DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sirs

Letter of Appointment

This letter of Appointment dated Friday 5th February 2021, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	CR20091
From:	The Department for Business, Energy and Industrial Strategy (BEIS), 1 Victoria Street, London, SW1H 0ET ("Customer")
To:	CAG Consult LLP, 8 Blackstock Mews, London, N4 2BT ("Supplier")

Effective Date:	Friday 5th February 2021
Expiry Date:	Friday 14th October 2022

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B; and

Key Individuals:	[redacted]

[Guarantor(s)]	N/A

Contract Charges (including any applicable discount(s), but excluding VAT):	£287,131.25 ex VAT in alignment with Schedule 2 and Annex 1 of the CR20091 Contract Terms. [redacted]
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim Additional employers' liability insurance with a minimum limit of £5 million indemnity Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £2 million for each individual claim. Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £5 million for each individual claim.
Liability Requirements	**Suppliers limitation of Liability** (Clause 18.2 of the Contract Terms);
Customer billing address for invoicing:	finance@services.uksbs.co.uk or Billingham (UKSBS Queensway House, West Precinct, Billingham, TS23 2NF).

FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

[redacted]

ANNEX A

Customer Project Specification

1. Background

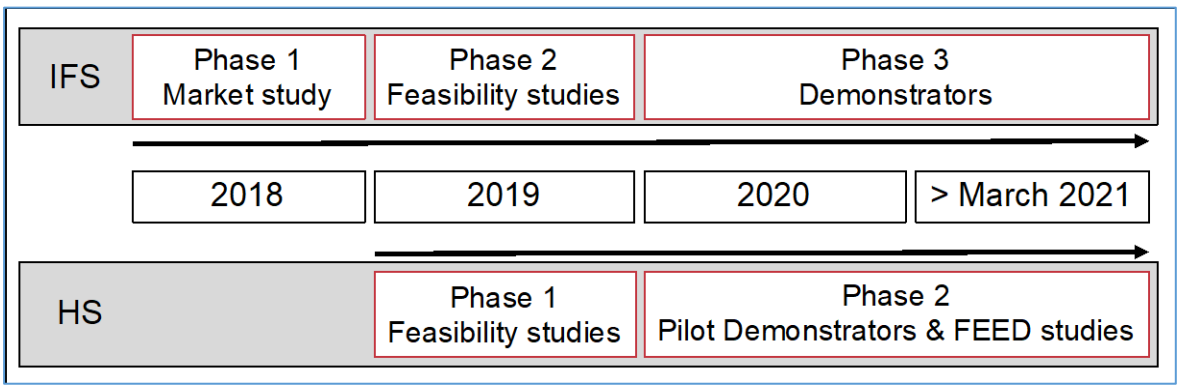
The Department for Business, Energy and Industrial Strategy's (BEIS) is responsible for business, industrial strategy, science, research and innovation, energy and clean growth, and climate change.

Initiated in 2015, BEIS' Energy Innovation Programme (EIP) seeks to reduce the UK's carbon emissions and the cost of decarbonisation, by accelerating the commercialisation of innovative clean energy technologies and processes into the 2020's and 2030s. The Programme, with a budget of £505m and completing in March 2021, consists of six themes, one of which focuses on investment (of around £100m) in industrial decarbonisation and carbon capture, use and storage. This theme incorporates the two programmes under consideration here:

- **The Industrial Fuel Switching (IFS) to Low Carbon Alternatives** programme – which seeks to develop, demonstrate and reduce the cost of fuel switching processes and technologies, with the aim of developing a range of technologies to be available by 2030+
- **The Hydrogen Supply (HS)** programme – which seeks to develop, demonstrate and reduce the cost of low carbon bulk hydrogen solutions (production, storage and supply).

Both programmes involve multiple phases of funding and activity, which will conclude by March 2021, as summarised in the figure below.

