draft review on the current UK Fisheries Fund governance structures	First draft review report on the current UK Fisheries Fund governance structures and processes aligned with a set of robust recommendations to ensure that the structures are effective and fit for purpose.	Early November 21	Programme Manager
8	Full proposal on the current UK Fisheries Fund governance structures	Full proposal on the current UK Fisheries Fund governance structures and processes aligned with a set of robust recommendations to ensure that the structures are effective and fit for purpose.	Early December 21	Programme Manager
Internal Capability Development Outcomes				
9	Knowledge transfer: Fortnightly highlight report	G6s clear on progress and knowledge transfer is in place	Fortnightly throughout	Programme Manager



#	Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
			life of contract	

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.

Role (link to stage/s resource will work on)	Grade	Daily rate	# of days	Cost
Programme Assurance	Principal Consultant	■	1	■
Programme Manager	Principal Consultant	■	1	■
				38,880

Total resource Total days* Engagement Length** *Total days worked across all resources **Total working days in engagement	54/52= 1.07
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Business Area's team

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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 £38,880 inclusive of expenses and excluding VAT.

Provide costs for any particular stages to the engagement.

Stage	Cost	Due (link to milestone dates)
Workstream		DD/MM/YY
Fisheries fund review	£38,880	31/12/21
Expenses		
No Expenses	£ 0	
Grand total	£38,880	

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

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;
- [Other Business Area reporting requirements to be agreed]



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
None Required						

Feedback and satisfaction

Business Area and Supplier to agree regular reporting intervals 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. Insert any additional NDA requirements here.

6. Exit management

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

- Evaluation report outlining the current funding arrangement
- Budget Profile
- Reporting process findings and recommendations
- IT requirements and scope, and high level delivery plan
- Recommended IT operational requirements for current and future financial years
- Proposal on the current UK Fisheries Fund governance structures

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	▪ DPEL agreed ▪ DPEL signed: Supplier, Dept and CO ▪ Purchase Order number	▪ Work can start ▪ Supplier can invoice for work

