Project Specification:
Research to inform a monitoring and evaluation framework for a just transition in Scotland

1. The need for this research

Scottish Government's approach to climate change is underpinned by a commitment to deliver a just transition. The Climate Change Act 2019 puts this commitment in legislation, and places a number of statutory obligations on Scottish Government when preparing Climate Change Plans, and when monitoring the progress of these plans.

ClimateXChange wishes to commission research to inform development of an overarching approach to monitoring and evaluation of a just transition in Scotland that can be nested with the wider framework for monitoring climate change.

The research will inform the development of the statutory annual monitoring framework for the Climate Change Plan (CCP)[1], the development of the next Climate Change Plan, sector-level and regional Just Transition Plans, the links to the Scottish Climate Change Adaptation Programme (SCCAP)[2], and wider just transition policy work.

2. Project scope and aim

Scottish Government has published a National Just Transition Planning Framework[3] which sets out eight national outcomes. The four main aims of this project are to:

1. Work with the Scottish Government to define a measurable set of success criteria for each National Just Transition Outcome within the timeframes of the transition to net zero.

2. Develop a set of principles for establishing effective indicators that align with the National Just Transition Outcomes and allow for progress to be measured each year, in line with the success criteria of the National Just Transition Outcomes and their local, regional and sectoral contexts (established under aim 1 above).

3. Develop a monitoring framework for the national just transition programme, including identifying a set of national indicators for each National Just Transition Outcome in line with the principles developed under aim 2 above.

4. Develop a monitoring framework for the first sectoral Just Transition Plan (on Energy), identifying a set of sectoral indicators in line with the principles developed under aim 2 above.

The principles of effective indicators (aim 2 above) should provide a short list of key considerations that can be effectively implemented by the Scottish Government in defining new indicators for future plans and work in the just transition space. The principles should reflect

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[1] https://www.gov.scot/publications/climate-change-plan-monitoring-reports-2021-compendium/#:~:text=The%202019%20Act%20increased%20the,reaching%20net%2Dzero%20by%202045.
[2] https://www.gov.scot/publications/climate-ready-scotland-second-scottish-climate-change-adaptation-programme-2019-2024/
[3] https://www.gov.scot/publications/transition-fairer-greener-scotland/pages/5/

wider research and established principles from academic literature and international examples, and be consistent with consistent with the wider work in the Scottish Government (e.g. National Performance Framework), the work of the Just Transition Commission.

To achieve the research aims outlined above, the research should consider questions including, but not restricted to:

a) How do other jurisdictions monitor how socially and economically just their climate action is, and do any other jurisdictions explicitly monitor a just transition?

b) How can a just transition be measured?

c) How can a just transition be monitored at a local, regional, national and sectoral level?

d) How do the proposed national and sectoral monitoring frameworks, and relevant indicator sets, align with existing monitoring and evaluation frameworks across the Scottish Government? Please see more detail on this in the methodology section.

e) How comprehensively do the proposed existing indicators cover the local, regional and national level and across sectors in relation to the National Just Transition Outcomes?

f) What are issues relevant to a just transition that are currently not monitored in other Scottish Government frameworks?

g) What current data gaps preclude monitoring of the National Just Transition Outcomes?

The final output should provide an overview of the research on each of these questions and how these are captured within the developed principles and monitoring frameworks.

For each of the monitoring frameworks developed, the contractor should provide a long list of potential indicators that meet the requirements of the developed principles along with identified data sources for each indicator.

3.   Audience

The work is commissioned on behalf of the Scottish Government, and of interest to colleagues across a number of teams involved in delivering Scotland's net zero commitments.

The results must be presented in a format and language that can be easily understood by readers without an academic background. Written outputs must be well presented and written in Plain English.

4.   Methodology

Tenderers must put forward proposals on how best to meet the research aims within the budget available. Please provide a full explanation of your chosen approach, including any limitations.

