**Specification for research to provide updated indicators of climate change risk and adaptation action in England**

Tender Reference Number: KB[2]/1016

**Specification of Requirements**

Invitation to Tender for **research to provide updated indicators of climate change risk and adaptation action in England**

Tender Reference Number: KB[2]/1016

Deadline for Tender Responses: **5pm on 14TH November 2016.**

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# Introduction and summary of requirements / preamble

The Adaptation Sub-Committee (ASC) of the Committee on Climate Change (CCC) has a statutory duty to report to Parliament with an independent assessment of the UK Government’s progress in implementing its National Adaptation Programme. This programme, published in July 2013, sets out the Government’s objectives and policies for adaptation primarily in England, addressing the risks and opportunities identified by the UK Climate Change Risk Assessment (CCRA), first published in January 2012.

In 2015, the ASC produced its [first statutory assessment](https://documents.theccc.org.uk/wp-content/uploads/2015/06/6.736_CCC_ASC_Adaptation-Progress-Report_2015_FINAL_WEB_070715_RFS.pdf) of the National Adaptation Programme. The report assessed the extent to which progress was being made in adapting to climate change across England. The ASC reported on progress through a series of adaptation priorities. Each priority was given a traffic light score to represent whether appropriate plans were in place, actions were occurring as set out, and trends in vulnerability were moving in the right direction. The ASC also provided a set of recommendations for further action as a result of this analysis, which the Government subsequently [responded to.](https://www.theccc.org.uk/publication/government-response-to-2015-progress-report/)

The ASC’s analysis that underpinned its 2015 report was based on a mixture of policy appraisal and indicators to show how preparedness is changing over time. The ASC’s indicator set[[1]](#footnote-1) is made up of 182 metrics that measure observed changes through time in the following components of adaptation:

1. *Indicators of risk*. These measure changes in the exposure and vulnerability of a particular sector to the weather. The trends in these indicators in the future will be sensitive to climate change as well as other factors such as changes to society, economic growth and demographic change (for example, the distribution of tree pests and pathogens).
2. *Indicators of adaptation action.* These aim to measure the extent of actions being taken to reduce the risks from climate change (for example, actions to increase water efficiency, or develop flood defences). In particular, the ASC is interested in monitoring the uptake of low-regret adaptation actions.
3. *Indicators of climate impact.* These track the realised impacts of weather on the economy, society and environment. The impacts are a net result of the risk factors and the effect of adaptation actions (for example, the cost of crop losses from extreme weather events). These indicators are less useful for the ASC for tracking progress because impacts will vary year to year due to the natural variability in weather, but are still useful as context.

The ASC is required to produce a second progress report on the National Adaptation Programme by the end of June 2017. This report will consider any changes in policy and action since the first report was produced in 2015, and include any updates in the evidence base. The report will include any updates to the ASC’s existing indicator set with more recent data, and possibly new indicators where appropriate.

# Aims and Objectives

The objective of this study is to assist the ASC in updating its existing indicator set and to provide data to populate new indicators where possible.

The aims of this project are to:

* Provide the ASC with updated indicators that show how risk and action have changed across a number of different adaptation priorities.
* Provide a narrative on how any data collected relates to previously analysed data and what the implications are for trends in risk and action.
* Ascertain if any new indicators can be populated that the ASC has previously been unsuccessful in finding data for, and provide the new data and interpretation for these.

# Methodology

The ASC has identified 70 out of its 182 indicators which require either data extraction from unpublished sources, post-processing of data to produce spatial or composite metrics; or further research to find if suitable data exists to populate the suggested or similar metric. The attached **annex A** is an excel spreadsheet that shows the ASC’s complete indicator set including those that the ASC will update itself and the 70 we wish to be considered under this contract, including roughly what type of analysis is thought to be needed for each indicator. Of those that are relevant to this contract, 40 are marked as ‘higher priority’ (in green) and 30 as ‘lower priority’ (in amber) but would be useful to consider once the higher priority indicators have been assessed for feasibility.

Proposed methods should be set out in the bid and include:

* how the contractor aims to organise the analysis in terms of time and resource,
* how much resource it will put into data extraction, processing and spatial mapping,
* suggested data sources for each of the indicators listed,
* an indication of how many of the suggested indicators it thinks could be populated and how,
* whether the intention is to undertake work to update all of the highlighted indicators, or whether only a subset can be analysed in the time and resources available, and if so how many.

