**Specification for Identifying Non-Government User Requirements for the UK Climate Change Risk Assessment**

Tender Reference Number: OS-1122

**Specification of Requirements**

Invitation to Tender for **Identifying Non-Government User Requirements for the UK Climate Change Risk Assessment**

Tender Reference Number: OS-1122

Deadline for Tender Responses: **2nd December 2022 5PM**

**Contents**

1. Background

2. Aims and Objectives

3. Methodology

4. Outputs Required

5. Ownership and Publication

6. Quality Assurance

7. Timetable

8. Challenges

9. Ethics

10. Working Arrangements

11. Required Skills

12. Consortium Bids

13. Budget

14. Evaluation of Tenders

# Background

**The Climate Change Committee**

The Climate Change Committee (CCC) was set up as part of the Climate Change Act. The CCC is an independent body that advises both on reducing emissions in the UK and adapting to the climate changes in the UK.

The CCC’s full range of past reports are available here:

[http://www.theccc.org.uk/reports/.](http://www.theccc.org.uk/reports/.%C2%A0%20HYPERLINK%20%22http%3A/www.theccc.org.uk/reports/.%C2%A0)

**The UK Climate Change Risk Assessment**

Under the Climate Change Act 2008 (section 57), an assessment of the risks facing the UK from the current and predicted impact of climate change is required every 5 years. The CCC is responsible for providing independent advice to the UK Government to inform that assessment.

The Committee has recently provided its advice to the UK Government on the risks and opportunities facing the UK from current and future climate change as part of the third Climate Change Risk Assessment (CCRA3) – this was summarised in its Independent Assessment of UK Climate Risk which was published in summer 2021.

The fourth UK Climate Change Risk Assessment (CCRA4) is due for completion by June 2026. CCRA4 will assess climate change risks to the UK using a more spatially defined approach than previous CCRAs, giving an assessment of the spatial distribution of climate risks across the UK and a more localised view of adaptation needs.

To help inform that design of the next CCRA we are looking to commission a piece of work to better understand non-Government user needs for the next CCRA. Whilst the priority audiences for the CCRA are Government users, we are conscious that there are a range of current and potential users outside of Government. By understanding their usage of climate risk information from the national risk assessment, including demands for more spatially refined and quantitative data, CCRA4 could be designed to best serve these needs alongside those of the Government audiences.

# Aims and Objectives

We are seeking to commission a project to examine non-Government user needs for CCRA4 outputs. This project will involve stakeholder engagement to understand user requirements and values and will investigate possible approaches for delivering these requirements, highlighting good practices.

The key tasks in this project will be:

1. Identification of non-Governmental users and needs for climate risk information
2. Evaluation of CCRA3 outputs for non-Government users
3. Pilot testing of interactive visualisation tools and data portals which might be suitable for CCRA4 outputs and meet user needs.
4. Recommendations on enabling non-Gov user access to the CCRA4 evidence base.

# Methodology

*Task 1: Identification of non-Governmental users and needs for climate risk information*

This task seeks to identify potential CCRA4 audiences beyond central UK and devolved administration Governments – and identify their needs for climate risk information from the next UK climate change risk assessment

* This task should conduct a mapping of possible non-Government end-users of CCRA4 climate risk information. The groups of users considered are likely to include local authorities, businesses in multiple sectors, NGOs, non-departmental implementing bodies, and academia. A set of groups should be agreed with the CCC at the project kick-off meeting.
* An understanding of the needs for climate risk information required by these end-user groups should be gained via a programme of workshops and stakeholder consultations. It is envisaged that dedicated workshops should be conducted for each identified user group separately to effectively isolate the needs of that user group.
* A particular focus should be on their needs for spatially disaggregated quantitative climate risk information, economic information on climate risks and for quantitative information on the effects of adaptation options to avoid climate risks – these are all key focuses of the CCRA4 programme.
* Participants from different parts of the UK (including all four devolved administrations) should be included within each consultation group. A diverse set of individuals from across the consulted organisations should also be represented in the consultation groups to ensure representative insights of the highest quality. A range of business sectors are also expected to be included in the participants for a business stream.

*Task 2: Evaluation of CCRA3 outputs for non-Government users*

This task should evaluate the strengths and weaknesses of the CCRA3 outputs (the previous iteration of the UK CCRA - [published in 2021](https://www.ukclimaterisk.org/)) in meeting the user needs from the national risk assessment for these non-Governmental audiences.

* + This task should use the same identified groups of non-Government stakeholders as in Task 1.
	+ The products evaluated from CCRA3 should include the CCRA3 Technical Report, the CCC advice report, the national and sector summaries.
	+ A clear methodology should be developed and implemented to enable robust insights to be generated from across the consulted user groups.
	+ Differences and similarities in needs between groups should be clearly highlighted in the summary findings from the consultation.

