**Specification for CCRA3 Peer Review Panel Chair**

Tender Reference Number: AR/0718[3]

**Specification of Requirements**

Invitation to Tender for CCRA3 Peer Review Panel Chair

Tender Reference Number: AR/0718[3]

Deadline for Tender Responses: 30th November 2018

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# Introduction and summary of requirements / Preamble

The Adaptation Committee of the Committee on Climate Change (CCC) is the government’s statutory adviser on preparing for climate change. Under the Climate Change Act (2008) the Adaptation Committee has two main roles:

* To provide independent, expert advice on the UK Climate Change Risk Assessment (CCRA).
* To report to Parliament on progress with implementation of the National Adaptation Programme (England only).

To do this, the Adaptation Committee conducts independent analysis into climate change science, economics and policy, and engages with a wide range of organisations and individuals to share evidence and analysis. The CCC’s past reports are available at <http://www.theccc.org.uk/publications/>.

In January 2018, the Department for Environment, Food and Rural Affairs (Defra) asked the CCC to produce an Evidence Report to inform the 3rd UK Climate Change Risk Assessment, or CCRA3. In turn, the CCC has commissioned a range of research projects to underpin the report and is commissioning a consortium of expert authors to write the CCRA3 Evidence Report Technical Chapters. The CCC will lead on producing the synthesis report that will summarise the urgency of different risks and opportunities, drawing on the technical chapters and supporting research. The Evidence Report will be published in summer 2021.

The CCRA3 work programme requires high quality peer review to ensure that the analysis is robust, scientifically credible and thorough. With this aim in mind, the CCC are tendering for a CCRA3 Peer Review Panel Chair to oversee the process of peer reviewing the draft outputs from the CCRA3 research projects and the technical chapters of the Evidence Report.

# Aims and Objectives

The aims for the CCRA3 Peer Review Panel Chair are to:

* Convene and chair the CCRA3 Peer Review Panel;
* Lead the panel in reviewing the draft outputs of the CCRA3 Research Projects; and
* Lead two rounds of review of the CCRA3 Evidence Report Technical Chapters.

# Process and responsibilities

1. The Chair will convene the Peer Review Panel in January – March 2019, consisting of approximately 10 suitably qualified technical experts in their field. This first step will be done in collaboration with the CCC with the final decisions taken by the Peer Review Chair.

2. The Chair should outline a set of principles of peer review to ensure two things: that the panel is working consistently and to the highest standards, and that the technical chapter teams are collating and using the available evidence in a robust way.

The CCC would like to see, as a minimum, that these principles are included:

* Independence – peer reviewers should not have conflicts of interests with the project investigators or chapter authors.
* Diversity – the panel should aim to be as representative as possible and bring a range of perspectives to the process. It is encouraged to think about selecting peer reviewers from overseas.
* Integrity – reviewers should hold the highest ethical standards.
* Confidentiality – reviewers should keep the details of the materials being reviewed confidential.
* Fairness – reviews should be appropriate and honest; criticism should be specific and, where possible, advice and recommendations should be provided.
* Robustness – the principles should set out how the panel should evaluate the quality of different sources of evidence used in the assessment, including grey literature, unpublished sources and expert judgement.

3. The Chair will allocate the relevant documents and outputs to the Panel members for review and then compile and summarise the review comments. A wide range of topics are covered by the projects and chapters (see below) so the Chair requires an equally wide familiarity with these different topics.

4. The Chair will be part of the review process for the technical chapter structures, in March 2019.

5. The Chair will coordinate the review of the CCRA3 research project outputs. The CCRA3 Research Projects are working on the following topics:

* Socioeconomic dimensions
* Water projections
* Flooding projections
* Thresholds in the natural environment
* Interacting risks
* Behaviour change

The Peer Review Panel would be expected to comment on the draft project reports and, where appropriate, other outputs towards the project end dates. There may also be scope for the panel, if interested, to comment on some of the project approaches and methods before the analysis is started, but this is not a requirement of the role, as other groups of experts will be feeding in to the development of the project approaches and analysis.

