

## PROJECT SPECIFICATION

### Preparation of a climate change 'knowledge account'.

#### Introduction

On behalf of the Scottish Government [ClimateXChange<sup>1</sup>](#) wishes to commission the development of a 'knowledge account' on climate change. The knowledge account is to complement a series of accounts already published in draft form by the Scottish Government as part of their discussion paper on the development of an environmental strategy for Scotland.

#### Background

In June 2018 the Scottish Government published '[Developing an environment strategy for Scotland: Discussion Paper](#)'. The paper was produced to inform the development of an Environmental Strategy for Scotland and follows a commitment in the [2017/18 Programme for Government](#) to develop 'a strategic approach on environmental policy to protect and enhance our environment, safeguard natural capital and continue Scotland's leading role in addressing environmental challenges.'

The discussion paper set out a draft vision and a set of outcomes. Alongside this document a suite of draft '[knowledge accounts](#)' on environmental themes were published, and these are designed to help inform decisions over priorities for action to achieve the vision and outcomes.

These knowledge accounts cover a range of themes including:

- Air quality
- Business resource efficiency
- Ecosystems and wildlife
- Household resource efficiency
- Natural capital
- Quality green space
- Value the environment
- Access to nature

The draft knowledge accounts follow a similar format and provide:

- A single-sided summary (to cover past issues, where we are now, key evidence gaps, future drivers, where do we want to be and current initiatives and their impact).

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<sup>1</sup> For more information on ClimateXChange, the Scottish Government-funded Centre of Expertise on Climate Change, see [www.climatexchange.org.uk](http://www.climatexchange.org.uk)

- A short document (3-4 pages) that details
  - An introduction to the issue
  - A description of recent trends
  - A description of past drivers of change
  - A description of future drivers of change
  - An outline of current initiatives and their impact

### **Project Aim**

To prepare a draft knowledge account that covers climate change.

### **Project Scope**

- 1) The draft knowledge account should cover climate change mitigation and adaptation.
- 2) The draft knowledge account should follow the same format and structure as the draft knowledge accounts already published in draft form on environmental themes.
- 3) The draft knowledge account should draw on published sources of information, including Scottish Government strategies, frameworks and policy commitments, or statistics.

### **Outputs**

The key research outputs will include:

- A single sided summary that describes
  - Past issues
  - Where we are now
  - Key evidence gaps
  - Future drivers
  - Where do we want to be
  - Current initiatives and their impact
- A 3 or 4 page document that covers
  - An introduction to the issue
  - A description of recent trends
  - A description of past drivers of change
  - A description of future drivers of change
  - An outline of current initiatives and their impact
  - References
- A presentation to officials of the Scottish Government that summarises the information presented in the document.

The outputs will be written in plain English and follow the structure and format of the draft knowledge accounts already published for other environmental themes.

The ownership of the research material including the final report and any data produced as a result of the research lies with ClimateXChange on behalf of the Scottish Ministers. The research will be published on the ClimateXChange website, the date and format of which will be determined by the Scottish Government and ClimateXChange. One or more drafts are likely to be required before a final version is agreed.

This project is commissioned on behalf of the Scottish Government and presentation of the results should be suitable for use by policy specialists who are not expert in this field.

## **Methodology**

Tenderers are invited to put forward proposals on how to best meet the research objectives within the budget available. An explanation of your chosen approach, including any limitations, should be provided.

It is expected that the research project will comprise desk-based research.

