

# Request to Tender for a Research Contract

## The Regional Climate Change Adaptation Study

Yorkshire Forward Tender Number: 28/2008

### 1) Background to Yorkshire Futures

**Yorkshire Futures** is the Regional Intelligence Network for Yorkshire and the Humber. Yorkshire Futures purpose is to contribute towards making Yorkshire and Humber a better place; by

- bringing issues to the fore that need resolving;
- communicating solutions that address them; and
- collating information and intelligence to support these functions and assess progress in the region.

This statement provides the context for our role as the central access point to a coordinated intelligence resource for the region, and the rationale for the headline objectives in our work programme.

Yorkshire Futures is steered by a partnership chaired by Yorkshire Forward and including representatives from Government Office for Yorkshire and the Humber, Yorkshire and Humber Assembly, the Environment Agency, Public Health Observatories, Regional Learning and Skills Councils, the Skills for Business Network, Yorkshire Culture and Yorkshire Universities as well as sub-regional representatives. Further details about the work of Yorkshire Futures are available at ([www.yorkshirefutures.com](http://www.yorkshirefutures.com)).

### 2) Context to the Research

#### Why are we doing it?

The IPCC 4th Assessment Report, the Stern Review on the Economics of Climate Change and the EU Green Paper on Adaptation all identified the need to take urgent action on adaptation given the previous emphasis on mitigation. The EU Green Paper particularly identified the critical role of regions in this.

The Assembly report, on Regional Strategies and Climate Change, concluded that current regional strategies have a positive but fragmented approach to addressing the need to adapt to the impacts of climate change particularly over the longer term.

Climate Change adaptation is one of the 10 Regional Challenges identified within the draft Integrated Regional Framework (prepared by the Assembly in accordance with the Government requirement, set out in "Securing the Region's Futures", to set a high level strategy for the region). Climate change is also a prominent in the Regional Economic Strategy where it is identified as one of nine regional priorities. How to adapt to a changing climate will further be an area where improved evidence will support the development of the forthcoming Single Integrated Regional Strategy.

#### Why is the study important?

The Regional Adaptation Study will build on previous work undertaken in the region ("Warming Up the Region" in 2002) which clearly identified the importance on taking regional action on adaptation. It will

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substantially contribute to building the understanding necessary to develop the adaptive capacity needed in the region to support adaptation actions by identifying: likely climate impacts to 2050, what could be done to adapt to these; and which organisations and stakeholders impacts would be most effected and best placed to respond through specific actions.

The Study will dovetail with and contribute to other current work being taken forward by the region such as the Strategic Flood Risk Appraisal, the Green and Integrated Infrastructure Studies, the review of the Regional Spatial Strategy, the Regional Biodiversity Strategy, the Economics of Flood Risk Study and the revision of the Regional Environmental Enhancement Strategy.

## What are we going to use it for?

This important Study will enable the delivery of new local and regional adaptive actions by providing a coherent and consistent regional framework linked to national guidance (from DEFRA and UKCIP) by identifying key strategic vulnerabilities.

It will form a major component of the regional Climate Change Action Plan, that is currently being reviewed and updated, as well as being a significant element of the Sustainable Development Board Work Programme for 2008/9. The results of the Study will incorporate relevant current regional and local actions (for example to adaptation related studies currently being carried out regionally by the Forestry Commission) in a coordinated way that adds value to them. The work will also support action by local authorities and their partners and contribute to the evidence base for the Single Integrated Regional Strategy when that is developed.

## How does it fit with what is being done locally and nationally?

The Regional Adaptation Study will be entirely complementary with the forthcoming UKCIP08 scenarios (due out November 2008). It will implement regionally the national guidance to be provided by the forthcoming Adaptation Policy Framework from DEFRA (due Spring 2008). The provision of Local Authority area specific reports and the analysis of current impacts through the use of the UKCIP Local Climate Impacts Profile initiative will ensure that the Regional Adaptation Study integrates actions and avoids duplication. It will be vital to build on other work that is ongoing in the region on the economic impacts of flood risks.