Figure 1 Overview of programme phases



BEIS has commissioned, and is publishing as part of this invitation to tender (ITT), a scoping study for the evaluation, setting out greater detail about the policy background and the two programmes. This includes theories of change and progress-to-date. **This ITT should be read alongside the scoping study.**

This specification differs from the scoping study is some aspects. These aspects are presented in shaded text (as this text is).

A discussion of the anticipated and potential COVID-19 impacts on this project is included towards the end of this specification.

2. Aims and Objectives of the Project

The two programmes are evaluated to support policy development in several areas:

- Future innovation funding and state support, including identifying areas that may need additional support and the kind and size of effective state engagement in the areas of industrial decarbonisation and hydrogen supply;
- The pathway to net zero, including understanding the options, cost and support requirements for decarbonising high-energy industrial production and, separately, hydrogen supply; and
- Decisions on effective regulatory frameworks for, separately, industrial energy use and hydrogen supply.

In addition, the evaluation aims to:

- provide accountability for spending on innovation, identifying value for money achieved;
- improve innovation delivery through improvements to commissioning and management processes;
- generate descriptions of projects that provide case-related insights into mechanisms, barriers and drivers, as well as provide material for communicating effectively about the projects.

To do this, the objectives of the evaluation are to:

- Identify the overall benefits and impacts of the two programmes, at programme level
- Assess the extent to which, how, and if not, why, the programmes achieved their objectives. This will also include identifying whether the relevant policy teams' needs have been met by the programmes
- Assess the cost effectiveness of the programmes, and understanding issues associated with value for money
- Understand how effective and efficient the programmes' implementation has been. This will include assessing the effectiveness and efficiency of project management, procurement structures and internal governance
- Provide a case-study-based exploration of processes, barriers, successes and experiences for selected projects.

For this purpose, we seek to commission an evaluation that combines an **impact evaluation** (to assess programme achievements and value for money) with a **process evaluation** (to learn lessons about optimal programme design and delivery), and a **case study** approach, reporting at interim (June 2021) and final (June 2022) stages.

The evaluation should seek to answer the following six overarching research questions:

1. To what extent and how (and if not, why not) have the projects produced the outputs foreseen in the programme business cases and individual grant applications?
2. To what extent and how (and if not, why not) have the programmes contributed to improving understanding & reducing uncertainty / risk amongst stakeholders?
3. To what extent and how (and if not, why not) have the programmes contributed to stimulating further investment, innovation and deployment?
4. To what extent and how (and if not, why not) have programmes contributed towards intended future/wider impacts?
5. What insights can be gained to inform the delivery processes of future programmes?
6. To what extent has design of the programmes effectively supported intended achievements?

The evaluation should assess each programme in its own right and draw on the findings of these assessments to provide accountability and learning across both.

3. Suggested Methodology

The following sections set out our suggested approach to carrying out the required work. More detail is set out in the accompanying scoping study report.

Applicants are encouraged to propose alternative approaches and methodologies, where they believe these would better achieve our aims and objectives as set out above, or be more cost effective. Alternative suggestions should be justified sufficiently to allow assessment in regard to reliability and validity of the approach, and the costs relative to the proposed approach. Each bidder must only submit one final methodology, and must not submit a number of options. All bids must fit within our budget, timeline and output criteria, regardless of methodology proposed.

The first section gives an overview of our suggested research design, followed by a section on methodology.

3.1 Research design

As set out in the scoping study report, we envisage an evaluation that uses:

- a **contribution analysis** approach to assess the extent to which, and how, and if not, why not, each (and both) of the programmes produced the outputs and outcomes envisaged.
- a **process evaluation** to assess how programmes were designed and delivered and how design and delivery can be improved.
- an **economic evaluation** to review the extent to which and how the programmes have addressed the barriers and market failures indicated in the business cases (and set out in the scoping study report), and give a high-level estimate of the costs and benefits of each of the programmes

- **case studies** to describe selected projects and explore themes, providing case-based insights into how projects developed and dealt with any encountered barriers.