Tenderers are encouraged to refer to the following sources for further information that may be relevant:

### 1. Environmental Strategy for Scotland

[Developing An Environmental Strategy for Scotland: Discussion Paper](#)

[Air quality - draft knowledge account](#)

[Business resource efficiency – draft knowledge account](#)

[Ecosystems and wildlife – draft knowledge account](#)

[Household resource efficiency – draft knowledge account](#)

[Natural capital – draft knowledge account](#)

[Quality green space – draft knowledge account](#)

[Value the environment –draft knowledge account](#)

[Access to nature – draft knowledge account](#)

### 2. Climate change mitigation

- The [Climate Change \(Scotland\) Act 2009](#).
- Scotland's first, second and third reports on policies and proposals ([RPP1](#), [RPP2](#) and the [CCP](#)).
- The [Climate Change \(Emissions Reduction Targets\) \(Scotland\) Bill](#).
- [Scottish Greenhouse Gas Emissions 2016](#)
- [Reducing Emissions in Scotland: 2018 Progress Report to Parliament](#) – Committee on Climate Change
- Committee on Climate Change – [subject reports and advice](#)

### 3. Climate change adaptation

- [Scottish Climate Change Adaptation Programme](#)
- [Adaptation Scotland](#)
- [UK Climate Change Risk Assessment – Scotland Summary](#)
- [Scottish Climate Change Adaptation Programme – 2018 Progress Report](#)

#### Project steering group

A small steering group, likely to include ClimateXChange representatives and Scottish Government representatives, will meet with the successful bidder for project kick-off and provide feedback on draft text.

Day-to-day communication will be between the contractor and CXC's Programme Manager Dan Barlow, and is likely to involve short catch-up phone calls either fortnightly or as agreed.

#### Project Timetable

<b>Milestone</b>	<b>Completed by</b>
Tender deadline	25 January 2019
Contract let	1 February 2019
Inception meeting/telecon – to agree; <ul style="list-style-type: none"><li>• Scope &amp; methodology</li><li>• Resolution of outstanding questions</li><li>• Roles of steering group members</li><li>• Timeframe</li></ul>	Week commencing 4 February 2019
Report on progress	Week commencing 25 February 2019
High quality draft report delivered to steering group	Week commencing 4 March 2019
Submission of final report	Week commencing 18 March 2019

## Award criteria

<b>Price</b>		<b>20%</b>
<b>Quality</b>		<b>80%</b>
	1. State the team members' names and their role in the team for this project.	Not scored
	2. Understanding of the research specification and the policy environment. <ul style="list-style-type: none"> <li>The proposal should include an introduction which demonstrates a clear understanding of the research requirements, including an understanding of the policy environment and the supporting role of this research; the need for this research; the research aim; and how the proposal will address this aim.</li> </ul>	25
	3. Proposed Methodology <ul style="list-style-type: none"> <li>Outline the approach the proposed team will take to undertaking this research, including any limitations.</li> </ul>	30
	4. Reporting <ul style="list-style-type: none"> <li>Demonstrate the proposed team's capability in communicating research effectively in a fast-moving policy environment</li> <li>Demonstrate experience of writing reports for a non-specialist audience.</li> </ul>	15
	5. Risk <ul style="list-style-type: none"> <li>Present a risk assessment matrix detailing any risks identified in relation to the delivery of this project, and proposed mitigation measures to minimise their probability and impact, focused particularly on risk to completion on time and quality control.</li> </ul>	10

## Submitting a proposal

Please send a **brief** proposal (no more than four pages of substantive text) responding to each of the award criteria above, including work plan with deadlines, CVs for the proposed delivery team, applicable day rates, relevant research experience, examples of previous work and the number of person days' work proposed.

Proposals need to be submitted to [lee.callaghan@ed.ac.uk](mailto:lee.callaghan@ed.ac.uk) and cc'd to [dan.barlow@ed.ac.uk](mailto:dan.barlow@ed.ac.uk) for evaluation **by noon on Friday 25 January 2019**. Please contact Dan Barlow ([dan.barlow@ed.ac.uk](mailto:dan.barlow@ed.ac.uk) (0131 651 4641) if you would like clarification of any of the above.

The costs of proposals for this project are expected to be in the range of £4,500 – £5,500 (including VAT). However, ClimateXChange would welcome proposals for less than this amount. We welcome consortium bids.

You should highlight any potential conflicts of interest in your proposal. For queries about what may constitute a potential conflict of interest, please contact [dan.barlow@ed.ac.uk](mailto:dan.barlow@ed.ac.uk)

CXC Secretariat

January 2019