**Restricted Commercial - Invitation to Tender**

**Invitation to tender for: ref IT-0923**

**Archetypes for transforming rural UK land-use to high-carbon store, climate resilient, nature rich and economically productive systems – Part Two**

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**Part A - Instructions for Submission of Tenders**

The CCC project manager will be Indra Thillainathan.

Address: 1 Victoria Street, Westminster, London SW1H 0ET.

Tel: 07880 464327 Email: Indra.Thillainathan@theccc.org.uk

Indra should be contacted for all queries on the *content* of the project.

Bidders are required to submit their bid via email to finance@theccc.org.uk also copying in sean.taylor@theccc.org.uk The email subject should read:

**“INVITATION TO TENDER for Archetypes for transforming rural UK land-use to high-carbon store, climate resilient, nature rich and economically productive systems – Part Two”**

**Deadline:** Bids should be sent via email in time for receipt by midday on 2 October 2023.

**Engagement call:** We will be holding an engagement call with interested suppliers on 13th September 2023 between 11 am and 12 pm. The call will allow you to seek points of clarification on the tender. It would be helpful if you could indicate in advance of the engagement call (via an email to Indra Thillainathan) if you will join the call. This will enable us to share details on how to join the call.

**Interviews:** If required, interviews will take place either in London or online on 11 October 2023. If you are invited for interview, you will be notified of the address (or call-in details) and time in the letter of invitation, sent out by email.

**Budget:** up to £120,000 including VAT.

**Part B - Specification**

***Archetypes for transforming rural UK land-use to high-carbon store, climate resilient, nature rich & economically productive systems, Part 2***

1. **Introduction to the Climate Change Committee**

The Committee on Climate Change (CCC)[[1]](#footnote-2) is an independent, statutory body established under the 2008 Climate Change Act and is tasked with:

* Providing independent advice to Government on setting and meeting carbon budgets in line with the UK’s longer-term target to reduce greenhouse gas (GHG) emissions by at least 80% by 2050 compared with 1990 levels, and reporting to Parliament on the progress made.
* Providing independent advice to the Government on risks and opportunities to the UK from climate change, in part through the UK Climate Change Risk Assessment, and reporting to Parliament on progress in adapting to climate change.

To do this, we conduct independent analysis into climate change science, economics and policy, and engage with a wide range of organisations and individuals to share evidence and analysis. Our past reports are available from http://www.theccc.org.uk/publications/

1. **Background and overall aim of this project**

The CCC’s advice on the level of Sixth Carbon Budget[[2]](#footnote-3) (for the 2030s) was accepted by Government in 2021.[[3]](#footnote-4) Meeting the Sixth Carbon Budget and the longer-term Net Zero target by 2050 requires contribution from all sectors of the economy, including the agriculture and land use, land use change and forestry (LULUCF) sectors. This will require a transformation in how land is used in the UK, with some land converted from agricultural production for alternative lower-emission uses, such as afforestation, peatland restoration and bioenergy crops. How and where we transition agricultural land to these other land uses remains to be understood.

Transforming the UK’s land use is needed so that we can deliver other objectives, including for climate adaptation and nature recovery. The CCC’s third Independent Assessment of UK Climate Risk (CCRA3)[[4]](#footnote-5) identified priority risk areas as being critical for climate adaptation in the next two years, four of which relate to the natural environment and the use of land:

* Risks to natural carbon stores and sequestration from multiple hazards leading to increased emissions
* Risks to soil health from increased flooding and drought
* Risks to crops, livestock and commercial trees from multiple hazards
* Risks to the viability and diversity of terrestrial and freshwater habitats and species from multiple hazards.

We need to understand effective action to change land use before further climate change impacts the land, which will enable land managers to protect and enhance the land’s ability to maintain ecosystem services delivery.

Our analysis has focused on estimating the impact of land-use change/management on carbon and GHG emissions at the national level (i.e. England and each of the devolved administrations (DAs)). In practice, the changes needed to mitigate and prepare for climate change vary depending on climatic, economic, social and environmental factors, at the farm, catchment and landscape level.

**The aim of this tender** **is to quantify the impact of a set of plausible land-use transitions (towards higher-carbon stores, resilient, productive and nature-rich state for a range of representative rural land use ‘archetypes’**[[5]](#footnote-6) **in England and the UK’s DAs[[6]](#footnote-7), then estimate climate risks to these land-use transitions under various degrees of warming**.[[7]](#footnote-8)

This project has been split into two parts:

* **Part one** of the Archetypes project was completed earlier this year, with 12 land archetypes shortlisted to represent current rural land use and land management in England and each of the DAs (see Annex 1). We commissioned the Centre of Ecology and Hydrology (CEH) to undertake the work; a full description of each baseline archetype and the criteria for their selection can be found on the CCC website.[[8]](#footnote-9)
* **Part two**, which is what we are tendering for here, will focus on quantifying the carbon, environmental and food production impacts of plausible future land-use transitions for each of the 12 archetypes identified under Part one and understanding their climate risks. The land transitions should focus on changes in land use and management that aim to deliver as many of the following co-benefits as possible:
	+ Increased carbon sequestration and GHG emissions reductions,
	+ Sustainable domestic food production,
	+ Supporting nature recovery,
	+ Improving climate resilience.

