**Research specification: A consistent set of socioeconomic dimensions for the CCRA3 Evidence Report research projects**

Tender Reference Number: AR/0718[2]

**Specification of Requirements**

Invitation to Tender for research: A consistent set of socioeconomic dimensions for the CCRA3 Evidence Report research projects

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Deadline for Tender Responses: 10th September 2018

**Contents**

1. Introduction and summary of requirements / Preamble 3

2. Background 3

3. Aims and Objectives 4

4 Method 4

5 Outputs Required 6

6 Ownership and Publication 6

7 Quality Assurance 6

8 Timetable 6

9 Challenges 7

10 Ethics 7

11 Working Arrangements 7

12 Skills and experience 8

13 Consortium Bids 8

14 Budget 8

15 Evaluation of Tenders 9

Criterion 9

Description 9

Weighting 9

# Introduction and summary of requirements / Preamble

The Adaptation Sub-Committee (ASC) 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 ASC 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 ASC 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 and ASC’s past reports are available at <http://www.theccc.org.uk/publications/>.

To inform the ASC’s Evidence Report for the third UK CCRA, the ASC is commissioning a range of research projects which aim to improve the science and impact of the CCRA. The aim of this project is to collate a set of consistent socioeconomic dimensions for the UK, based on existing socioeconomic scenarios, which can be used to provide a consistent set of socioeconomic assumptions for the CCRA3 research projects, analysis and chapters.

# Background

The second CCRA (CCRA2) was published in 2017 and was supported by a comprehensive Evidence Report from the Adaptation Sub-Committee (ASC). Defra and the devolved administrations are in the process of drafting updated national adaptation programmes in response to the risks and opportunities set out in the report.

The third CCRA will be published by the government in January 2022, and Defra have asked the ASC to produce an accompanying Evidence Report by summer 2021.To inform this Evidence Report the ASC are commissioning six research projects, funded by Defra, the devolved administrations and the research councils (NERC, ESRC and EPSRC). The ASC has been engaging with relevant stakeholders (e.g. researchers, funders, academies) with a view of addressing key evidence gaps from the CCRA2 report on a variety of timescales. The scientific literature is also being reviewed to identify work that may already exist in these areas.

This research project will look to collate and justify a series of socioeconomic dimensions that will feed into the CCRA3 research projects, analysis and chapters. The benefit of producing these consistent dimensions outside of the individual projects is that the dimensions will be consistent across the overall CCRA3 Evidence Report.

# Aims and Objectives

The aims of this project are to:

* Develop an understanding of a proposed “optimum” dataset of socioeconomic dimensions that would meet the needs of the overall CCRA3 Evidence Report initiative.
* Collate and justify the dataset of socioeconomic dimensions that can be used by the other projects and analyses within the CCRA3 Evidence Report.

# Method

The method for developing a future dimensions dataset for social and economic variables should be to collate data from existing scenarios. This does not preclude the generation of new scenario data but this is not a requirement and may be particularly challenging given the timescale of this project.

**Background data:** the dimensions should be based on existing UK-specific scenarios/pathways (e.g. the ONS’ Population Projections and economic indicators, NEA future land use scenarios, OBR projections of GDP). The proposed suite of data sources to be used should be outlined and justified in the bid. Any similarities and differences with the dimensions used in CCRA1 and CCRA2 should also be outlined.

**Spatial resolution:** CCRA3 will have more of a spatial element than previous assessments. Therefore, the socioeconomic dimensions collated here require spatial dimensions and/or categories, and the contractors may need to re-work existing data into different or new spatial datasets. Bids should identify an optimum possible resolution and range of spatial categories for each dataset (e.g. population) as a starting point, which may be refined once the other projects begin. Any significant extra work here could be considered as a contract extension. The nature of these datasets could include gridded data as input for a spatial assessment model or more categorical data on area types required for a qualitative assessment of urban vs. rural areas, for example.

**Variables:** the dimensions dataset should compile future pathways for the key socioeconomic variables that are required in order to assess potential climate change impacts and vulnerability. These variables will include, but are not limited to: population/demographics; GDP; land use; and technological change. Ideally, any further variables required by the other CCRA3 projects and analyses would be included after the start of the project but this is dependent on those requirements. The bids should assume that these are the only variables that should be included for the funds available, but could outline what other variables could be produced with further funding.

**Timescale:** the scenarios should be developed up to at least 2100. If other projects require dimensions beyond 2100 and a robust method of producing these is proposed then this work could be considered as a contract extension in that event.

**Temporal resolution:** the scenarios must evolve over time depending on the assumptions that are developed and applied. The specific timesteps should be outlined in the bid but, again, ideally could be varied dependent on the requirements of the different projects and analyses.

**Data format:** the overall dataset should be delivered as an ArcGIS compatible Geodatabase. Text and/or spreadsheet files of the lower spatial resolution data is also required.

**Internal consistency:** there is a desire for CCRA3 to take a “systems thinking” approach and, therefore, any effort to ensure logical and coherent evolution of different sectors and systems within the scenarios would have potential benefit to the subsequent research and analysis.

These socioeconomic scenarios do not necessarily have to align with the emissions scenarios that will be used in the CCRA3 projects (i.e. the socioeconomic assumptions underlying the representative concentration pathways in UKCP18) as an individual nation’s socioeconomic pathway does not have to correlate with global emissions pathways.