The **contribution analysis** (CA) would triangulate evidence from a range of sources to support and challenge a detailed programme theory of change, to set out a programme narrative about the contribution the interventions have made to the expected outcomes. An outline theory of change is included in the scoping study, but it is expected that more detailed theories at programme level are developed as part of the evaluation.

The **process evaluation** would provide insight into how the implementation of the innovation programmes could be modified to optimise impacts, benefits and efficiency, including lessons learnt that can be applied to future innovation funding schemes and identifying whether the process was appropriate and proportionate. It specifically relates to addressing the fifth headline evaluation question 'Q5 – what insights can be gained to inform the delivery processes of future programmes?'' and the sub-questions associated with this.

We envisage light-touch **economic evaluation** of the extent to which and how the programmes have addressed the barriers and market failures indicated in the business cases, and to estimate the costs and benefits of the two programmes and thus represent value-for-money. The cost-benefit analysis (CBA) will have to be conducted at the programme level, and include ex-ante projections of benefits beyond the timing of the evaluation.

Case studies aim to provide greater accountability for the largest projects, and qualitative insights through deep dives, exploring issues such as project complexity, issues faced or overcome, stakeholder variety and progress made. The case studies would go beyond highlighting the findings from covered projects and synthesise evidence gathered from several strands of quantitative and qualitative research.

We require two types of **case studies**: project-based case studies to assess individual projects in more detail – exploring their particular experiences and achievements and providing further insight into how / why outcomes are achieved, the obstacles faced (or anticipated) and key lessons learned. The theme-based (cross-cutting) case studies will focus on a particular evaluation question or area of programme theory, to further explore and better understand the experiences and results of the programme (what was achieved and how, how this varied and why?)

We expect the evaluation to produce 2-3 project-based and 1-2 theme-based case studies, with exact choices to be decided during the early stage of the evaluation.

3.2 Methodology

The proposed methodologies are set out in three phases: scoping, evidence collection, and analysis and synthesis. All methodologies are expected to contribute to all aspects of the research design / outputs. In addition, tasks from different stages (e.g. document review and interview preparation) may overlap or be carried out in the same activity, but are presented here as conceptually distinct.

3.2.1 Stage 1: scoping activities

Stage 1 prepares the evaluation, primarily through the development of a detailed theory of change (TOC). To enable the development of the TOC, the contractor must review a range of documents from programmes and projects.

3.2.1.1 Familiarisation with programmes and projects through document review

A thorough review of current programme documentation and evidence developed to-date will allow the evaluation contractors to develop a comprehensive understanding of the programmes and assess where sufficient data already exists, avoiding a duplication of work. This should be done through a review the following documentation (plus any other relevant documentation identified):

- Business cases for all phases of both programmes
- Project funding applications
- Change requests to contracts
- Progress updates and risk registers
- SICE KPI returns, expected to be available from August 2020
- Benefits maps, benefits management strategies and benefits realisation plans, insofar as they exist
- Any / all work commissioned by the programmes including technical baselines, literature reviews, surveys and evidence-to-design studies so far.

The following literature familiarisation is not included in the scoping study. We do not expect this work to take the form of a formal literature review or rapid evidence assessment.

In addition, we expect the contractor to familiarise themselves with, and produce a short summary of, the literature on industrial fuel switching and hydrogen supply, covering UK and, where relevant, EU-wide policies and policy trajectories (as published in English), the current state of technology and of the industry internationally and in the UK; and academic and non-academic knowledge and discourse on the cost, potential and state of industrial decarbonisation and hydrogen supply. This will provide a baseline and context for understanding how the two programmes have advanced current knowledge and practice. BEIS will assist with identifying relevant literature.

