

Cannock Chase District Council

**Climate Emergency
Net Zero Emissions by 2030**

Procurement of a Consultant to Develop and Facilitate a Citizens Assembly

Outline Specification

Purpose

The purpose of this is to request a quotation for the establishment and facilitation of a citizen's assembly on climate change on behalf of Cannock Chase District Council.

Timetable

Tender documents published	23rd April 2021
Final date to submit questions about tender	19th May 2021
Closing date for proposals	24th May 2021
Evaluation period and Post-submission clarification(s)	25th May – 11th June 2021
Anticipated Agreement award	11th June 2021
Commence delivery of services	14th June 2021
Completion of all Assembly sessions	30th July 2021
Submission of final report on engagement including Assembly proceedings	31st August 2021

All dates are indicative only and may be subject to change where necessary.

Tender clarification questions can be sent by 19th May by email to Sara Green saragreen@cannockchasedc.gov.uk

Tenders should be submitted by email to policy@cannockchasedc.gov.uk by 12pm (mid-day) on 24th May 2021.

Introduction

On 17 July 2019 Cannock Chase Council declared a Climate Emergency and set a vision for the district to become carbon neutral by 2030 at the latest.

As a local authority, we are aware that we are not the sole organisation with a duty to prevent climate change and are not the only ones working towards a sustainable future.

It is due to this shared responsibility of individual and collective action that we are putting out an invitation to tender to procure support to hold a Climate Assembly to guide the actions that we should take as an area. Broader consultation and engagement will be undertaken by the Council and will run alongside the Assembly, aiming to draw in a broader perspective on actions necessary to achieve carbon net zero by 2030.

Work has been undertaken to establish a detailed baseline which is critical to the development of a 10 year costed Action Plan. This is the subject of a separately commissioned project which will feed into the deliberations of the Assembly. It is important that those options in the action plan which have an impact on local people are put before the Citizens assembly and the results, commentary and key messages are considered in completing the 10 year costed action plan.

Background

According to the latest (2016) data from Department of Business, Energy and Industrial Strategy, Cannock Chase District has the second lowest Carbon Emissions Per Capita (tonnes) in Staffordshire at 4.1 in 2016. While the trend is downwards for all Staffordshire authorities, Carbon Emissions Per Capita (tonnes) has fallen from 6.3 to 4.1 in Cannock Chase in the 11 years to 2016. If this rate of reduction were to continue as before, then by 2030 it is estimated that the District would be at around 2 tonnes of carbon emissions per capita.

The single most significant carbon reduction event in the District in recent times was the closure of the coal burning Rugeley power station in mid-2016. A pilot project, Zero Carbon Rugeley, is currently underway, linked to the redevelopment of the site. Engie and a consortium of partners are running a two year project to design an area wide Smart Local Energy System (SLES) – one of only 10 projects of this type nationally. In designing the SLES, the project partners will take full advantage of the latest renewable energy technologies and smart control systems to deliver clean, affordable energy for residents and businesses on the site and in the wider area. More information on the project is available at

<https://www.engie.co.uk/about-engie/news/engie-led-consortium-to-develop-a-zero-carbon-smart-local-energy-system-for-rugeley-town/>

The electrification of the Chase rail line through the district was another contributor to the reduction in CO2.

The District has the advantage of Cannock Chase Area of Outstanding Natural Beauty. The trees that make up a significant part of the Chase absorb carbon dioxide and potentially harmful gasses from the air and release oxygen.

Whilst the trend is downward there will be certain activities and factors that may increase carbon emissions in the period to 2030. Expansion of the logistics sector may increase transport related carbon emissions – although with electric vehicles mandated by law to take over from petrol/diesel cars by no later than 2040, it may be that transport related emissions will fall over time depending on the rate of transfer.

Policy Context

On 19 September 2019 the motion agreed at Council was formally approved as a corporate objective and funds were made available to achieve some preliminary / enabling goals (https://www.cannockchasedc.gov.uk/sites/default/files/04-climate_emergency_motion_implications_rpt_-_cab_190919.pdf).

In order to achieve the above, four main requirements have been recognised:

1. the need for up to date baseline information to be gathered (this has been completed as part of a Staffordshire County led project);
2. the training of Councillors and employees in Carbon Literacy (this programme is on-going);
3. the organisation of a Citizens Assembly (the subject of this specification);
4. the creation of a fully costed detailed ten year action plan (a technical exercise being commissioned separately to “dovetail” with this work).

Cannock Chase Council recently adopted a new Corporate Plan which puts this work into a wider context of key priorities of achieving economic recovery, improving health and well-being and securing the Council’s financial resilience. Specific climate change related objectives are embedded within the priorities of this plan. More information is available here:

https://www.cannockchasedc.gov.uk/sites/default/files/03-corporate_plan_2021-24_rpt_council_100221.pdf

We are working with Staffordshire County Council, the districts and boroughs across the County, Keele University and the Centre for Alternative Technology (Zero Carbon Britain) on a programme supporting the implementation of our Climate Change Emergency Declarations.