In some cases, there may be trade-offs, which should be identified. We would like you to assess the climate risks to the effectiveness of the respective land-use transitions with various degrees of warming potential.[[9]](#footnote-10)

1. **Project specification**

To fulfil Part 2 (above), we have listed four tasks that must be completed via this tender, with the 5th being optional:

1. Quantify a baseline of GHG emissions and a range of other environmental metrics for 2021, 2035 and 20506 for each of the 12 land-use archetypes that have been identified by CEH under Part one above.
2. Develop plausible future land-use transition pathways for the above 12 baseline archetypes and quantify effects of the above climate resilience, food production and environmental metrics for 2035 and 2050.6
3. Quantify climate risks9 and uncertainties using the above climate, food production and environmental metrics in land-use transitions from tasks 1-2.
4. Valuation of costs and benefits for moving from baseline to transition archetypes.
5. Optional: Extend the analysis of land use and extent to the remaining UK rural area outside of the 12 archetypes from Task 1.

Given the range of expertise that would be needed to deliver this project, we would welcome a consortium bid.

***Task 1: Quantify a baseline in emissions, food production and other environmental metrics for 2021, 2035 and 20506 for each of the 12 land-use archetypes***

Under Part One, CEH provided a baseline description of each land archetype, which include land area coverage, location, and how the land is used and managed. CEH also included baseline 2021 emissions estimates for the agricultural and land use, land-use change and forestry (LULUCF) sectors for each archetype using Local Authority data from the Department for Energy Security and Net Zero.[[10]](#footnote-11) These estimates are aligned to the latest methodology set out in the GHG agriculture and LULUCF Inventories 1990-2021.[[11]](#footnote-12)

For Task 1 in this project, you will need to quantify the GHG emissions estimates (agriculture and land use) and a range of other environmental metrics for each archetype for 2021, 2035 and 20506, based on a continuation of current land use and management and current trends (e.g. in agri-environment policy and productivity improvements). We assume no projected change in climate. The metrics will allow us to compare how land use and the accompanying outputs change in 2035 and 20506 for each archetype following the transition (in Task 2) relative to the baseline:

* **Each archetype should be mapped to a land-use category (or categories) used in the current UK LULUCF GHG Inventory** (Grassland, Cropland, Forest Land, Settlements and Other Land). Current and future GHG emissions and carbon content changes should be calculated consistent with the current GHG methodology. There will be some land-use transitions under Task 2 (below) that could also be considered, such as natural regeneration of trees that are not currently captured in the GHG Inventory (see Annex 2d).
* **Identify a set of key metrics to quantitatively describe each archetype**. The metrics should include, at a minimum, carbon content and flux, non-CO2 emissions building on the work done by CEH under Part One, biodiversity metrics aligned to those used to determine the proposed statutory targets under the Environment Act, food production metrics, and metrics of climate resilience (see Annex 3). We would like you to propose the range of metrics which you could evaluate as part of the bid document, with the final set to be agreed with the CCC at the project inception meeting.
* **Quantify the key metrics for each archetype for 2021[[12]](#footnote-13), 2035 and 20506**. Where possible, uncertainty ranges should be given. For key properties that are not possible to quantify, a qualitative assessment or expert judgement should be included. Quantifying the metrics should be done robustly and transparently, drawing on published estimates elsewhere in the literature (e.g. Government statistical sources) and with references provided.
* **Consider metrics where actions within the archetype improve resilience outside that area** e.g. alleviating flooding downstream of an upland hill farm by restoring peat on the land.

***Task 2: Develop plausible future land-use transition pathways for the above 12 baseline archetypes and quantify effects of the above climate and environmental metrics for 2035 and 20506.***

For each archetype quantified in Task 1,apply a set of land-use change and land management ‘measures’ that will deliver increased carbon sequestration, GHG emissions reductions, and contribute to climate resilience[[13]](#footnote-14) and increased nature recovery. In some cases, there may be trade-offs, including with food production[[14]](#footnote-15), which should be identified and quantified where possible.

* **As a starter, the type of land use and land management ‘measures’ should be consistent with those in the CCC’s Sixth Carbon Budget analysis and the Third Climate Change Risk Assessment** (see Annex 2). For transitions that maintain agricultural production, there are a suite of low-carbon farming practices that could be implemented to reduce nitrous oxide and methane from managing soils, livestock, and livestock wastes and manures, in addition to energy use.
* In addition to the Sixth Carbon Budget measures, consider other measures that can help deliver the 25 Year Environment goals (e.g. agroecological farming measures, sustainable intensification of agriculture, natural regeneration for biodiversity and habitat restoration) where there is robust evidence and data to support their inclusion; and wider trends in land diversification, such as hosting solar/wind farms.[[15]](#footnote-16) For some baseline archetypes, it may be possible to apply more than one future land use transition.[[16]](#footnote-17) A menu of potential changes that could be applied to each archetype should be developed and agreed with the CCC early in the project.
* **The impact of the transition should be quantified using the same metrics set out in Task 1**. This will identify benefits for carbon, biodiversity and climate resilience, together with potential trade-offs e.g. food production. Your bid should give some indication of what outputs you are able to quantify and, where you are unable to, what qualitative assessment you propose to use.
* **The transitional outputs should be generated for 2035 and 20506**, allowing for comparison against the baseline outputs generated in Task 1. The precise periods will be confirmed with the winning contractor at the kick-off meeting. As with Task 1, we assume no projected change in climate.

