



Department  
for Environment  
Food & Rural Affairs

## Defra Group Management Consultancy Framework: Project Engagement Letter

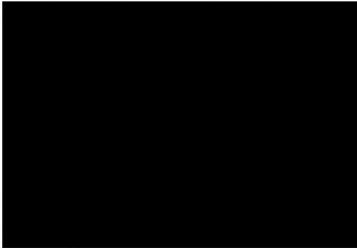
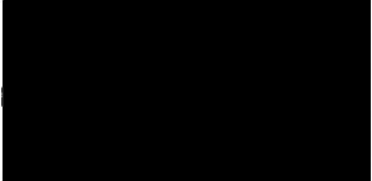


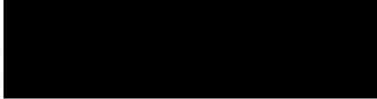

Completed forms and any queries should be directed to Defra Group Commercial at [DgCConsultancy@defra.gov.uk](mailto:DgCConsultancy@defra.gov.uk)


Engagement details					
Engagement ref #	DPEL_61539_011				
Extension?	No	DPEL Ref.	DPEL_61539_011		
Business Area	Defra Floods and Water				
Programme / Project	Water Quality/Water Targets				
Senior Responsible Officer	[REDACTED]				
Supplier	Deloitte				
Title	Evidence assessments to support Defra water policies				
Short description	A review of the practicality, safety, cost and environmental impact of including compulsory microfibre filters in washing machine design				
Engagement start / end date	Proposed start date 23/02/2022	Proposed end date 31/03/2022			
Funding source (CDEL/RDEL)	Defra				
Expected costs 21/22	£55,500				
Expected costs 22/23					
Expected costs 23/24					
Dept. PO reference					
Lot #	Lot 1				
Version #	0.1				



### Approval of Project Engagement Letter

By signing and returning this cover note, Defra Water Quality accepts the contents of this Project Engagement Letter as being the services required and agrees for Deloitte 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
		
or and on behalf of Deloitte LLP 	For and on behalf of Water Quality, Floods and Water Directorate, Defra 	Defra Group Commercial 
15 February 2022	17 February 2022	18/02/2022
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: 

Business Area contact: 



## 1. Background

The majority of our clothing and textile goods contain synthetic textiles which shed microfibres as they are worn, handled and exposed to the elements. Washing machines can produce secondary micro fibres from clothing during the laundry cycle, which can then enter the environment through discharges of treated and untreated wastewater, or through the application of sewage sludge to land. From January 2025, all new washing machines in France will have to include a microfibre filter to reduce the amount of microfibres discharged to the wastewater treatment network during laundry cycles; this is the first country in the world to take this legislative step. The Government has powers to legislate in this area too, but it would be necessary to review in full the evidence for taking such a measure, and indeed the legislation required for this.

## 2. Statement of services

### Objectives and outcomes to be achieved

Better understand the practicality, safety, cost and environmental impact of including compulsory microfibre filters in washing machine design

Summarise current understanding of the impact of washing machine microfibre filters on a range of factors:

- A. Efficacy of washing machine microfibre filters in reducing environmental pollution
- B. Impact on consumer purchasing where washing machine microfibre filters are offered
- C. Impact of washing machine microfibre filters on energy usage, biodiversity and air quality
- D. Efficacy and cost of options for disposal and recycling of microfibres and the microfibre filters

### Scope

In order to support Defra to better understand the practicality, safety, cost and environmental impact of including compulsory microfibre filters in washing machine design, the research team will conduct a rapid 3-week sprint based on desk-research and expert input delivering the following:

**Outcome:** Gather the existing published material (international, but not exhaustive) available and summarise its perspective on:

- E. Efficacy of washing machine microfibre filters in reducing environmental pollution
- F. Impact on consumer purchasing where washing machine microfibre filters are offered
- G. Impact of washing machine microfibre filters on energy usage, biodiversity and air quality
- H. Efficacy and cost of options for disposal and recycling of microfibres and the microfibre filters

**Approach:** Desk-based research and expert input/s including:

- Cranfield expert [REDACTED]
- AECOM expert ([REDACTED])
- 2 interviews with additional experts to be identified and agreed with Defra, at least one of which is a stakeholder representative of the All Party Parliamentary Group on Microplastics.