# Outputs Required

There are two key deliverables from this project:

1. CCRA3 socioeconomic dimensions dataset; and
2. Report outlining the assumptions used in developing the dataset and guidance on their use.

# Ownership and Publication

The results of the analysis and all outputs produced will be owned by and published at the discretion of the Adaptation Sub-Committee.

# Quality Assurance

All research tasks and modelling must be quality assured and documented. Contractors should:

* Include a quality assurance (QA) plan that they will apply to all of the research tasks.
* Specify who will take lead responsibility for ensuring quality assurance and ensure that this responsibility rests with an individual not directly involved in the research, analysis or model development.
* Provide a QA log to demonstrate the QA undertaken, including who undertook the QA and the scope, type and level of QA that has been undertaken (e.g. a log entry only stating ‘the data was checked’ will not be sufficient).

Sign-off for the quality assurance must be done by someone of sufficient seniority within the contractor organisation to be able take responsibility for the work done. Acceptance of the work by the CCC will take this into consideration. The CCC reserves the right to refuse to sign off outputs which do not meet the required standard specified in this invitation to tender.

The successful bidder will be responsible for any work supplied by sub-contractors and should therefore provide assurance that all work in the contract is undertaken in accordance with the quality assurance expectation agreed at the beginning of the project.

For primary research, contractors should be willing to facilitate CCC staff to attend interviews or listen in to telephone surveys as part of the quality assurance process.

The consultant must demonstrate their ability to produce deliverables of quality, in particular following best practice regarding economic analysis and presentation of results.

# 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 the bid and will require approval from the ASC secretariat.

| **Phase** | **Deliverable** | **Date** |
| --- | --- | --- |
| Bidding | Bids received | 10th September 2018 |
|  | Interviews conducted | w/c 24th September 2018 |
|  | Contract awarded | 28th September 2018 |
|  | Kick-off meeting | w/c 1st October 2018 |
| Project development | Method development - Draft Method Document | 18th October 2018 |
|  | Method development - Final Method Document | 1st November 2018 |
|  | Analysis undertaken | November 2018 to January 2019 |
|  | Draft data made available to other research projects | 14th December 2019 |
| Reporting | Draft report to ASC and other research project leads for comments | 11th January 2019 |
|  | Second draft report to ASC for sign off | 31st January 2019 |
|  | Final report submitted | 22nd February 2019 |

# In order to ensure smooth and rapid progress the project plan should allow for regular interactions and meetings where necessary between the contractors and the ASC project team. We would ask bidders to set out when would be appropriate to meet during the project (after the initial kick-off meeting), given the timetable above. We also expect at least one face-to-face meeting and regular (weekly) interaction with each of the other research projects (five in total) to be needed.

# Challenges

The specific challenges that the ASC envisage with this project include:

* The successful bidder should communicate with the other project leaders to identify opportunities to tailor the dataset to the specific requirements of those projects – the aim of this is to try to make the socio-economic dimensions as useful to the other projects as possible. If any of the requested modifications would result in extra workload then reasonable contract extension/compensation event requests will be approved.
* The project has a very short timescale and must be managed appropriately to ensure that deadlines are met and that other projects’ requirements are fulfilled.
* It is expected that the successful proposal will outline a potential and plausible approach to fulfil the “socioeconomic dimensions” brief, however, a certain element of flexibility will be required depending on the specific requirements of the overall CCRA3 Evidence Report. Bids should set out how the contractors will ensure this flexibility is available.

Bids should also set out other risks and challenges to successfully undertaking this work.

# Ethics

All applicants will need to identify and propose arrangements for initial scrutiny and on-going monitoring of ethical issues. The appropriate handling of ethical issues is part of the tender assessment exercise and proposals will be evaluated on this as part of the ‘addressing challenges and risks’ criterion.

We expect contractors to adhere to the following GSR Principals:

1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of findings
2. Participation based on valid consent
3. Enabling participation
4. Avoidance of personal harm
5. Non-disclosure of identity and personal information

# Working Arrangements

The successful contractor will be expected to identify one named point of contract through whom all enquiries can be filtered. An ASC project manager will be assigned to the project and will be the central point of contact.

# Skills and experience

The ASC 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 member’s 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 **up to £20,000 excluding VAT (£25,000 including VAT), to be paid in the 18/19 financial year.**

Contractors should provide a full and detailed breakdown of costs (including options where appropriate). This should allocations by staff (including day rates) and allocations to specific tasks. Please include the number of days in the unpriced bid.

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 CCC 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 25 pages, excluding declarations. Tenders will be evaluated by at least three CCC staff.

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

**EVALUATION CRITERIA AND SCORING METHOD**

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Weighting |
| 1 | **RELEVANT EXPERIENCE / DEMONSTRATION OF CAPABILITY OF THE PROPOSED PROJECT TEAM** | 30% |
| 2 | **QUALITY ASSURING THE SERVICES YOU PROVIDE** | 5% |
| 3 | **MANAGEMENT STRUCTURE AND MANAGING RELATIONSHIP WITH THE CCC** | 10% |
| 4 | **METHOD** | 35% |
| 5 | **UNDERSTANDING OF REQUIREMENTS** | 10% |
| 6 | **RISK AND CHALLENGES** | 10% |
|  |  |  |
|  | | 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, they are provisionally expected to be held on the week commencing w/c 24 September 2018. If this date changes, the ASC will notify applicants.

The areas to be covered in the interview 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 by email.