Evidence to support transitional outcomes is likely to come from a range of sources, using both quantitative and qualitative evidence. In the bid, you should set out your approach to synthesising the evidence. For example, you could apply a hierarchy of evidence ranging from data specific to the UK to that in a global context. In final outputs, where evidence is unavailable or unknown, this should be highlighted, and future work suggested on how to meet such evidence needs.

***Task 3: Consider and quantify climate risk impacts and uncertainties drawing on the climate and environmental metrics in land-use transitions from tasks 1-2.***

We assume no projected change in climate under Tasks 1 and 2. Under Task 3, assess the climate risks and uncertainties in the ability of the land-use change and land management ‘measures’ to deliver climate and environmental outcomes (identified in Tasks 1 and 2) in the face of projected climate change.17 Figure 1 outlines suggested steps to deliver this task. This task will help us understand how future climate risk could impact carbon budget pathways and environmental goals for the land use and agriculture sectors.

The impacts of various degrees of climate change[[17]](#footnote-18) between 2021, 2035 and 20506 on Task 1 metrics should be evaluated using projected changes from the most up-to-date projections for future UK weather and climate (UKCP18), considering uncertainty within these projections. Guidance on the specific UKCP18 ensemble members that should be used within the analysis will be provided by the CCC and/or the Met Office.

* **Quantify effects of projected climate change17 on the climate and environmental metrics (used in Tasks 1-2)**. You should use the CCRA3 assessment of risk for ‘N5 - Risks and opportunities for natural carbon stores, carbon sequestration and GHG emissions from changing climatic conditions, including temperature change and water scarcity’[[18]](#footnote-19) and relevant additional evidence to help with this task. If time/budgets are limited, you should prioritise the carbon metrics. You should attempt to quantify these effects (e.g. changes in abatement potential of CB6 measures due to climate change) but a range or qualitative approach is acceptable where evidence is highly uncertain.
* **Consider how climate risks and associated impacts may vary both temporally**[[19]](#footnote-20) **and spatially**[[20]](#footnote-21)
* **Identify possible approaches to mitigate climate risk of climate and environmental outcomes.** This could include adjusting scale of delivery, spatial or temporal targeting of delivery, and/or adjusting the land management assumption within a measure (e.g. alterations to species mix or addressing water supply).

Figure 1. A summary of the steps required under Task 3



***Task 4. Valuation of costs and benefits for moving from baseline to transition archetypes***

For each archetype, assess the costs and benefits of the transition. You will have access to the monetised costs and benefits model that Vivid Economics produced for the CCC in 2020,[[21]](#footnote-22) but costs and benefits may need to be updated to reflect changes in prices and inflation, for example.

This task will help identify: 1) the costs/benefits of each transition and 2) the differing income streams that the transition could deliver beyond agricultural production, both in terms of new market opportunities (e.g. harvesting of energy crops) and public funding for the delivery of public goods (e,g. under the Environmental Land Management scheme or similar schemes in the DAs).

Specifically, we require the consultant to:

* **Quantify the market costs and benefits of each baseline archetype set out in Task 1 for 2021, 2035 and 20506**. This is likely to capture, for instance, income from agricultural production (e.g. arable crops, bioenergy crops and livestock).
* **Quantify the investment needs of the transitions** by determining the benefit to cost ratio and calculating any shortfall in funding needed.
* **Quantify the direct market impacts from the uptake of measures** set out in Annex 2 (e.g. forestry, bioenergy crops, peatlands, solar panels) covering costs of woodland creation, bioenergy crops on farms and peatland restoration; and benefits where products from these have a market value (e.g. harvested biomass material, agricultural production, renewable energy).

Beyond the delivery of market goods, each transition may deliver a range of non-market benefits for the environment (e.g water/air quality, biodiversity) that you may want to consider quantifying or assessing. You should also consider what approach to use for the Devolved Administrations where the equivalent public funding schemes are less developed.

The precise elements of this task will be finalised at the start of the project with the winning contractor (e.g. whether to consider both social and private costs and benefits), but you should set out in your bid what you consider to be feasible given the budget and timeline. In your application, you will need to demonstrate your understanding and expertise of accounting for the economic costs and benefits of agriculture and land use, so the bid should include the methodology to be used for this analysis, which could include a worked-up example.

***Optional Task 5. Extend the analysis of land use and extent to the remaining UK rural area outside of the 12 archetypes from Task 1.***

The current list of 12 archetypes cover approximately 50% of the UK land area that is not used for settlement.[[22]](#footnote-23) We would like consultants to investigate the potential to extend the coverage of land area, location, and how the land is used and managed to the remaining UK rural areas outside of the 12 archetypes from Task 1. A priority for this extension to the additional 50% of UK land-cover (after accounting for urban environments) is to enable a baseline description of the current make up of UK land-use to be presented spatially and will support broader research in CCRA4 into urgent risks from climate change across the UK. We are open to proportionate proposals in this task for what elements of the analysis could be extended beyond the coverage of the existing archetypes consistent with the budget and timescales identified.

1. **Key deliverables and activities**
* A report (of approximately 60-100 pages) setting out the methodology and findings of Tasks 1-4 and 5, if applicable.