## 3) Study Objectives

In light of the above context the Assembly through its Sustainable Development Board and with funding partners has, therefore, decided to commission a major Regional Adaptation Study to drive the regional response to this challenge. Consequently, a partnership of Yorkshire and Humber organisations has been formed to develop the data required to facilitate coherent and focused action on Climate Change adaptation in the region. This partnership currently includes the Assembly, Yorkshire Forward, the Environment Agency, Yorkshire Futures, Natural England, Government Office for Yorkshire and the Humber, UK Climate Impacts Programme (UKCIP) and other bodies with an interest in addressing climate change.

This aims of the Study are to:

- develop a regional approach to Climate Change adaptation that adds value to national and local action;
- assess the likely climate impacts across the region to 2050– initially physical in nature but also the knock on socio-economic impacts of these where practical;
- identify strategic priorities as to what should be done, at a regional and sub-regional level, to adapt to these impacts;

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- where practicable, provide costed recommendations on the way forward; and
- identify which organisations are best placed to take the lead in delivering the actions identified (even although there are likely to be resource issues still to be addressed).

## Work Programme

The first action for the commissioned consultant will be to submit a detailed work programme to address the following aspects of the study: climate and weather assessment; climate impacts; and adaptation measures.

## Climate and Weather Assessment

This assessment needs to identify expected weather and sea level changes in Yorkshire and Humber based on the most up to date assessments (drawing from UKCIP Local Climate Impacts Profile). This will yield a range of scenarios. For each of the weather aspects considered, the consultant needs to identify a value that they consider to be the most likely, based on recent trends and future probability as well as the views of climate analysts and others embarking on adaptation measures in the UK and EU.

In particular the study should draw on best practice and seek, where practicable, to integrate the learning from other climate change research such as the North-East Adaptation Study and the work being carried out by the UK Climate Impacts Programme (UKCIP) especially the development of the UKCIP08 scenarios due for release in November 2008. Any proposals should be entirely complementary to the work being undertaken on developing the UKCIP08 scenarios to avoid any duplication.

The Study should seek to identify key research available or currently being undertaken (at a regional or national level), to ensure its work is of the highest quality and incorporates the most current science. As with the Regional Adaptation Study currently being undertaken in the North-East region, the Environment Agency Rainfall and Impacts Generator (EARWIG) model should be utilised to model impacts to a 5km grid resolution.

## Climate Impacts

The weather aspects identified above will then be used to assess the impacts on communities, businesses, services, infrastructure, biodiversity, health and economy within the region. The impacts are best presented in the form of an assessment of likely impacts on particular categories identified.

The study should aim to **identify key strategic vulnerabilities** as (well as any opportunities) within the region and assess the level of risk. For example, it may be found that if a certain power station were to flood and be unavailable for a number of months, that due to network constraints, the impact from rolling power shortages would be crippling to Yorkshire and Humber industry.

The 'modelled' impacts should be supplemented by analysis of current impacts derived via a 'press coverage' survey over the last five years comparable to the UKCIP Local Climate Impacts Profile initiative (see [www.ukcip.org.uk](http://www.ukcip.org.uk)). This data, which is readily obtainable, should be assessed and current climate impacts costed using accepted techniques (such as the UKCIP costings tool). The data should be presented in a clear and concise fashion and used to illustrate current levels of resilience to climate and outline costs associated with existing climate. This should then be compared to those expected through the modelling methodologies employed under climate change to the 2050s.

## Adaptation Measures

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This section of the study should identify what significant actions could be undertaken, at a regional and sub-regional level, to minimise the impacts to acceptable levels. It will be necessary to identify broad cost estimates and an assessment of how urgent the work is based on risk. It should also identify any cross regional opportunities.

The adaptation measures identified within the report will inevitably cover the whole spectrum of civic infrastructure and amenity. This could lead to concern and scepticism. It is therefore **extremely important** that the outputs from the assessment are developed with sufficient rigour and detail to ensure that the results are credible, within the scope of a broad and ambitious first assessment.