However, we ask that the research be conducted in two discrete phases:

- Phase 1: a desk-based rapid evidence review focussed on questions a, b and c above (with an interim output expected in Autumn 2022)

- Phase 2: engagement with Scottish Government officials and other stakeholders and analysis of relevant Scottish Government policies and measurement frameworks needed to fulfil the research aims (with outputs expected to be finalised in February 2022)

For engagement purposes, Scottish Government officials might include the Just Transition policy teams and sector analysts) and there may be a need to liaise with other stakeholders including the Just Transition Commission.

An overview of how the proposed national and sectoral monitoring frameworks, and relevant indicator sets, align and overlap with existing monitoring and evaluation frameworks across the Scottish Government is also essential. Such frameworks might include the CCP and SCAAP in the climate change space, as well as wider frameworks associated with Fair Work, green jobs, equalities, and the National Performance Framework.

5. Outputs

We expect the research to be presented in three outputs:

  i. a rapid evidence review covering questions a, b and c above;

  ii. a project report detailing the research and outcome of any engagement with the Scottish Government along with the proposed national and sectoral monitoring frameworks and how they align and overlap with wider relevant Scottish Government monitoring and evaluation frameworks; and

  iii. presentational materials suitable for use across the Scottish Government and further public sector

 All outputs must be written in plain English and follow the CXC house style.

The full project report (ii above) should comprise:

  a) an executive summary of no more than two pages, detailing the key findings, the aim of the project and the value to a policy audience; and

  b) a full report of the project, of no more than 25 pages to include:

    i) Summary of literature and policy analysis and engagement with the Scottish Government

    ii) Developed principles for effective indicators and evaluation framework, including summary of research and international examples

    iii) the proposed national and sectoral monitoring frameworks (the former of which must include a measurable set of success criteria for each National Just Transition Outcome within the timeframes of the transition to net zero)

    iv) Recommendations about key/outstanding priorities for further research and innovation activity/funding

    v) Annexed detailing methodologies used and underlying assumptions

    vi) References

    vii) A glossary if needed

  c) Annex including the indicators, evaluation criteria and data source for all requested monitoring sets of indicators as well as a summary of how the proposed national and sectoral monitoring frameworks, and relevant indicator sets, align with wider relevant Scottish Government monitoring and evaluation frameworks;

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 Scottish Ministers. The research may 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.

ClimateXChange supports the Scottish Government Open Research Guidance for RESAS, summarised as "open as possible, closed as necessary." This means that all products will be placed in the public domain, unless there is a strong argument otherwise (for example to comply with data protection regulations). Descriptions of all projects and related products will be uploaded to the ResearchFish system.

6. Project governance

A small steering group will be established to support delivery of the project. The steering group's role is to agree the research methodology and project plan, comment on draft findings and drafts of the report, and sign-off outputs for publication. It will include representatives from Scottish Government, ClimateXChange, and the project team. External members will be considered depending on the methodology/approach.

The lead contact for ClimateXChange will be CXC Project Manager - Climate resilience and social change, Anne Marte Bergseng, who will liaise with the contractor. Regular update calls will be scheduled fortnightly between the principal investigator and the CXC Project Manager to discuss progress and address any issues, escalating to steering group for consideration where necessary.

7. Project timetable

Please note the timetable is based on an intense period of work in August and September 2022 to inform the Scottish Governments policy development for the Energy Strategy and Just Transition Plan.