6. The Chair will coordinate the review of the CCRA3 Evidence Report Technical Chapters, which are likely to follow this structure:

* Chapter 1: Introduction
* Chapter 2: Approach
* Chapter 3: Natural Environment
* Chapter 4: Infrastructure
* Chapter 5: People and Built Environment
* Chapter 6: Business
* Chapter 7: International Dimensions

The Peer Review Panel will provide detailed comments on the first draft of chapters as they become available and on the final chapter drafts towards the end of the chapter writing process. The Peer Review Panel Chair will also need to liaise with the Technical Chapters Project Director and Manager to ensure that timescales are aligned and that any internal Quality Assurance in the Technical Chapters project is complementary to the work of the Peer Review Panel.

# Outputs Required

The Chair will compile the individual reviews, including their own high level observations, and summarise them at the 3 review milestones i.e. Project outputs, Chapter first drafts, Chapter final drafts (see Timetable).

# Ownership

The reviews and summaries produced will be owned by and are likely to be published at the discretion of the CCC.

# Timetable

An indicative timeline for deliverables is presented below. The dates may change to accommodate changes in the project and chapter writing timelines, though the final submission date must remain the same.

| **Phase** | **Deliverable or Milestone** | **Date** (indicative at present but unlikely to change substantially) | **Commitment from Chair** |
| --- | --- | --- | --- |
| Bidding | Bids received | 30th November 2018 | N/A |
|  | Contract awarded | 7th December 2018 | N/A |
|  | Kick-off meeting | w/c 10th December 2018 | 0.5 days |
| Convening | Panel members chosen | January – February 2019 | 1 day |
|  | Principles of the Peer Review Panel and peer review process | February 2019 | 1 day |
| Reviewing | Chair to review structures and approaches for the CCRA technical chapters | March 2019 | 2 days |
|  | Peer review of CCRA3 Research Project reports and outputs | October 2019 to January 2020 | 3 days |
|  | 1st round of peer review of CCRA3 Technical Chapters | June – July 2020 | 5 days |
|  | 2nd round of peer review of CCRA3 Technical Chapters | August – September 2020 | 5 days |

# Budget and time commitment

The Chair will receive a total payment of £20,000 for ~20 days of effort (17.5 days for the tasks above plus another 2.5 days for ad hoc meetings with the CCC), split across the 18/19, 19/20 and 20/21 financial years.

Payments will be linked to completion of the deliverables. The indicative deliverables and phasing of payments can be adjusted and agreed with the Chair and Project Manager.

The Committee on Climate Change 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.

# Evaluation of applications

Applicants are invited to submit a CV and a short (max two sides of A4) covering letter setting out their suitability for the role and what they see as the key issues for the peer review. Applications will be evaluated by at least three CCC staff.

The 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** | 70% |
| 2 | **UNDERSTANDING THE PROCESS** | 15% |
| 3 | **INTERPRETATION OF KEY ISSUES FOR THE PEER REVIEW** | 15% |
|  |  |  |
|  | | 100% |

**Scoring Method**

Applicants will be scored against each of the criteria above, according to the extent to which they meet the requirements. 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 applicant score 1 in any of the criteria, they will be excluded from the competition.

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

**Feedback**

Feedback will be given by email.

**Invitation to tender for CCRA3 Peer Review Panel Chair**

**INSTRUCTIONS FOR Submission of TENDERS**

1. The CCC project manager will be Andrew Russel.

Address: 7 Holbein Place, London, SW1W 8NR. Tel: 020 7591 6128

Email: [Andrew.Russell1@theccc.gsi.gov.uk](mailto:Andrew.Russell1@theccc.gsi.gov.uk)

Andy should be contacted with any queries on the content of the project.

Further information and clarification about the tendering process can be obtained from:

Sean Taylor, e-mail: [sean.taylor@theCCC.gsi.gov.uk](mailto:sean.taylor@theCCC.gsi.gov.uk) Tel 020 7591 6093.

1. Bidders are required to submit a copy of their bid via email to [finance@theccc.gsi.gov.uk.](mailto:finance@theccc.gsi.gov.uk.), also copying in [sean.taylor@theCCC.gsi.gov.uk](mailto:sean.taylor@theCCC.gsi.gov.uk) The email subject should read:

“**INVITATION TO TENDER for - CCRA3 Peer Review Panel Chair”**

**Bids should be sent in time in time for receipt by 1 pm on 30th November 2018**

**CCC CONDITIONS OF CONTRACT FOR SERVICES**

Please see the attachment referring to the Committee on Climate Change standard terms and conditions. Potential bidders are requested that they must *make clear* any issues they have with these standard terms by the 23rd November 2018.