The identification of adaptation measures will also need to identify which organisation should lead the work, how long it might take and whether there are any fundamental constraints to the activity. Partner engagement and communication will key to informing this.

The Study should be informed by: the major Regional Adaptation Study currently being undertaken in the North-East region (final report due March 2008); the national Adaptation Policy Framework currently being developed by DEFRA and due for release within the next few months; and EU Climate Change adaptation policy where relevant.

## Review of the Regional Spatial Strategy

The Yorkshire and Humber Assembly (YHA), in its designated role as the Regional Planning Body (RPB), has worked with Government Office for Yorkshire & Humber (GOYH) and other key partners to develop and prepare the Regional Spatial Strategy (RSS), entitled the Yorkshire and Humber Plan (the Plan). Responsibilities for finalising the Plan now lie with the Secretary of State through the GOYH, which expects to publish the final version of the Plan in May 2008. The Assembly is now required to lead a Review of the Plan. It is intended that interim outputs from the Study will inform this process and pro-actively influence decisions.

For the RSS Review the Assembly, along with partners, is leading work on a number of workstreams including on Green Infrastructure, Integrated Infrastructure and a Regional Flood Risk Appraisal amongst others. **Interim outputs from this study will be required in September 2008 so that they can be used, alongside outputs from other RSS Review workstreams, to identify and assess options for accommodating future growth in the Region.** Ongoing integration with the RSS Review workstreams will be important to ensure that the benefits of this study are maximised.

The development of the RSS Review evidence base, and its use to generate and assess options, is being done on a GIS basis, so that for example transport constraints and opportunities can be overlaid with flood risk assessment work etc. This approach to the RSS Review therefore requires this Regional Adaptation Study to include spatial analysis and to use map based approaches to convey implications, issues, opportunities and constraints. The study outputs can then be used in a practical way to inform decisions about what takes place 'on the ground'. The sub areas identified in The Yorkshire and Humber Plan (the draft RSS which is due to be finalised in May 2008) should be used as an appropriate level to present the findings and implications of the spatial analysis.

## 4) Outputs and Deliverables

It is anticipated that the whole Study will take approximately **nine months** to delivery of final report. Certain impacts data may need to be released prior to this point.

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We would welcome proposals in regard to techniques for delivery of the report, not identified in this brief, that would 'add value' and improve conveyance of the messages and outcomes - perhaps through imaging or animations of key impacts etc.

It is intended that each Local Authority within the region will be able to extract a 'Local Authority area specific report' from the regional study and provision should be made to allow this through the provision of specific PDF or print friendly sub-reports for each locale.

Proposed adaptation measures should also be presented as grouped actions, relating to delivery organisations, to allow a more effective regional response.

This final report should:

- develop a regional approach that adds value to national and local action on Climate Change adaptation;
- assess the likely climate impacts across the region to 2050;
- identify what should be done, at a regional and sub-regional level, to adapt to these impacts;
- where practicable, provide costed recommendations on the way forward; and
- identify which organisations are best placed to take the lead in delivering the actions identified (even although there are likely to be resource issues still to be addressed).

It is extremely important that, throughout the Study, work should be:

- directly informed by the emerging regional Climate Change Action Plan and integrate with its content;
- complementary to the work being undertaken on developing the UKCIP08 scenarios to avoid duplication; and
- integrated with other work on the review of the Regional Spatial Strategy.

The consultant project leader shall attend:

- an Inception meeting shortly after the Study is commissioned;
- a meeting within two weeks of the Inception meeting to present and agree a detailed work programme;
- further meetings, no less than monthly, to discuss progress; and
- a regional stakeholder workshop.

The consultant shall deliver in accordance with the above:

- a detailed work programme within two weeks of the Inception meeting; and
- a draft and then a final report following meeting the objectives set out earlier, any further topics as per the work programme, and an account of all discussions and consultations undertaken and how they have been used.