* Quantification of outputs, qualitative assessment of outputs, judgements/ assumptions/ limitations involved, and identification of evidence gaps and priorities for future work.
* GIS layers of spatial data in an open source format - either shapefile (.shp) or geodatabase (.gdb), with the exact format to be agreed early in the project.
* Transparent Excel spreadsheets with comprehensive quantification for each archetype for all metrics with sources fully documented:
	+ Baseline 2021, 2035 and 20506 results for Task 1.
	+ Results for 2035 and 20506 for Task 2.
	+ Results from 2030-2080 for Task 3 under various degrees of climate change.
	+ Inputs (prices, costs) and outputs (e.g. income) for Task 4.
* Presentation of the interim and final results to the CCC and other interested parties.
1. **Timetable and budget**

The overall budget for this project is up to £120,000 (including VAT). We welcome suggestions from consultants around what is feasible within the available timescales and budget. The project should draw on existing literature/data rather than primary research. We are looking for consultants’ expertise and experience to help us use and interpret this literature/data.

The proposed timetable for the project is set out in the below table. In addition to the formal reporting points, the CCC would expect to have weekly scheduled discussions to ensure the work is progressing as expected. We would expect the large majority of the work (and therefore budget) to be completed within this financial year.

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| **Deliverables, activities, and timetable** |
| **Date** | **Action/Deliverable** |
| 13 September 2023 | Engagement call where interested parties can ask clarifying questions on the tender |
| 2 October | Deadline for responses to ITT |
| 11 October | Interviews with potential suppliers  |
| w/c 16 October | Kick-off meeting  |
| Early January 2024 | 1st Interim results meeting (present draft results for Tasks 1 and 2) |
| February 2024 | 2nd Interim results meeting (present draft results for Tasks 3 and 4) |
| March 2024 | Meeting to present and discuss first draft of final report to get feedback from the CCC for final editing of report |
| End June 2024 | Circulate write-up of final report and delivery of the spreadsheet  |

**Annex**

1. **12 selected archetypes of current rural land use**

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| **Archetype**  | **Description**  | **Main location** | **Climate**  | **Soil drainage[[23]](#footnote-24)** | **Soil moisture** | **Agricultural Land Class[[24]](#footnote-25)**  | **Predominant agricultural use** |
| 1 | Highly degraded lowland organic soils | Eng, Sco |  Cold winters, warm summers, relatively dry |  Deep and wasted peats | Medium |  ALC 2-3 |  Arable/horticulture and livestock grazing on improved grassland |
| 2 | Degraded upland grazing land and forest on organic soils in GB | E, S |  Mild or cold winters, cool summers, relatively wet |  Deep peats | Wet |  ALC 5, SALC 4-6 |  Conifer plantation and livestock rough grazing |
| 3 | Intensive grassland in Wales and south-west England | E, Wales |  Mild winters, warm summers, relatively wet | Mineral, Freely draining | Med |  ALC 3-4 | Livestock grazing on improved grassland |
| 4 | Farming on the suburban fringe in England | E |  Mild or cold winters, warm summers, relatively dry | Mineral, Wide range | Dry-med |  ALC 1-4 | Arable/horticulture and livestock grazing on improved grassland |
| 5 | Hilly farmland on improved and semi-natural grassland on non-organic soils in GB | E, S, W |   Mild or cold winters, cool or warm summers, relatively wet | Mineral, slowly permeable | Med-wet |  ALC 4SALC 4 |  Livestock rough grazing |
| 6 | Open pasture on the upland fringe in England and Scotland | E, S |  Mild or cold winters, cool summers, relatively wet | Mineral, slowly permeable | Medium |  ALC 3SALC 3-4 |  Livestock grazing on improved and rough grassland |
| 7 | Enclosed pasture in England and Wales | E, W |  Mild or cold winters, cool or warm summers, relatively dry | Mineral, slowly permeable or freely draining | Medium |  ALC 3 | Livestock grazing on improved grassland with some arable |
| 8 | Acid grassland on hilly uplands in GB | S |   Mild winters, cool summers, relatively wet | Shallow, acidic soils, sometimes with surface water | Wet |  ALC 5SALC 6-7 |  Livestock rough grazing |
| 9 | Intensive and valley/floodplain arable on chalk/clay soils in England | E |   Cold winters, warm summers, relatively dry |  Lime-rich soils with variable drainage | Dry |  ALC 1-3 |  Arable with some livestock on improved grassland |
| 10 | Arable on sandy soils in England and Scotland | E, S |   Cold winters, warm summers, relatively dry | Mineral, freely draining  | Dry-medium |  ALC 1-3 |   Arable with some livestock on improved grassland |
| 11 | Lowland agriculture around Lough Neagh, Northern Ireland | NI |  Mild winters, cool summers, relatively wet |  Poorly drained soils with peaty areas | Medium |  ALC 3 (4 on peat) |   Livestock grazing on improved grassland with some arable |
| 12 | Uplands with large extent on organic soils in Northern Ireland | NI |   Mild winters, cool summers, relatively wet |  Deep organic soils | Wet |  ALC 4 |    Livestock rough grazing |

