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1. PURPOSE

- 1.1 We are looking for a facilitator to deliver seven interactive one-day workshops for up to 100 stakeholders each.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Authority (Her Majesty's Treasury) is the Government's economic and finance ministry, maintaining control over public spending, setting the direction of the UK's economic policy and working to achieve strong and sustainable economic growth.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The National Infrastructure Commission (NIC) is an independent body, which has been tasked by the Government to provide expert, independent advice on pressing infrastructure issues and to produce an in-depth assessment of the UK's major infrastructure needs out to 2050.
- 3.2 The Government has outlined the high-level objectives of the NIC as follows:
- (1) Foster long-term and sustainable economic growth across all regions of the UK
 - (2) Improve the UK's international competitiveness
 - (3) Improve the quality of life for those living in the UK
- 3.3 Each Parliament, the NIC will deliver a National Infrastructure Assessment (NIA) on the UK's long-term strategic infrastructure needs and produce recommendations to address those needs across the infrastructure sectors including transport, energy, water and wastewater, digital and communications, solid waste, flood risk management as well as considering their interdependencies and their interaction with the built environment.
- 3.4 The delivery of the NIA will be overseen by the NIC's commissioners, appointed by the Chancellor, who are able to commission research and call for evidence from public sector bodies and private sector and other third party experts.
- 3.5 The first NIA will be delivered in two stages: Visions and Priorities, identifying the vision and long-term infrastructure needs (to be published in mid-2017) and the final NIA, a roadmap of recommendations including both policy and infrastructure solutions (to be published in mid-2018).
- 3.6 The NIC has recently consulted on the process and methodology for putting together the NIA. This included guiding principles for the NIC in undertaking it, which commit us to being objective, transparent, evidence-based and collaborative. There was broad support for these proposals amongst the 175 responses we received.
- 3.7 We are therefore planning a range of activities to enable us to capture views from as many people and organisations as possible. These include: a written call for evidence, social research, expert roundtables, regional visits and large workshops.
- 3.8 In order to engage with expert stakeholders, the NIC is planning to organise eight, one-day workshops for up to 100 attendees each. To ensure these events provide maximum value to the NIC, we have hired an expert facilitator for the design and delivery of the first pilot event.

- 3.9 Please note arrangements are in place for the facilitation services of the first event. The NIC is seeking to employ an expert facilitator to use and develop the format of the first event to deliver the rest of the series. This will include two events on transport and one for each of the other sectors outlined above. They will take place in central London over the period November 2016 to March 2017.
- 3.10 For each of these remaining seven events, the facilitator will be expected to liaise with the NIC to develop the required sector-specific content in advance, run the day (including the use of polling technology) and evaluate the event with the NIC team in order to capture any learning for the next.
- 3.11 Potential Providers should read both the [NIC's consultation on the NIA](#), as well as [HM Treasury's response to its consultation](#), in order to understand the broader context for this requirement and to inform their response.

4. DEFINITIONS

- 4.1 n/a

5. SCOPE OF REQUIREMENT

- 5.1 The facilitator is required to support a series of NIC stakeholder events. The facilitator will not be required to provide logistical or administrative support at each event.

6. THE REQUIREMENT

- 6.1 For each of the seven events, the facilitator will be expected to:
- liaise with the NIC staff to develop the required sector-specific content in advance of the event and identify any speakers who may be required;
 - develop a detailed agenda for each event (based on the format of the first event);
 - assist with briefing speakers and NIC employees who may be participating
 - facilitate the day throughout;
 - use polling technology to capture participants' views on specific issues in real-time (questions to be defined in advance with NIC team);
 - evaluate the event with the NIC team after each event in order to capture any learning for the next;
 - provide advice on logistical aspects of the events (as necessary).