Milestone	Completed by
Project kick-off meeting, to agree scope, boundaries, methodology and project plan.	19th August
Report on progress (Principal investigator and CXC Project Manager. Further Steering Group members as appropriate depending on work stage)	TBC, usually fortnightly
Steering group meeting to: • present findings from the literature review, covering questions a, b and c above, to the steering group for discussion (closing phase 1); and • agree work plan for questions d-h (kick-off phase 2).	12th September
Meeting to discuss interim findings from questions d-h	15th November
Submission of draft report to CXC Secretariat	13th January
Steering group meeting to comment on draft	20th January
Draft revisions by email	
Submission of final report	17th February

8. Award criteria

Price   20%

Quality   80%

Quality Criteria	Descriptor	Weight
Understanding the research specification and the policy environment	The proposal should include an introduction which demonstrates a clear understanding of the research requirements, including: • The policy environment and the supporting role of research • The cross-sectoral nature of the project • The need for this research	15-%

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	• The research aim, and how the proposal will address this need	
Research methodology	The proposal should demonstrate a high quality and workable research methodology that will deliver the outputs in the required timescale, including: • How the evidence will be identified, reviewed and assessed • How the research objectives will be addressed • The suitability, robustness and limitations of the methodology	30%

Project management and staff resource	The proposal should:
	
	• Include a clear project plan, that captures:
	    o The main steps required to deliver the desired output within scope and to time
	    o Reference – where relevant – to mechanisms for compliance with regulations (e.g. GDPR)
	
	• Provide details of individual staff members who will work on this project and demonstrate how they will meet the project requirements, specifically their experience and expertise:
	    o In research generally
	    o In tasks specific to this research
	    o In inter-disciplinary team-working
	
	• Provide a commitment that named staff members will be available to work on the contract if the bid is successful
	
	• Set out the management arrangements for the project
	
	• Include a timetable for delivery of tasks and project milestones covering the duration of the contract
	
	• Clearly show allocation of staff and staff time against each task
		15%

Communication and report writing	The proposal should describe the approach to writing the report, which will be published on the ClimateXChange website. This should include how different contributions from the team will be brought together. The proposal should outline any planned visualisations and/or added value presentations of the material. It should detail who will take lead responsibility for report-writing and overall report quality. It should provide accessible links to outputs and/or publications they have been involved in, detailing their role in the work. It should detail specific data management tasks (and their related costs) required to comply with the open data guidelines	10%
Quality assurance and risk mitigation	The proposal should provide details of quality assurance procedures to demonstrate how the contract will be continuously delivered to a high standard. It should specifically address issues of quality control at different stages of the project, including evidence gathering, analysis and report writing.	10%

	The proposal should provide a risk assessment matrix detailing any risks identified in relation to the delivery of this contract, and proposed mitigation measures to minimise their probability and impact.	

9. Submitting a proposal

Please send a brief work plan (no more than six pages excluding CVs) responding to the award criteria above and including deadlines, applicable day rates, relevant research experience, examples of previous work and the number of person days' work proposed. CVs for the proposed delivery team can be outwith the 6 page limit. *Your submission should be a single document in PDF format with the file name in the following format name of submitting organisation – Research to inform a monitoring and evaluation framework for a just transition in Scotland – IQ15-2022. File size should not exceed 5MB.*

You should highlight any potential conflicts of interest in your proposal.

Proposals need to be submitted to lee.callaghan@ed.ac.uk and cc'd to annemarte.bergseng@ed.ac.uk for evaluation by **noon on Wednesday 10th August**. Any documents or amendments submitted after the deadline will not be accepted. Any clarifications questions regarding the specification should be submitted by email at least 5 working days before the bid submission deadline above. We expect to contact the successful bidder by 15th August.

The costs of proposals for this project are expected to be in the region of £70,000 (including VAT). However, ClimateXChange would welcome proposals for less than this amount. We welcome consortium bids.

Depending on the quality of proposals received, CXC may chose not to appoint any contractor.

CXC Secretariat

June 2022

climate✗change

Scotland's centre of expertise connecting climate change research and policy

✉ info@climatexchange.org.uk
📞 +44(0)131 651 4783
🐦 @climatexchange_
✈ www.climatexchange.org.uk

ClimateXChange, Edinburgh Climate Change Institute, High School Yards, Edinburgh EH1 1LZ

www.climatexchange.org.uk