1. **Abatement measures (see the Sixth Carbon Budget report for a full description of each measure[[25]](#footnote-26))**
2. **Land use change measures e.g.**
* Afforestation: conifers and broadleaves
* Agroforestry: integrating trees on arable and grassland systems
* Hedgerow creation
* Energy crops: Miscanthus, short rotation coppice and short rotation forestry
* Peatland restoration to near natural condition: uplands, lowland cropland and lowland grassland
* Peatland restoration with paludiculture: 'wet-farming' on lowland cropland
1. **Land management measures e.g.**
* Broadleaf management
* Lowland sustainable management of peat: water-table management options
* Soil measures: legumes, cover crops and grass leys.
1. **Low-carbon farming practices e.g.**
* Cover crops
* Livestock breeding
* Precision livestock feeding
* 3-NOP livestock feed additives
1. **Non-Sixth carbon budget measures e.g.**
* Natural regeneration of trees and scrub
* Other nature-based solutions (e.g. natural flood management)
* Habitat restoration
* Extensification measures e.g. agroforestry
* Intensification measures to spare agricultural land
* Wind farms
* Solar panels
1. **Metrics for quantification (where possible) of the archetypes before and after their transition**
* Carbon content and flux (tonnes, tonnes/hectare)
* Methane
* Nitrous oxide
* Biodiversity e.g. farmland birds, pollinator species occupancy, hedgerow length.
* Resilience metrics e.g. water quality, water storage capacity, flood mitigation, soil erosion, crop production in climatically unsuitable areas, wildfire incidents.
* Cropland area (hectares)
* Grassland area (hectares)
* Crop production (tonnes; tonnes/hectare)
* Ruminant livestock numbers
* Biomass production (tonnes, tonnes/hectare) e.g. energy crops, timber, and paludiculture crops.
* Recreation (number of visitors)

**Part C - Information to be provided by the Bidder / Supplier Questionnaire**

**SUPPLIER INFORMATION**

**Please complete the following information: -**

**All information supplied will be treated as Strictly Private and Confidential. The information will be reviewed by the Evaluation Panel only and will not be divulged to other parties during the de-briefing stage, or at any other time.**

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| **Name of Company** |  |
| **Address** |  |
| **Contact Name** |  |
| **Telephone Number** |  |
| **Contact Title** |  |
| **Email Address** |  |
| **Website Address** |  |
| **Signed** |  |
| **Dated** |  |

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| **SECTION C1: ORGANISATION, MANDATORY AND FINANCIAL INFORMATION** |
| **Note: Where a consortium bid is proposed, please present the information for each consortium member individually.** |
| **GENERAL INFORMATION - Please enclose details of your organisation’s internal structure. A diagram would be helpful to support your answer.** |
| 1. **Is your organisation:**
2. **a public limited company – Registered No………………………..**
3. **a limited company - Registered No…………………………………**
4. **a sole trader**
5. **a partnership**
6. **other, please specify …………………………………………………..**
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| **SECTION C2: MANDATORY INFORMATION REQUIREMENTS** |
| **Note: The information required in this section is a mandatory requirement for this quotation. Failure to provide the information may result in your bid being eliminated.****Where a consortium bid is proposed, please present the information for each consortium member individually.** |
| **FINANCIAL REQUIREMENTS**1. **Please note we will request from the proposed winner a set of the last year’s audited accounts (if these accounts are required under the law of the state in which your organisation is established) for your own organisation and the holding and/or ultimate parent and your organisation’s subsidiaries (if applicable). If you cannot provide the last year’s audited accounts, please provide a copy of your most recent business plan, budget or similar document.**

**OR** **If the audited accounts are available online, please provide details of the web page address where the accounts are held so that the Authority can access the information.**  **Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your organisation)**  **Web address: \_\_\_\_\_\_\_\_\_\_\_\_ (holding / ultimate parent company)**  |

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| **SECTION C3: Evaluation Criteria and weighting**  |

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| **RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY - 20%****1.** **Please describe the relevant work of your organisation and the number of years you have been involved in this activity. Describe in detail, giving dates of your current and previous experience of comparable projects you have been awarded by public and private sector clients and undertaken by your organisation in the past 5 years. Please can you also list at least two contact details of clients you have recently worked for. Feel free to use hyperlinks or attach annexes of finished relevant reports.****Page limit: 3 pages** |
| **Answer: -** |

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| **MANAGING YOUR RELATIONSHIP WITH THE CCC – 10%****2.** **Please describe how your organisation will manage its relationship with the CCC over the duration of the contract, including attendance at meetings and/or provision of progress reports and how communication between all levels of staff will be maintained.****Page limit: 0.5 page** |
| **Answer: -** |

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| **QUALITY ASSURING THE SERVICES YOU PROVIDE – 10%****3.** **Please provide a brief plan of how you would monitor and maintain the quality of the services delivered (e.g. peer-reviewing reports, quality assuring data and analysis, relevant Key Performance Indicators, risk management arrangements), including a statement of how you would ensure the key dates and deliverables are met. Please indicate whether in your opinion our timescales can be achieved.****Page limit: 1.5 pages** |
| **Answer: -** |

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| **PROJECT TEAM & MANAGEMENT – SKILLS AND KNOWLEDGE – 20%****5. Please provide details of the full project team and how the project will be managed, including a team structure, with an outline of roles and responsibilities of what each member will do on this project. Please also attach concise copies of proposed project team CVs. Please also confirm the days each team member will work on this project.****Page limit: 8 pages** |
| **Answer: -** |