### Assumptions and dependencies

- All work will be conducted remotely
- The supplier, including wider delivery team, have both the required expertise and the means to resource this project within the short timescales agreed;
- Defra will work collaboratively with Deloitte (and its consortium members) to provide existing relevant data and documents, relevant insights from existing subject matter experts and timely feedback on draft materials to be enable us to perform the Services

### Deliverables

A summary document will be produced which presents the evidence on the efficacy of washing machine filters, their impact on consumer behaviour, wider environmental impacts and options for disposal and recycling of microfibre filters, highlighting potential evidence quality issues and gaps.

Deliverable	Success Criteria	Milestone / Date	Owner (who in the delivery team?)
<b>Project Stage A</b>			
Final deliverable as per scope above	Final handover of deliverable	31/03/2022	
<b>Internal Capability Development Outcomes</b>			
Delivery of this report will allow us to assess whether we can use existing legislation to implement a requirement for manufacturers	Policy decision on strategy for microfibre filters in washing machines	31/04/2022	
<b>Social Value Outcomes</b>			
N/A (covered at framework level)			

### Limitations on scope and change control

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.

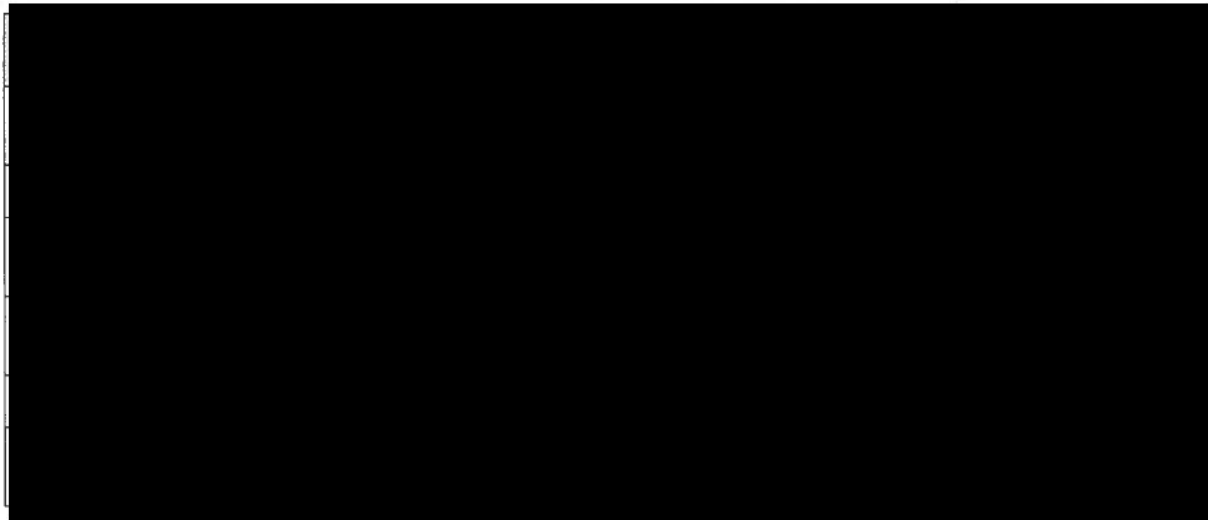
The Project Engagement Letter is the agreed contract of work between the Defra Group Business Area and the Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by DgC.

### 3. Delivery team

Provide details of the agreed team members including their roles and responsibilities during the project.



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<b>Total resource</b>	<b>41 /15</b>
<b><u>Total days*</u> Engagement Length**</b>	
*Total days worked across all resources	
**Total working days in engagement	

#### Business Area's team



#### 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 £55,500, inclusive of expenses and excluding VAT.

Stage	Cost	Due (link to milestone dates)
<b>A</b>		<b>DD/MM/YY</b>
Final deliverable (as per scope above)	£55,500	31/03/2022
<b>Expenses</b>		
No expenses expected – if any are identified these will be discussed and agreed in advance	£	
<b>Grand total</b>	£55,500	

#### 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 in arrears on delivery of key milestones, which will be agreed before project commencement. 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