3.2.1.2 Theory of change development and process mapping

The TOC forms the basis of the contribution analysis (CA), so it is vital that it is comprehensive enough to allow a CA to be carried out. We anticipate that the contractor builds on the TOC from the scoping study, expanding the detail in the expected mechanisms, assumptions and risks for each programme and across both. We expect the applicant to make a judgement, in the tender, about which of the following activities will be necessary to further develop the TOC to the required state, weighing up the fact that BEIS programme leads have participated in a TOC development in 2020, and the requirement of the CA:

- Scoping interviews conducted to aid programme understanding, to create a definition of programme success and to understand any risks and assumptions about the programme.
- A Theory of Change workshop with key stakeholders involved in the programmes, covering the two programmes separately and the overall approach, ensuring that the TOC identifies:

    - How the programmes are expected to work and what evidence there is to support this thinking
    - The outputs, outcomes and impact, explicitly tracing causal links between them
    - Non-linearity in the design
    - The risks, uncertainties and assumptions that affect progression along the theory
- Prior to the next stage, and after Theory of Change development, the following steps should be conducted to ensure a strong theory-based evaluation:
    - Development of clear hypotheses about how we envisage the programmes to have an impact, presented to the ICCUS steering group.
    - Outlining the evidence we would expect to see to refute and strengthen the credibility of the hypotheses. This could involve developing alternative hypotheses. For example, unsuccessful funding applicants stating that a programme has impacted the development of IFS technologies might constitute stronger evidence than a successful applicant making the same claim.
    - Mapping expected data onto the proposed Theory of Change and developing a clear data collection plan to ensure all questions are addressed and to systematically test the programme logic.
    - Stating the tests that will be used to scrutinise these causal claims and the quality of evidence you would expect to see.
    - Identifying the areas where evidence already exists in admin or scheme data to avoid duplication of work. This will also help to identify evidence gaps that will need to be addressed in the next stage.

3.2.2 Stage 2: evidence collection

Primary and secondary data will be used to address the evidence gaps identified in Stage 1.

3.2.2.1 Secondary data and information

As set out in the scoping study report, secondary data will form an important part of the evidence to be assessed in this evaluation. This includes:

- the EIP-wide KPI returns, which are expected to be available in August 2020 for the June 2020 data collection round and in May 2021 for the March 2021 data collection round
- project reports, produced as final outputs for all projects
- other data sources as set out, allowing assessment of market trends (e.g. Beauhurst, Crunchbase, Pitchbook, Prequin), patents filing (e.g. Patent Lens or PATSTAT), academic and non-academic publications (e.g. Gateway to Research) and media communications.

We expect the tender to indicate which of the data sources indicated in the scoping study the tenderer has access to and proposes using, although decisions on use may be revised after the

completion of the TOC and related hypotheses. At this stage, we do not consider any of the proposed non-free data sources essential to the evaluation, but are interested in the applicants' views and possibilities.

3.2.2.2 Techno-economic modelling

As indicated in the scoping study report, funded projects are expected to provide updates on their existing models of the levelised cost of electricity / hydrogen (LCOE/LCOH) with data from the outputs of their projects as part of final reporting, or develop LCOE calculations to demonstrate that their projects can reduce costs.

These outputs will be quality-assured by BEIS technical experts, and, within the limits of commercial sensitivity, will be shared with the evaluator. We do not expect the evaluation contractor to carry out additional modelling on LCOE/LCOH. We do expect the evaluation contractor to review the models and the QA documents, and summarise and interpret across the model results, taking account of limitations highlighted during the QA and cross-checking interpretations with BEIS technical experts.

As part of Project Completion and final reports, it is also anticipated that projects will prepare a document that identifies the carbon emissions reduction/savings that are anticipated. Again, BEIS technical experts will quality assure any calculations, and the evaluation contractor is expected to interpret results (also in the light of QA results) and triangulate this with views from stakeholders.

3.2.2.3 Interviews, surveys and workshops

Set out in detail in the scoping study report and summarised below is the proposed approach to gathering data from key stakeholders using face-to-face or telephone interviews and surveys. One or two (either for both programmes or separately) BEIS-endorsed consultation workshops may also be considered an appropriate (alternative) method of gaining a range of insights from a group of stakeholders (e.g. from industry).

Most stakeholders will be able to provide insights into, and material for, several evaluation questions and outputs. We look to the tenderer to review and propose the best use of resources.