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| **METHOD, ABILITY AND TECHNICAL CAPACITY – 30%****6.** **The purpose of the Method Statement is to enable us to evaluate your understanding of our requirements and how you propose to meet them. Please explain how you plan to undertake the 5 tasks, how this relates to the proposed team’s ability and technical capability, and state the estimated cost of completing each of the 5 proposed tasks. A Gantt chart, including key milestones, deliverables and activities for each team member and task, would be useful.**You should set out any challenges in meeting the specifications of this project and to the timelines set out. You should also be clear on the uncertainties and gaps in knowledge, limitations due to methods/analyses, inputs, data etc., to meet our specification, and how you intend to address these in the time required.**Page limit: 6 pages** |
| **Answer: -** |

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| **RISK AND CHALLENGES – 10%****7.** **What do you consider are the specific risks and challenges for this project over the life of the contract and how do you propose to overcome these?****Page limit: 1 page** |
| **Answer: -** |

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| **SIGNATURE AND DATE** |
| **I hereby declare that the information provided herein is complete and accurate:****Signature…………………………………………………………………………****Name (Print)…………………………………………………………………….****Job Title……………………………………………………………………………****Date…………………………………………………………………………………** |

**Part D - Pricing Information to be provided by the Bidder**

**Please provide a pricing schedule for the following:**

1. **Consultancy Charge per day - Please indicate here staff level (i.e. junior consultant, partner etc.), rate per day, the number of days the individual would be allocated to the contract and the number of hours worked per day.**
2. **Any other costs – (please specify).**
3. **Any discounts offered.**
4. **Total cost of the Contract**
5. **A breakdown of costs based on each of the 5 tasks**

**Notes:**

1. **Please note that all Travel and Subsistence will be as per the Civil Service Standard i.e. standard class.**
2. **V.A.T. will be separately indicated though please note the total value of the contract (£100,000) includes V.A.T.**
3. **All priced bids must be in pounds sterling and any subsequent invoices resulting from a successful bid must also be in pounds sterling.**

**Part E - 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 26 September 2023.**

**Part F - *Conflict of Interest***

**The Committee on Climate Change (CCC) standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State.**

**For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.**

**Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensue maintain an impartial approach to the project is maintained.**

**The process by which this is managed in the procurement process is as follows:**

1. **During the bidding process, organisations may contact the CCC to discuss whether or not their proposed arrangement is likely to yield a conflict of interest. Any responses given to individual organisations or consortia will be published on contract finder (in a form which does not reveal the questioner’s identity). Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.**
2. **Contractors are asked to sign and return Declaration 3 to indicate whether or not any conflict of interest may be, or be perceived to be, an issue. If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.**
3. **When tenders are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.**

**Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the Department exercising its right to terminate any contract awarded.**

**Part G – *Declarations***

**Declarations to be submitted by the Tenderer**

**Declaration 1: Statement of non-collusion**

**Declaration 2: Form of Tender**

**Declaration 3: Conflict of Interest**

**Declaration 1: Statement of non-collusion**

**To: Committee on Climate Change**

**1. We recognise that the essence of competitive tendering is that the CCC will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.**

**2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:**

1. **communicate to any person other than the Department the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;**
2. **enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;**
3. **offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.**

**3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.**

**Signature (duly authorised on behalf of the tenderer)**

**……….………………………………………………………………………….**

**Print name**

**…………………………………………………………….…………………….**

**On behalf of (organisation name)**

**…………………………………………………………………….…………….**

**Date**

**…………………………………………………………………………………..**

**Declaration 2: Form of Tender**

**To: Committee on Climate Change**

**1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.**

**2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.**

**3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.**

**4. We agree that this tender shall remain open to be accepted by the CCC for 8 weeks from the date below.**

**5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.**

**6. We understand that the Department is not bound to accept the lowest or any tender it may receive.**

**7. We certify that this is a bona fide tender.**

**Signature (duly authorised on behalf of the tenderer)**

**…………………………………………………………………………………**

**Print name**

**…………………………………………………………………………………**

**On behalf of (organisation name)**

**…………………………………………………………………………………**

**Date**

**………………………………………………………………………………..**

**Declaration 3: Conflict of Interest**

**I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.**

**Signed …………………………………….**

**Name …………………………………….**

**Position …………………………………….**

***OR***

**I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;**

* **X**
* **X**

***Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.***

* **X**
* **X**

**Signed …………………………………….**

 **Name …………………………………….**

**Position …………………………………….**

**Please complete this form and return this with your ITT documentation - Nil returns are required.**

**\* These may include (but are not restricted to);**

* **A professional or personal interest in the outcome of this research**
* **For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation**
* **Current or past employment with relevant organisations**
* **Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)**
* **Gifts or entertainment received from relevant organisations.**

**Part H - *Code of Practice for Research***

***Issued by the Committee on Climate Change (CCC)***

**The CCC is utilising the Code of Practise that BEIS developed from the Joint Code of Practice issued by BBSRC; the Department for Environment, Food and Rural Affairs (Defra); the Food Standards Agency; and the Natural Environment Research Council (NERC) which lays out a framework for the proper conduct of research. It sets out the key aspects of the research process and the importance of making judgements on the appropriate precautions needed in every research activity.**