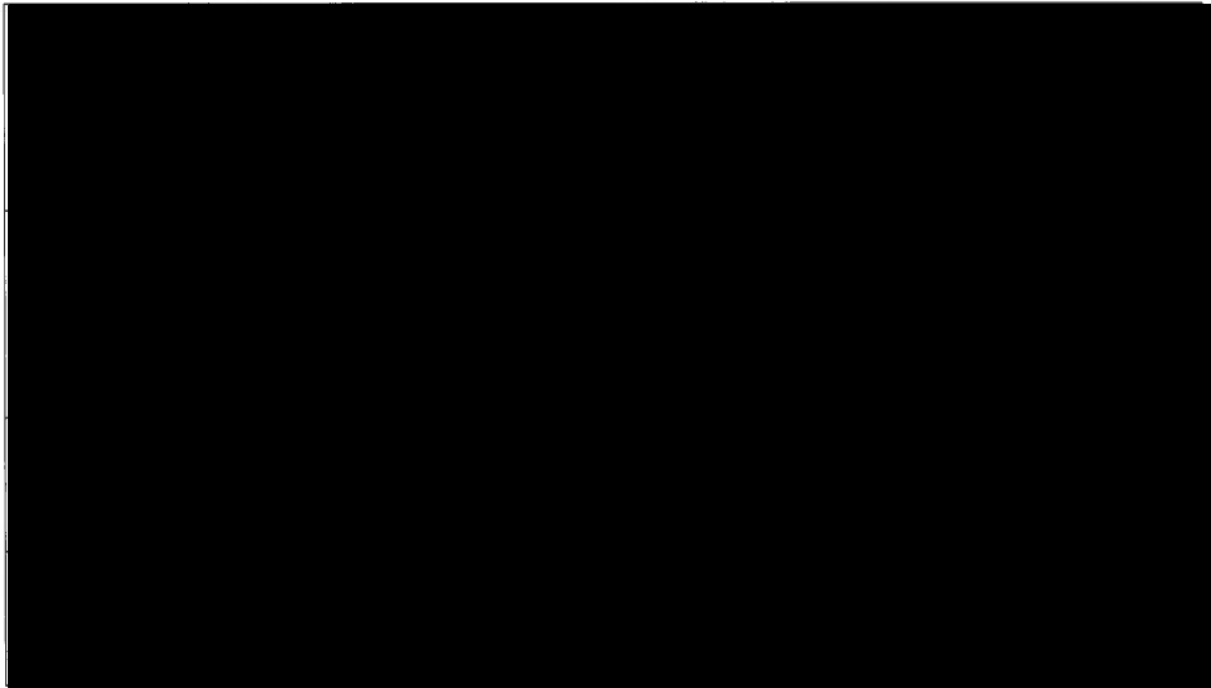
Given the relatively small scale and short time-frame for completing this work, we will establish light touch governance to manage delivery. A project working group will be established which includes members of the supplier 'Delivery Team' and client 'Business Area's team'. It is planned for this group to meet once a week with the purpose of reviewing progress and providing project assurance against agreed outcomes and outputs. This group will be coordinated and chaired by the supplier, with support from the Defra project manager.

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 weekly basis, to track days worked by our consultants;
- Weekly progress update against the agreed activities and deliverables

## Key Performance Indicators

KPI	KPI Requirement	Description	Reporting Frequency	Who Measures	Method of Measurement	Performance Target
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### **Feedback and satisfaction**

A project working group has been established which includes members of the supplier 'Delivery Team' and client 'Business Area's team' and which is planned to meet once a week. This working group will provide the required reporting intervals to support delivery of this project and project assurance. (see section 5). 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**

It is not expected that there will be a need for any additional NDA's for this project. 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:**

It is expected that a short review will be undertaken between the Business Area's Team, Supplier and associated delivery partners nearing completion of this work to review the report/write-up of final outputs.

Following this review and agreement of final outputs a project sign-off will be given. See above for the project's KPIs

### **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	<ul style="list-style-type: none"> <li>▪ DPEL agreed</li> <li>▪ DPEL signed: Supplier, Dept and CO</li> <li>▪ Purchase Order number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work can start</li> <li>▪ Supplier can invoice for work</li> </ul>