We expect proposals for interviews to take account of the advantages and disadvantages of face-to-face vs. telephone interviewing, but also consider the potential limitations due to COVID-19 restrictions.

Figure 2 Key stakeholder groups to be consulted

Stakeholder group	Description	Method	Target Number	
			Interim Evaluation	Final Evaluation
Programme management / delivery	The 2-3 programme owners / managers for each of programme, plus the 2-3 key strategic and delivery focused leads for the industry theme. Interviewees for the current study provide an initial target list	F2F / telephone Interviews	10	10
Project coordinators / leads	All project leads for each HS/IFS project should be consulted. There have been 30 projects in total across programmes and phases, but some have been funded multiple times, reducing the total number of unique projects (and leads).	F2F / Telephone Interviews	25	25

Project partners	A lighter-touch consultation of (non-lead) project partners, across all projects. The final number of partners is not yet known, but is expected to be 60-80. A response rate of around 50% is envisaged	Surveys	30 – 50	30 – 50
Unsuccessful applicants	Lead partners from consortia that bid unsuccessfully to programmes (where they are not already included above – i.e. as feasibility leads) should be invited to participate. The exact population is unknown, but thought to be ~40. A 50% target response is envisaged.	Surveys	20	20
Policy makers	Individuals within BEIS policy teams and the CCC with interest in IFS/HS and the outputs of the two programmes (e.g. Clean Energy, Heat, Industrial Energy and Energy Transformation Directorates, plus the industrial sector teams). Some interviewees for the current study provide initial key targets.	Telephone Interviews	5 – 10	15 – 20
Wider industry	Sector associations / trade bodies for key emitting sectors (e.g. steel, cement, glass, chemicals, vehicles)	Telephone Interviews	5 – 10	10 – 15
	Organisations within key industrial sectors for fuel switching, or within the supply chain for IFS/HS solutions	Surveys	50 – 100	100 - 150
Other	Other individuals and groups identified during the study, not captured above	Telephone Interviews	5	5 – 10
Total number of interviews sought			**50 – 60**	**65 – 80**
Total number of survey responses sought			**100 – 170**	**150 – 220**

3.2.3 Stage 3: Analysis and synthesis

The core part of the analysis is the delivery of the contribution analysis, in order to provide a reasonable narrative of the impact of the two programmes, and the barriers encountered. In addition, a modest economic evaluation should assess the costs and benefits of the programmes.

3.2.3.1 Contribution analysis

A synthesis of evidence collected across documents, interviews and surveys will collate the data and help understand the overarching story and impact of each, and both, of the two programmes. It will be at this stage that the Contribution Analysis will be conducted. The evaluators should go back to the original Theory of Change and understand whether the evidence collected fits with the framework, and revise and strengthen this if necessary. This should involve assembling and assessing the contribution story and assessing the evidence collected against the causal statements and alternative hypotheses made in the scoping stage to make a judgement about causal claims. This should include a consideration of how the two programmes have added to the wider BEIS approach to industrial decarbonisation.

The contractor should also propose a method to assess the robustness of the data. The robustness of the evidence should be considered in the synthesis.

3.2.3.2 Economic evaluation

A modest economic evaluation should be conducted that focuses on the two key aspects described below. BEIS has included detail on this aspect of the evaluation in the ITT to allow bidders to suggest an appropriate methodology. However, it is important to note that the focus of this evaluation will largely be on process and impact aspects. We expect that around 10% of the budget will be allocated to the economic evaluation, although are open to alternative justified proposals.

The first aspect of the economic evaluation (barriers in the economic case) is not described as such in the scoping study report but is implicit in the research questions and TOC, and will implicitly be addressed through the contribution analysis. We specify it here explicitly because we would like the evaluation reporting to reflect on it explicitly.

How the innovation programmes addressed the barriers in the economic case

One aim of the economic evaluation is to understand to what extent and how the industrial decarbonisation innovation programmes have addressed the barriers and market failures set out in the programmes' business cases and described in Chapter 2.1 (section rationale for public intervention) of the scoping study report.