7. KEY MILESTONES

- 7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Project kick-off meeting, to agree the milestones for the project.	Within week 1 of Contract Award w/c 28 th Nov 2016

2	Update meeting / phone call on the project.	Weekly
3	Final agenda for each event.	One week in advance of each event
4	Delivery of each of the seven events.	By March 2017. First event is planned for w/c 12/12/16, with the other dates to be agreed at the start of the contract.
5	Evaluation of each event	Meeting within the week that follows each event.

7.2 The above timetable assumes the Contract will be awarded by 21st November 2016. As such it is subject to change and is dependent upon key gateway points being met in terms of receiving information from the customer and obtaining all required approvals.

8. AUTHORITY'S RESPONSIBILITIES

8.1 The NIC will share pertinent information received through relevant stakeholders and introduce the Potential Provider to relevant stakeholders.

9. REPORTING

9.1 As set out in Section 7 (Key Milestones). The Potential Provider will be expected to update the NIC on a weekly basis.

10. VOLUMES

10.1 The Potential Provider will be expected to provide resource for the preparation, delivery and evaluation of seven stakeholder events.

11. CONTINUOUS IMPROVEMENT

11.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

11.2 The Supplier should present ideas for new ways of working to the Authority at each post-event evaluation.

11.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

12. SUSTAINABILITY

12.1 N/A

13. QUALITY

13.1 Whilst the NIC do not prescribe any specific qualifications are necessary we could expect the facilitator will have significant experience and expertise in managing and delivering large stakeholder engagement events.

14. PRICE

14.1 Prices should be inclusive of expenses and exclusive of VAT.

- 14.2 Bids are expected to range between £15,000 and £35,000.
- 14.3 Prices are to be submitted via the e-Sourcing Suite excluding VAT.

15. STAFF AND CUSTOMER SERVICE

- 15.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the NIA Facilitation Services Contract in order to consistently deliver a quality service to all Parties.
- 15.2 Potential Provider's staff assigned to the NIA Facilitation Services Contract shall have the relevant experience to deliver the Contract.
- 15.3 The Potential Provider shall ensure that staff understand the NIC's vision and objectives and will provide excellent customer service to the NIC throughout the duration of the Contract.

16. SERVICE LEVELS AND PERFORMANCE

- 16.1 The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
#1	Agreed approach	An inception report to be provided, and agreed by NIC, clarifying the approach to be taken, along with a plan setting out key milestones and dates for deliverables, risks and how these will be managed.	Within 2 weeks of contract award w/c 5 th Dec 2016
#2	Facilitation of each event	Potential Provider develops final agenda a week before each event and facilitates each event successfully.	As per agreed approach.
#3	Post-event evaluation	A recorded discussion takes place after each event to agree any changes in approach for the next.	Within 1 week of each event.

17. SECURITY REQUIREMENTS

- 17.1 Due care must be taken by the Potential Provider to protect the confidentiality of all information relating to the NIA, to avoid pre-empting the NIC's placement of final reports in the public domain.

18. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 18.1 The preparatory work for each event, along with any outputs from it, will remain the intellectual property of the NIC. The successful provider must not disclose any information to any third parties unless the NIC gives express consent to do so.

19. PAYMENT

- 19.1 Payment can only be made following satisfactory and timely delivery of pre-agreed certified products and deliverables.
- 19.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs
- 19.3 One quarter of the Potential Provider's overall price will be paid after the evaluation of the second event. A further one quarter of the Potential Provider's overall price will be paid after the evaluation of the fourth event. The final half of the Potential Provider's overall price will be paid upon completion of the series of events.

20. ADDITIONAL INFORMATION

- 20.1 N/A

21. LOCATION

- 21.1 The location of at least six of the workshops will be in central London. There is a possibility that one may take place in another major city in the UK. Frequent meetings will also need to take place with the NIC either at the Potential Provider's offices, or at the NIC's offices in Eastcheap Court, 11 Philpot Lane, London, EC3M 8UD or the meeting spaces at 1 Horse Guard Road, London SW1A 2HQ.