



## Project Scope / Specification

### Low Carbon and Environmental Goods & Services Sector Study

#### Scope of Contract

The Midlands Energy Hub (MEH), with support from its accountable body Nottingham City Council (NCC), wishes to appoint an appropriately qualified contractor to develop a Low Carbon Environmental Goods & Services Sector Study to help understand: the current state of the sector, where support is needed to help grow this sector across the Midlands from a Local Authority to a regional (Midlands wide) level, and the role the sector can play in driving a low-carbon recovery from Covid-19. This evidence-based report will inform the MEH's, and its stakeholders, delivery and associated growth opportunities, by leading thinking for the Low Carbon and Environmental Goods and Services Sector. It will also deliver on the BEIS ambition to drive such themes and opportunities collaboratively through the Hub structure.

The intention is for the final study to be made available to the Midlands Engine, Midlands LEPs and Local Authorities as endorsed by the Hub and any other contributing stakeholders and can be used collaboratively to lobby policy makers or to engage the market and other stakeholders.

Nottingham City Council is commissioning this contract on behalf of the Midlands Energy Hub, sponsored by BEIS, and its stakeholders across the Midlands including the LEPs and Local Authorities.

#### Background and context

The UK's Industrial Strategy and Clean Growth Strategy outline ambitious commitments to decarbonising the economy, while improving productivity. While the UK has been among the most successful countries in achieving clean growth, this is largely due to decarbonisation of power. A number of other sectors need to be supported to provide a suite of adaptable solutions, and develop supply chains that will help deliver the low carbon future that local and central government are working towards.

Midlands LEPs are working to support and grow the green economy in line with their Energy Strategies and Local Industrial Strategies. However, in order to understand and measure progress a definitive starting point is needed to measure success against. In light of the impact Covid-19 has had on the economy this work is even more important, to understand if this has affected the low carbon economy or forcefully manoeuvres it into a position for rapid expansion, should the right mechanisms of support / policy levers be applied.



Endorsed by the MEH and its wider stakeholders, this study will present a powerful evidence base which could be shared publicly, containing substantiated recommendations to present to local and national government and other stakeholders.

### Contract Requirements

MEH and NCC are seeking to appoint a suitably qualified contractor to produce a Low Carbon and Environmental Goods and Service Sector Study for the Midlands region down to a Local Authority Level. It will be an evidence-based report, which will:

- Provide a definition of the Low Carbon and Environmental Goods and Services sector to enable consistency across the Midlands.
- Provide each of the LEP areas, with sufficient data to inform policies aimed at the development and scalability of the low carbon and Environmental goods and services economy within their geographies.
- Provide a robust evidence base that will inform the economic recovery plans, supporting a green recovery, post-Covid.
- Identify and quantify the low carbon and Environmental goods and services sector in each of the LEP areas including the following points:
  - County and District level data for at least last three years.
    - Number of businesses
    - Size of businesses (Start Up, Micro, SMEs, Large, Corporation, etc.)
    - Number of jobs
    - GVA (including contribution to national and regional economy)
    - Turnover
    - Comparison: National average and Comparator LEPs:
    - Subsector analysis
    - Geographical distribution (looking for geographical clusters)
    - Key LCEGS businesses in each area
  - LEP level data for at least last three years
    - Skills levels and needs analysis
    - Scalability of the sector
    - Impact of CV19 on sector
    - Forecasting by sub sector (incl CV19 influence, which parts of sector able to take a lead post CV 19?)
    - Investment in R&D
  - Internal and overseas market information:
  - Trends (incl export)
  - Regional sector strengths
  - Sector Challenges
  - Sector Opportunities
- Map out the skill needs for the sector and identify any gaps in provision.



- Identify available support including funding programmes.
- On completion of the above report, the contracted consultant will then look to conduct / provide:
  - Data analysis, interpretation and high-level findings.
  - Suggestions for policy ideas and targeted business support programmes based on the data.
  - Regional and District level recommendations to support the growth of the sector.
  - Sufficient data to allow the Hub and its partners to update the study in 3-5 years cycles.
- The report will ensure the policy outputs create some consistency across the region and align with current Low Carbon / Economic policies i.e. the LEPs' Energy Strategies and Local Industrial Strategies, and roll out of effective region-wide initiatives and support programmes. As this is a dynamic space ensuring polices are to some degree "evergreen" would be beneficial.