Gathering evidence to understand whether these barriers and failures have been overcome as the programmes intended will be done mostly through gathering views of stakeholders across the programmes as well as a review of market information. This should consider the extent to which the Theory of Change has been realised, which would involve both considering whether the two programmes have been successful in the wider context, and whether they have had a perceivable impact on the wider industry.

Cost-benefit analysis

A proportionate cost-benefit analysis should be conducted to understand whether the programmes represented value-for-money, attributing a monetary value on the impact and cost of the two programmes. As the programmes have been commissioned separately, CBA will be conducted at the individual programme level rather than aggregating results into a single CBA.

The costs and benefits expected to be included in the assessments are set out in the scoping study report. These should be monetised as far as possible, but for impacts that cannot be readily monetised qualitative approaches should be taken. Only those costs and benefits that can be quantified will be included in the cost-benefit analysis. We do not envisage any new data collection for the economic evaluation, it should use existing data and data collected through the other workstreams.

The NAO[1] approach of the 3Es (economy, efficiency and effectiveness) should be used as an overarching framework for the cost-benefit analysis:

- Economy: minimising the cost of resources used or required.

[1] NAO guidance found here: https://www.nao.org.uk/successful-commissioning/general-principles/value-for-money/assessing-value-for-money/

- Efficiency: the relationship between the output from goods or services and the resources to produce them.
- Effectiveness: the relationship between the intended and actual results of public spending.

It is expected that this analysis is conducted by an economist and aligns with the principles of the HM Treasury Green and Magenta books. The assessment should aim to estimate a benefit-cost ratio (BCR), the net present value (NPV) and payback periods.

Outputs will be a cost-benefit analysis, spreadsheet and a written discussion as part of the interim and final reporting.

3.2.3.3 Case studies

We anticipate that there will be synergies between data collection for the general evaluation and that for the case studies, although we do not anticipate that the case studies cover all research questions of the general evaluation. In particular, we do not expect case studies to explore attribution or value for money.

It is anticipated case studies will involve:

- Desk review of all relevant project documentation
- Context and literature review, to develop understanding of the technology that forms the focus of the case
- No less than five interviews per case study (included in the programme of interviews detailed above). It may be useful to consider interviewing the lead partner of the consortium, junior partners or supply chain organisations, monitoring officers and prospective customers to provide a complete picture of the project.

Analysis of relevant project quantitative data (described above and in the scoping study report)

3.3 The impact of COVID-19

COVID-19 and the related restrictions have had impacts on projects funded through the CCUS programmes. These impacts differ, from very slight to temporary work stoppage, and are in some cases ongoing. We anticipate COVID-19 to impact the evaluation in three ways:

- Delays in projects, so that the anticipated project end date of no later than March 2021 is moved, by up to 9 months
- Difficulties in using face-to-face methods for primary data collection, particularly focus groups, but also face-to-face interviews
- Difficulties in disentangling the impact of programmes and projects from the impact of COVID-19.

We would like suppliers to address these challenges in the tender, and in particular consider what risk mitigation strategies may be best suited to dealing with the practicalities of the COVID-19 impacts.

4. Deliverables

This chapter details the outputs and quality assurance required.

4.1 Main outputs

The evaluation is expected to produce outputs at two main points:

- At interim stage, following the completion of the programmes in March 2021 and reporting in June 2021; and
- At final stage, following a one-year follow-up, reporting in June 2022.

Outputs at each stage are expected to include reports for publication, shorter communication materials for internal consumption (assumed at this stage to consist of a slide deck) and a presentation to policy stakeholders at BEIS. The reports at each stage are expected to include:

- A main report on the impact, process and economic evaluation findings to date
- A case study report
- A technical report

The main evaluation report is expected to address each programme separately and highlight project findings where relevant. It is then expected to draw conclusions from findings across projects and programmes. At interim stage the report is expected to be up to 50 pages in length, at final report stage up to 80 pages. The report must include an executive summary and a summary page for each programme.