**The Code applies to all research funded by the CCC. It is intended to apply to all types of research, but the overriding principle is fitness of purpose and that all research must be conducted diligently by competent researchers and therefore the individual provisions must be interpreted with that in mind.**

***PRINCIPLES BEHIND THE CODE OF PRACTICE***

**Contractors and consortia funded by the CCC are expected to be committed to the quality of the research process in addition to quality of the evidence outputs.**

**The Code of Practice has been created in order to assist contractors to conduct research of the highest quality and to encourage good conduct in research and help prevent misconduct.**

**Set out over 8 responsibilities the code of practice provides general principles and standards for good practice in research.**

**Most contractors will already have in place many of the measures set out in the Code and its adoption should not require great effort.**

***COMPLIANCE WITH THE CODE OF PRACTICE***

**All organisations contracting to the CCC (including those sub-contracting as part of a consortium) will be expected to commit to upholding these responsibilities and will be expected to indicate acceptance of the Code when submitting proposals to the CCC.**

**Contractors are encouraged to discuss with CCC any clauses in the Code that they consider inappropriate or unnecessary in the context of the proposed research project. The Code, and records of the discussions if held, will become part of the Terms and Conditions under which the research is funded.**

**Additionally, CCC may conduct (or request from the Contractor as appropriate) a formal risk assessment on the project to identify where additional controls may be needed.**

***MONITORING OF COMPLIANCE WITH THE CODE OF PRACTICE***

**Monitoring of compliance with the Code is necessary to ensure:**

* **Policies and managed processes exist to support compliance with the Code**
* **That these are being applied in practice.**

**In the short term, CCC can require contractors to conduct planned internal audits although the CCC reserve the right to obtain evidence that a funded project is carried out to the required standard. CCC may also conduct an audit of a Contractor’s research system if deemed necessary.**

**In the longer term it is expected that most research organisations will assure the quality of their research processes by means of a formal system that is audited by an impartial and competent third party against an appropriate internationally recognised standard that is fit for purpose.**

**A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at** [**http://www.ukrio.org/what-we-do/code-of-practice-for-research**](http://www.ukrio.org/what-we-do/code-of-practice-for-research)

***SPECIFIC REQUIREMENTS IN THE CODE OF PRACTICE***

***1. Responsibilities***

**All organisations contracting to the CCC (including those sub-contracting as part of a consortium) will be responsible for the overall quality of research they conducted. Managers, group leaders and supervisors have a responsibility to ensure a climate of good practice in the research teams, including a commitment to the development of scientific and technical skills.**

**The Principal Investigator or Project Leader is responsible for all the work conducted in the project including that of any subcontractors. All staff and students must have defined responsibilities in relation to the project and be aware of these responsibilities.**

***2. Competence***

**All personnel associated with the project must be competent to perform the technical, scientific and support tasks required of them.**

**Personnel undergoing training must be supervised at a level such that the quality of the results is not compromised by the inexperience of the researcher.**

***3. Project planning***

**An appropriate level of risk assessment must be conducted to demonstrate awareness of the key factors that will influence the success of the project and the ability to meet its objectives.**

**There must be a written project plan showing that these factors (including research design, statistical methods and others) have been addressed.**

**Projects must be ethical and project plans must be agreed in collaboration with BEIS, taking account of the requirements of ethical committees[[26]](#footnote-27) or the terms of project licences, if relevant.**

**Significant amendments to the plan or milestones must be recorded and approved by BEIS if applicable.**

***4. Quality Control***

**The organisation must have planned processes in place to assure the quality of the research undertaken by its staff Projects must be subjected to formal reviews of an appropriate frequency. Final and interim outputs must always be accompanied by a statement of what quality control has been undertaken.**

**The authorisation of outputs and publications shall be as agreed by the CCC, and subject to senior approval in CCC, where appropriate.**

**Errors identified after publication must be notified to the CCC and agreed corrective action initiated.**

***5. Handling of samples and materials***

**All samples and other experimental materials must be labelled (clearly, accurately, uniquely and durably), and retained for a period to be agreed by the CCC.**

**The storage and handling of the samples, materials and data must be as specified in the project plan (or proposal) and must be appropriate to their nature. If the storage conditions are critical, they must be monitored and recorded.**

***6. Documentation of procedures and methods***

**All the procedures and methods used in a research project must be documented, at least in the personal records of the researcher. This includes analytical and statistical procedures and the generation of a clear audit trial linking secondary processed information to primary data.**

**There must be a procedure for validation of research methods as fit for purpose, and modifications must be trackable through each stage of development of the method.**

***7. Research/work records***

**All records must be of sufficient quality to present a complete picture of the work performed, enabling it to be repeated if necessary.**

**The project leader is accountable for the validity of the wok and responsible for ensuring that regular reviews of the records of each researcher are conducted[[27]](#footnote-28).**

**The location of all project records, including critical data, must be recorded. They must be retained in a form that ensures their integrity and security, and prevents unauthorised modification, for a period to be agreed by the CCC.**

**A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at** [**http://www.ukrio.org/what-we-do/code-of-practice-for-research**](http://www.ukrio.org/what-we-do/code-of-practice-for-research)