Throughout the work the contractor is also expected to fully consider where issues identified have a wider relevance to the green recovery and the national commitment to be net zero by 2050.

### **Methodology**

It is envisaged that the study would be delivered through, but not limited to, the following types of work:

1. Review of the latest available documentation for the sector including local plans for green recovery.
2. Stakeholder engagement.
3. Quantitative data analysis.
4. Write up: detailing and summarising the findings ,refining and interpreting the data and making recommendations for intervention and policies

Existing stakeholder buy-in and engagement through the Midlands Energy Hub can be leveraged initially to support these stages, however a full range of regional stakeholders would be sought to input into the work, for example other local authorities or potential supply chain companies, with this not limited to the Midlands Energy Hub.

### **Outputs**

The expected outputs from this piece of work will include:

- Detailed sector evidence base including sector data down to district level.



- A report outlining recommendations for policy interventions at all levels and business support.
- A growth forecast detailing what growth is needed within the sector in order to support two scenarios: Net Zero 2030 & 2050 ambitions.

### **Contract Management**

Key Contacts from Midlands Energy Hub will be:

- Regional Energy Projects Manager – Michael Gallagher
- Regional Senior Energy Project Officer – Alex Pearson
- Regional Senior Energy Project Officer – Serena Bacuzzi

A steering group will be formed to oversee the successful delivery of the project with support of the project manager and project officers; this will include representatives from the Midlands Energy Hub Board and wider stakeholders.

The appointed contractor must work closely with the Steering Group to:

- Attend an inception meeting in the Midlands (may be virtually)
- Provide regular updates on progress to the project manager, including sample data and challenges faced in delivery (frequency and method to be agreed in the contract).
- Engage with stakeholders through various methods to be agreed in advance.
- Produce a draft report and evidence based data.
- Facilitate any necessary workshops to explore the key findings and recommendations.
- Ensure that all outputs from the study are made available in an accessible format.
- Assist in communicating findings to key stakeholders and policy makers.

### **Skills, knowledge and experience**

We are looking for a contractor with the following skills, knowledge and experience:

- Expertise in low carbon energy and environment sector and related national and regional policies.
- Experience of managing and conducting similar studies, in terms of scale, budget and timescale.
- Expertise in the research methods set out above.
- Strong track record of delivering research that has helped inform policy and decision making within the economic development and low carbon and environmental sector.
- Working closely with the commissioning organisation and relevant stakeholders to ensure collaboration and buy-in throughout the research process.



## Budget

The total maximum budget for this project will be £120,000. This will be paid at key milestones (which will be agreed at the inception meeting), with the last instalment upon satisfactory completion of the final report and any appendices and supporting documents.

Please note that submissions exceeding the maximum budget will not be considered further in the evaluation process.

## Timescales

The inception meeting will be in July 2020 to finalise methodology and timescales for delivery. The appointed contractor should provide a detailed work plan within a week of the inception. Key milestones include:

Project timeline, milestones and deliverables:

- June 2020 – production of project brief
- July 2020 – procurement of consultancy services
- August 2020 – September 2020 data gathering
- October 2020 – presentation of interim findings and draft report
- November 2020 – feedback from West Midlands LEP areas
- December 2020 – Completed report presented.

Penalties for delayed or incomplete delivery – will be discussed at contract stage

## Evaluation criteria

Each proposal will be scored on the basis of the following criteria:

- A. Quality Assessment: 35%
  - Outlined plans for completing an initial assessment
  - Shown a progression plan as to how to make improvements
  - Made relevant suggestions from initial inspection
  - Delivery of Objectives and Outcomes
- B. Technical: 10%
  - Demonstrate a Technical Understanding
- C. Cost/ Value for money: 40%
- D. Delivery: 15%
  - Understanding of Brief and what is expected
  - Desire to work alongside Hub to develop and grow the model