A significant aspect of scoring of bids will centre on knowledge of the relevant data sources, how the contractor suggests prioritising the indicators and organising resources to work out how many can be populated.

Two important components of selecting data to populate any new indicators are:

1. temporal scale(s) that could be used to present and interpret the data (i.e. frequency of the assessment and the total number of time-points used in the analysis including the baseline year adopted for the work). Any new indicators developed should provide data on historic trends (i.e. past 10-20 years).
2. spatial scale(s) to present and interpret any new data (e.g. grid square, county, local authority, NaFRA catchment, River Basin District, etc). Where data is only available at the UK/GB/EU scale, the contractors should establish if the data can be disaggregated to England only.

# Outputs Required

Two outputs are required from the project:

* An excel spreadsheet with one tab per indicator showing the raw data collected, sources, and final outputs. Raw files should also be included for outputs that have been created using GIS or other post-processing so that the ASC can re-create the outputs themselves using suitable software.
* A short report outlining the method undertaken, what the new data collected shows, and what this might mean for the ASC’s analysis of adaptation priorities for its 2017 report.

# Ownership and Publication

The datasets created and results of the analysis will be owned and published by the Adaptation Sub-Committee.

# Quality Assurance

Quality assurance methods must be more sophisticated than a simple internal check, and should include details of records of how the analysis has been checked and what changes were made as a result. The QA process to be followed should be outlined in the bid.

# Timetable

An indicative timeline for deliverables is presented below. The contractors can propose modifications to the timeline to better suit their analysis if appropriate, though the final submission date must remain the same. Any proposed modifications should be set out in their bid and will require approval from the ASC secretariat.

| **Phase** | **Deliverable** | **Date** |
| --- | --- | --- |
| Bidding | Bids received | 14th November 2016 |
|  | Interviews conducted | w/c 21st November 2016 |
|  | Contract awarded | 25th November 2016 |
| Project development | Kick off meeting with ASC | w/c 28th November 2016 |
|  | Draft indicators presented for review | 3rd February 2017 |
|  | Review comments sent back to contractor | 17th February 2017 |
|  | Final indicator data to ASC | 24th February 2017 |
|  | Analysis completed and spreadsheet reviewed | 3rd March 2017 |
| Reporting | Draft report to ASC | 10th March 2017 |
|  | Draft report reviewed | 24th March 2017 |
|  | Final amends to report made | 31st March 2017 |

# Challenges

The challenges associated with this contract are:

* Extracting data from organisations in a timely manner.
* Interpreting trends where collection methods or metrics have changed over time.
* Finding data that represents the whole of England.
* Coming up with innovative ways to populate indicators or suggest new indicators where data has not previously been found at a national level.

# 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

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 members experience and capabilities.

Contractors should propose named members of the project team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project.

# Consortium Bids

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

Contractors 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.

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.

# Budget

The budget for this project is £50,000 including VAT.

Contractors 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 which 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 submitting full tenders, contractors 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 Department 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 Tenders

Contractors are invited to submit full tenders of no more than 30 pages, excluding declarations. Tenders will be evaluated by at least three CCC staff.

CCC will select the bidder that scores highest against the criteria and weighting listed below, see the ITT for further information.

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting |
| 1 | **RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY** | 20% |
| 2 | **MANAGING YOUR RELATIONSHIP WITH THE CCC** | 5% |
| 3 | **QUALITY ASSURING THE SERVICES YOU PROVIDE** | 10% |
| 4 | **MANAGEMENT STRUCTURE** | 5% |
| 5 | **PROJECT TEAM – SKILLS AND KNOWLEDGE** | 20% |
| 6 | **METHOD, ABILITY AND TECHNICAL CAPACITY**  | 30% |
| 7 | **UNDERSTANDING OF REQUIREMENTS** | 10% |
| 8 | **RISK AND CHALLENGES** | 0% |
|  |  |  |
|  | 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 contractor 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 |

**Structure of Tenders**

Contractors 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 candidate emerges from the evaluation stage as significantly stronger than the others.

Should interviews go ahead, CCC will shortlist the top three suppliers with the highest marks from the written proposals. Interviews are provisionally expected to be held on the week of 21st November. If this date changes, 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 letters or emails.

1. See annex A, and <https://www.theccc.org.uk/publication/reducing-emissions-and-preparing-for-climate-change-2015-progress-report-to-parliament/> - ‘ASC indicators by adaptation priority’ at bottom of page. [↑](#footnote-ref-1)