1. https://www.theccc.org.uk/ [↑](#footnote-ref-2)
2. https://www.theccc.org.uk/publication/sixth-carbon-budget/ [↑](#footnote-ref-3)
3. [Sixth Carbon Budget - Climate Change Committee (theccc.org.uk)](https://www.theccc.org.uk/publication/sixth-carbon-budget/) [↑](#footnote-ref-4)
4. [Independent Assessment of UK Climate Risk - Climate Change Committee (theccc.org.uk)](https://www.theccc.org.uk/publication/independent-assessment-of-uk-climate-risk/) [↑](#footnote-ref-5)
5. Archetypes represent a typical example of something, in this case land use and management at a farm or landscape level. [↑](#footnote-ref-6)
6. Exact years will be confirmed in the kick-off meeting, but likely to be 2021, 2030, 2050 and 2080 [↑](#footnote-ref-7)
7. Exact degrees of warming TBC but likely to be 1.5, 2, 2.5 and 3 $°$C [↑](#footnote-ref-8)
8. [*UK rural land use archetypes* (2023) Centre for Ecology and Hydrology](https://www.theccc.org.uk/publication/archetypes-representative-of-current-uk-rural-land-use-and-land-management-ukceh/) [↑](#footnote-ref-9)
9. e.g. 1.5, 2, 2.5 and 3 $°$C – exact temperature rises will be confirmed at the kick-off meeting [↑](#footnote-ref-10)
10. [*UK local authority and regional estimates of greenhouse gas emissions* (2023) Department for Energy Security and Net Zero.](https://www.gov.uk/government/statistics/uk-local-authority-and-regional-greenhouse-gas-emissions-national-statistics-2005-to-2021) [↑](#footnote-ref-11)
11. [UK Greenhouse Gas Inventory, 1990 to 2021](https://uk-air.defra.gov.uk/assets/documents/reports/cat09/2304171441_ukghgi-90-21_Main_Issue1.pdf)  [↑](#footnote-ref-12)
12. This is the most recent year available for GHG emissions estimates from the UK agriculture and LULUCF GHG Inventories [↑](#footnote-ref-13)
13. Climate resilience here is defined as measures that will improve the resilience of nature, agriculture, forestry and other land-based sectors against the impacts of climate change. [↑](#footnote-ref-14)
14. For instance, an increase in the intensity of food production may allow land to be spared for nature restoration elsewhere but could lead to localised pollution. [↑](#footnote-ref-15)
15. Blue carbon measures lie outside the scope of this project. [↑](#footnote-ref-16)
16. For example, land use change via afforestation could follow a pathway that prioritises semi-natural woodland or conifer plantations, or a mix of the two. [↑](#footnote-ref-17)
17. Exact temperature rises will be confirmed at the kick-off meeting, but likely to be 1.5, 2, 2.5 and 3$°$C [↑](#footnote-ref-18)
18. <https://www.ukclimaterisk.org/wp-content/uploads/2021/06/CCRA3-Chapter-3-FINAL.pdf> [↑](#footnote-ref-19)
19. e.g. near term – next decade, medium term – 2030 - 2050, and long term – 2050 - 2100 and beyond [↑](#footnote-ref-20)
20. e.g. consider if climate risk is consistent across the UK, or if more focussed in certain regions or land-use types [↑](#footnote-ref-21)
21. [Vivid Economics (2020) *Economic impacts of Net Zero land use scenarios.*](https://www.theccc.org.uk/wp-content/uploads/2020/01/Economic-impacts-of-Net-Zero-land-use-scenarios-Vivid-Economics.pdf) [↑](#footnote-ref-22)
22. Settlement covers housing, other urban development, and other infrastructure (roads, railways, windfarms, agricultural buildings etc). [↑](#footnote-ref-23)
23. Scottish soils <https://map.environment.gov.scot/Soil_maps/?layer=5> and NSRI Soilscapes [↑](#footnote-ref-24)
24. The Agricultural Land Classification (ALC) system classes land into grades according to the extent to which physical r chemical characteristics impose long-term limitations on agricultural use for food production. This is the general ALC grade for the archetype, but the archetype may contain pockets of other ALC grades. The grades for England, Wales and Northern Ireland are Grade 1: Excellent Quality, Grade 2: Very Good Quality, Grade 3: Good to Moderate Quality, Grade 4: Poor Quality, Grade 5: Very Poor Quality. The Scottish ALC (SALC) classes are Class 1: Land capable of producing a very wide range of crops, Class 2: Land capable of producing a wide range of crops, Class 3: Land capable of producing average to high yields of a narrower range of crops, Class 4: Land capable of producing a narrow range of crops (primarily grassland with short arable breaks), Class 5: Land capable of use as improved grassland, Class 6: Land capable of use as rough grazings, Class 7: Land of very limed agricultural value. [↑](#footnote-ref-25)
25. <https://www.theccc.org.uk/wp-content/uploads/2020/12/Sector-summary-Agriculture-land-use-land-use-change-forestry.pdf> [↑](#footnote-ref-26)
26. Please note ethical approval does not remove the responsibility of the individual for ethical behaviour. [↑](#footnote-ref-27)
27. Please note that this also applies to projects being undertaken by consortia. [↑](#footnote-ref-28)