Cannock Chase Council Climate Emergency Hierarchy (ARRO)

Cannock Chase Council is looking towards the adoption of its own climate emergency hierarchy, along a similar line to the national waste hierarchy. The hierarchy helps to set out and visualise the Councils ambitions regarding how it would like to achieve its carbon reduction goal; from in the first instant, avoiding emissions completely; to finally offsetting them - where there are limited other options available at that time.

- Avoid
- Remove
- Reduce
- Off-Set

Climate Change Citizen's Assembly

Budget

The Council has a maximum budget of £30,000 for a Climate Change Citizen's Assembly. As such, the Council reserves the right to exclude from the Procurement process any bidder who submits a total Bid Price exceeding £30,000.

Deliverables:

- 1 Design and recruit a demographically representative Cannock Chase Climate Change Citizen's Assembly.
 - The Assembly should be representative of the entire Cannock Chase District. It should reflect the local population in terms of age, gender, ethnicity, socio-economic group and locality
 - Ensure the design of the Assembly meets best practice for citizen's assemblies, and in particular to ensure that the assembly is inclusive, and that all residents are able to participate fully.
 - An assessment of the Assembly members' pre and post assembly knowledge, beliefs and opinions on environment and climate change issues. This will give an understanding of the participants initial position on the issues and to assess whether knowledge, beliefs and opinions change during the course of the work.
 - If due to natural attrition the number of Assembly participants falls below the agreed number, the provider will be required to recruit further participants to take part in further sessions.
- 2 Facilitate the Assembly
 - Advise on the format and composition of an independent expert group to review the content and structure of the assembly to ensure participants are provided with information and evidence which adequately addresses all the issues and lets them deliberate in an informed manner.
 - Design the format and content of the Assembly sessions in consultation with the Council and the independent expert group.
 - Advise on the framing question for the Assembly
 - Advise on the process for selecting experts and stakeholders to contribute to the deliberations of the Assembly. Cannock Chase Council has access to its baseline study and costed action plan sub contractor who has been engaged on the premise of being required to act as an expert witness to the Assembly at no cost to this project. The specification should be clear about the number of events that any expert witnesses may be required. Other expertise may be available if required from Council contacts with Keele University, Centre for Alternative Technology and

Zero Carbon Rugeley. If the contractor intends to recruit other experts and/or speakers for the assembly this must be included in the overall costs of this project.

- Facilitate all Assembly sessions, including the option to train Council staff to be co-facilitators at the sessions.
- Due to the pandemic we expect that the whole Assembly process will take place online. The provider must arrange and provide technical training for assembly participants that require it ahead of the assembly sessions.
- Arrange for payment and evidencing of Assembly members' expenses and honorarium payments – all of which must be met within the available budget
- The proposal should indicate the number of citizens to be included within the Assembly and the time/ length the Assembly is operational and how many times it will meet.
- We would expect the Assembly deliberations to be completed by the end of July 2021 with the report to follow by the end of August.

Key Assembly Milestones and payment schedule

Dates may be subject to change but indicative dates are as follows:

Milestone	Expected Date	Stage payment
Facilitate the setting up of a Citizen's Assembly	30th June 2021	10%
Completion of all Assembly sessions	30th July 2021	40%
Submission of final report on engagement including Assembly proceedings	31st August 2021	50%

3 Links to other workstreams

- Liaise with the contractor appointed to produce the 10 year costed action plan to enable the Assembly to deliberate on those element of the proposed plan relevant to Assembly members. Arrange for the outcomes of the deliberation to be fed back to the Action Plan contractor.
- Work with Cannock Chase Council Consultation and Engagement Officer, who will undertake wider community and stakeholder engagement in house. Proposals should advise on how the ideas and opinions generated through this wider "open" engagement are incorporated into the final report, given appropriate "weight" to the overall work.

- Advise on whether and how the Council should appoint independent evaluation of the Assembly to mitigate the risk of challenge.

4 Communications

- The provider should carry out all communications with Assembly members throughout the process (before and between meetings).
- Design of all materials to be used in communications and the running of the Assembly.
- Organising and liaising with all experts and speakers participating in the Assembly sessions.
- Managing a web platform/micro-site to host all key information concerning the Assembly, the opportunity for all residents to input their ideas in advance of the Assembly, and materials such as event plans, presentation and footage.

5 Reporting

- Provide progress reports at agreed intervals / stages in the project as agreed with Cannock Chase Council
- Collate and share the output from the Assembly proceedings and from the wider engagement work with the Assembly, the Council and the wider public.
- Produce a final report on the proceedings including the Assembly's ideas for council and community climate action and the wider engagement.