The evaluation is expected to report on all research questions at both reporting points, but place greater emphasis according to the expected progress of the evaluation at each stage, i.e. the interim report is expected to report in greater detail on the process evaluation (evaluation questions 5 and 6), while the final report would place greater emphasis on the impact and economic evaluation (evaluation questions 1-4).

The case study report should be provided separately to improve its communicability. It is envisaged that each case will take between 4 and 8 pages.

4.2 Additional and process outputs

Every 6 months the contractor is expected to attend a 15-minute slot at, and provide a written update for, the Industry and CCUS theme steering group meeting. The update should include a progress report against the plan, an updated risk register, an overview of key findings to-date (no more than one page A4), and a six-month forward look. The contractor should assume that every second meeting will be attended virtually.

As an additional final output we require a slide-pack and presentation for each the interim and final reports. We expect each of the presentations to last approximately 45 minutes, and slide-packs to contain an appropriate level of detail for this length of presentation.

All quantitative raw data should be sent to BEIS, if possible in anonymised form. We intend to publicly archive our data; however, the feasibility of doing so will be addressed during the project.

4.3 Quality assurance

To assure the quality of data collection, analysis and outputs produced, the contactor/s must:

- Ensure that quality assurance is done by individuals who were not directly involved in the research, analysis or model development
- Specify who will be responsible for quality assurance before it comes to BEIS

Quality assurance must be signed off by someone of sufficient seniority within the contractor organisation to be able take responsibility for the work carried out. BEIS reserves the right to refuse to sign off outputs which do not meet the required standard specified in this Invitation to Tender. The Contractor must state within the proposal how all work on the project will be quality assured.

The Contractor will be expected to produce high quality reports that meet the following criteria:

General:

- Answer the research questions clearly, in plain English
- Clearly structured so that information presented in each section of each report is clear
- Connections between sections are clear
- Executive summaries of no more than two sides that set out the findings clearly and their relevance to BEIS policies
- All sections have clear introductions and conclusions (including findings being written concisely upfront)
- Methodology clearly explained so others could repeat the work in future.

Use of good quality English:

- Thoroughly proof-read and peer reviewed for writing quality
- No jargon is used, and all terms are defined and referenced clearly
- All acronyms are written out in full the first time that they are mentioned in each section of each report
- No grammar and phrasing errors
- No typos / typographical errors present
- Concise and non-wordy sentences and paragraphs
- Concise reports that are not too long and do not have vast annexes

Visualisations:

- All visualisations are labelled
- All visualisation follow accessibility requirements
- All axes are labelled, including with appropriate units
- Clear and appropriate use of visualisations (large enough size, data can be read clearly without reference to the raw data, and there are not too many visualisations presented at once)

- All visualisations are clearly explained and discussed
- A range of different types of visualisations are used to provide more interesting and innovative ways of presenting the results

Where complex or innovative methods are proposed, bidders should specify how additional quality assurance will be provided. Where necessary, this should include the use of external experts.

Outputs will be subject to BEIS internal approvals, the more substantive the output the longer the approval time required. Both published and other reports will require three rounds of comments, which should be factored into the timelines. BEIS may wish to appoint an external peer reviewer to provide a high-level peer review.

The successful bidder will be responsible for any work supplied by sub-contractors.

BEIS reserves the right to request an audit of projects against the BEIS Code of Practice for Research and the commitments made in the tender documents and subsequent contract.

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

Other useful sources of guidance and advice that will help bids and the resulting work be of the highest quality include:

- The Government Social Research Code, in particular those that relate to GSR Products:
- UK Statistics Authority Code of Practice/ or an equivalent standard.
- The Magenta Book, Government guidance on policy evaluation and analysis.
- Supplementary Guidance on the Quality in Policy Impact Evaluations
- Quality in Qualitative Evaluation: A Framework for assessing research evidence provides a Framework for appraising the quality of qualitative evaluations.

The Green Book: appraisal and evaluation in central government.

Part 2: Contract Terms