*Task 3: User-testing of interfaces for accessing spatial climate risks information*

This task should seek to perform an in-depth user testing exercise with several existing spatial climate data visualisation portals to test what works well for the user needs identified in Task 1.

* This task should focus on the same groups of stakeholders consulted in Task 1 for further in-depth engagement on spatial climate risk tools
* A selection of existing climate data portals, selected to span a range of different approaches, should be used and tested with this group. It is expected that the portals to be tested are agreed with the CCC prior to implementation.
* A clear methodology should be developed and implemented to enable robust insights to be generated from across the consulted user groups.
* Differences and similarities in needs between groups should be clearly highlighted in the summary findings from the consultation.

*Task 4: Recommendations on enabling non-Gov user access to the CCRA4 evidence base.*

* The findings from task 1, 2 and 3 should be used to produce a set of targeted recommendations for how to enable access to the underlying spatial data produced by the CCRA4 programme.
* This should include recommendations for designing an interactive CCRA4 web portal (seeking to enable interactive access to the programmes produced climate data) could be designed to meet the needs of the surveyed non-Governmental CCRA users to view, interrogate and download the underlying CCRA4 data.
* Other outputs should also be considered to meet user needs for more partial access to the underlying evidence. This includes infographics, factsheets etc.

We also welcome suggestions from potential contractors on additional/alternative tasks that could be delivered to effectively elucidate non-Government user needs for CCRA4 within the allocated budget.

# Outputs Required

The outputs of the work should include:

* **A report,** setting out the scope of work, assumptions, methodology, findings and recommendations for all tasks.

Where excel workbooks are used these should be shared, fully unlocked and linked to rest of the excel workbook deliverable above, allowing future capability to update assumptions.

We envisage that bidders may need to make use of pre-existing knowledge to enable delivery and welcome this. However, this should not limit the transparency of approaches used in this project and all outputs should be provided in a publishable format. In the event of any limitations on sharing (e.g. in wider sharing beyond the CCC), these should be specified as part of the tender.

In addition to the above, we also expect interim deliverables to be required, including slide packs for the purposes of milestone meetings.

# Ownership and Publication

The key deliverables will be handed over to the CCC, who may choose to publish these as supporting evidence on their website. Spreadsheets should be open access and unrestricted, to enable full QA of results and assumptions.

# Quality Assurance

This project must comply with the ‘CCC – Quality Assurance of Evidence and Analysis’ guidance1 and bidders must set out their approach to quality assurance in their response to this ITT.

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 and modelling,
* 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 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),
* Allow for a meeting with CCC staff to run through QA performed.

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.

# Timetable

The proposed timetable for the project is set out in the following table. Ability to start work in early December is highly desirable for this project.

|  |  |
| --- | --- |
| **Date**   | **Action**   |
|  W/C 5TH December 2022  Approx  | Kick-off meeting   |
| w/c 20th February 2023   | First interim presentation/report on progress |
| w/c 27th March 2023   | Latest date for delivery of final report, analytical outputs and assumptions log   |

We welcome alternative proposals for what is a credible timetable for this work, with the expectation that the large majority of the budget for this project will need to be spent this financial year.

In addition to the formal reporting points, the CCC would expect to have regular scheduled discussions (meetings or calls) to ensure the work is progressing as expected. It is expected a more detailed timeline would be proposed in bids documents and agreed with the CCC at the kick-off meeting.

# Challenges

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

* Establishing a methodology and approach which enables high quality insights to be delivered in short timeframes.
* Understanding the perspectives of stakeholders sufficiently to work out what they need. This may be very simple materials rather than more innovative forms of communication.
* Engaging with the diversity of potential user groups and the range of needs across and within user categories

Bids should set out how these risks will be managed alongside any

other risks and challenges to successfully undertaking this work.

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.

# 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. A CCC project manager will be assigned to the project and will be the central point of contact.

# 11 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 up to £100,000 excluding 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 Committee on Climate Change aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 20 pages, excluding declarations and CV’s. 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 | 15% |
| 6 | METHOD, ABILITY AND TECHNICAL CAPACITY | 20% |
| 7 | UNDERSTANDING OF REQUIREMENTS | 15% |
| 8 | 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 |

**Scoring for Pricing Evaluation**

Price will be marked using proportionate pricing. Please see the example below.

Marking proportionate to the lowest price.

Price will be scored as set out below.

There will be a maximum of e.g. 20 marks

The lowest priced bid will receive the full 20 marks, all other bids will then be marked as set out below.

Proportionate Pricing scoring example

If 20% = 20 marks

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £70,000 | 20 |
| 2 | £80,000 | 70/80 \* 20 = 17.5 |
| 3 | £90,000 | 70/90 \* 20 = 15.5 |

**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 suppliers with the highest marks from the written proposals. Interviews are provisionally expected to be held in the week of 5th December 2022 or soon after. 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 the unsuccessful letters or emails.