Authority's Responsibilities

- Maintain relations with the service provider throughout the contract to address any concerns which arise.
- Providing access to expert witnesses for the Assembly.
- Publicise the work of the Assembly on the Council's website.
- Undertaking the wider community and stakeholder survey work through the Council's on-line survey methods and passing the results of this to the contractor for synthesising with the Assembly outcomes.

Environmental Performance

- In the spirit of the Cannock Chase Climate Emergency, the supplier will be expected to minimise their environmental impact associated with the contract.

Participants Wellbeing

- The wellbeing of participants must be taken into account by the Supplier through various support mechanisms, including consideration of whether the material being deliberated upon proves anxiety producing.
- Individuals with specific needs (including people with a disability) should be able to participate with the assistance of a non-participating aide or 'buddy'.
- Ethical guidelines must be followed, for example that participants give consent to participate and for their views to be recorded and monitored over time; to be assured of their anonymity if requested (which may require editing of the Assembly recordings), and to have the freedom to withdraw at any stage.
- Participants must be required to sign confidentiality agreements to prevent them from mentioning the names and opinions of other participants to people and forums (including social media) outside of the citizens' assembly.

General Data Protection Regulation

The Authority requires the provider to have sufficient knowledge and expertise in place to manage personal data in line with the council's data protection policy and relevant data protection legislation. Government security standards apply.

All information, including personal data will only be used for the purposes of this tender and will not be used for any other purpose/s.

An Information Sharing Agreement may be sent to you if we require any additional data from you that is categorised as personal data as defined by Article 4 of GDPR.

CCDC will only request personal data if it is justified and proportionate to the requirements of the tender.

Failure to provide to required information may result in your bid not progressing to the next stage.

All data will be held in line with CCDC retention policies.

Insurance

- The Authority requires that the provider has the following levels of Public Liability and Professional Indemnity insurance:
 - £5million Public Liability
 - £2million Professional Indemnity to be retained for up to 6 years after the end of the project

Tender Submission and Evaluation

Submissions should be no more than 10 pages of A4.

Tenders will be assessed on the following criteria

(i) Price criteria

The price criteria is assessed on a Pass/Fail basis. The Council has an agreed budget of £30,000 for this work, and hence any submission below £30,000 will pass the price criteria.

The Council reserves the right to reject any submission above £30,000..

(ii) Quality criteria

The quality criteria will be assessed as follows:

Quality	Area weighting
<p>Q1 Experience – provide details of three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise that <u>are relevant and aligned to our requirement</u>. Contracts should have been performed during the past five years.</p> <p>If you cannot provide at least one example for this question then, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p> <p>Examples of organisation and project team members having completed similar work – Citizen’s Assemblies and projects relating to climate change.</p>	30%
<p>Q2 Quality/ Method - an outline project plan and method statements for how you will complete the work by the deadline – clear statement of how the method and approach will achieve the deliverables of the project</p> <p>A breakdown of the contribution your project team members will make to the work, their fee levels and their hours allocated to delivering the work.</p>	30%
<p>Q3 Programme Management – details of the overall programme and how it will link with the related work on the costed action plan and the broader community and stakeholder engagement</p>	15%
<p>Q4 Quality/Monitoring – overall management of the delivery of the project.</p>	10%
<p>Q5 Council Input - Tenders should include the required input (non Cash) from the Council in terms of the Citizens Assembly . The submission should reflect the level of grade of Council Input , the hours required and the equivalent hourly rate (as reflected in the price breakdown of the submission).</p>	15%

Quality	Area weighting
References – the Council reserves the right to reject any submission whereby the Council deems the references obtained are unsatisfactory	Pass/Fail
Total for Quality	100%

Subcontractors

Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

Scoring of submissions

Each question will be scored out of 5, on the following basis:

Scoring Grid - the Authority uses a rating or scoring grid that works by scoring the supplier's submission against the standards set. Scoring systems give a score for the supplier's ability to meet each of the Authority's non-priced criteria. All answers are scored as follows unless further defined in the Questionnaire: -

Score	Determinant
0	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	Unsatisfactory response (potential for some compliance but very major areas of weakness)
2	Partially acceptable response (one or more)

	areas of major weakness)	/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the provider will be able to deliver the services and/or some reservations as to the provider's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk solution for the Authority.
3	Satisfactory and acceptable response (substantial compliance with no major concerns)	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk solution to the Authority.
4	Fully satisfactory / very good response (fully compliant with requirements).	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/No risk solution for the Authority.
5	Outstanding response (fully compliant, with some areas exceeding requirements)	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the Authority; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described. Low/No risk solution for the Authority.

Feedback will be available to unsuccessful tenderers.