The report is to be presented in a clear, easy to read format with numerous diagrams and maps. For information, the YHA's copyright information for maps is:

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## 5) Timetable and Client Liaison

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It is anticipated that the whole study will take approximately **nine months** to delivery of final report.

The Study will therefore need to meet the following timetable:

Last Date for Receipt of Tenders	4 April 2008
Evaluation of Tenders and Short listing	w/c 7 April 2008
Interviews	w/c 14 April 2008
Inception Meeting	w/c 21 April 2008
Work Programme meeting	w/c 5 May 2008
Steering Group/Progress Meeting(s)	TBC
Draft Final Report	TBC
Final report	TBC

## Management of the Project

Yorkshire and Humber Assembly will manage the work and be supported by a Steering Group, chaired by Councillor Arthur Barker (chair of the region's Climate Change Executive Group and Sustainable Development Board). This will include representatives from the Assembly, Yorkshire Forward, the Environment Agency, Yorkshire Futures, Natural England, Government Office for Yorkshire and the Humber and UKCIP.

For further detail on the project, please contact **Martyn Roberts** and the Yorkshire and Humber Regional Assembly on 01924 331577 or [martyn.roberts@yhassembly.gov.uk](mailto:martyn.roberts@yhassembly.gov.uk)

## 6) Costs

We expect to spend around £100,000 for this piece of work.

We encourage the consultant to put forward the best price forward possible, as value for money will be an important factor of the scoring criteria.

## 7) Next Steps

A costed proposal to carry out the work in the brief is requested, providing a clear appreciation of the scope of a regional adaptation study and clearly identifying how the study can add value to national and local work. The proposal should give:

- Views on the study brief
- An outline of the methodology to be used
- Details of key activities
- Clarity about the breadth and detail of the climate changes and impacts that will be covered
- Short profiles of key staff to be involved and details of their input in terms of time and activities

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- An indication of the number and spread of stakeholders to be consulted and what extent, upon which proposal cost must be based;
- Project costs, with indications of the hours anticipated and hourly costs of staff involved
- Indications of outputs, such as papers submitted to the project steering group and formats/numbers of draft and final reports.

Please send your proposal to Yorkshire Forward by **12 noon on 4<sup>th</sup> April 2008** in an **unmarked envelope** with a typed label on (provided) with the following address details:

Trevor Shaw  
Tender Board  
Yorkshire Forward  
Victoria House  
2 Victoria Place  
Leeds  
LS11 5AE

Tender Reference: 28\2008

**In total, four copies should be submitted.**

**VERY IMPORTANT:** Please read the enclosed 'Instructions for Tender' for details on returning your tender and other points that apply. ***It is particularly important that you ensure that your submission does not include your address anywhere on the envelope.*** You will especially need to bear in mind that your franking machine may include your organisation's name; any courier used may inadvertently add the name of your organisation onto the envelope or any administration or temporary support staff who may be unaware of this specific ruling. Our regulations specify that we are unable to accept tenders where the organisation can be identified prior to the opening of the envelope and the Tender Board adhere strictly to this rule.

Yorkshire Forward does not undertake to issue receipts for tender documents and accepts no responsibility in case of loss or non-receipt.

Yorkshire Forward will inform all organisations that have tendered whether or not they have been successful.

## 9) Scoring Criteria

Returned tenders will be scored based on the following criteria:

- Evidence of expert understanding of the technical issues required to fulfil this brief.
- Evidence of a good understanding of existing research in this area.
- An innovative and confident approach to the methodology, demonstrating a good understanding of the topic.
- Capacity and track record. This will be a key element in the selection process. Successful tendering organisations will illustrate that they have current capacity to deliver the work successfully.
- Skills and experience of the project team.
- Value for money.

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## 10) Additional Supporting Information Enclosed

- Instructions for Tender
- Invitation to Tender
- Form of Tender
- Address Labels
- Further information regarding the activities of Yorkshire Forward can be obtained from the following web site: [www.yorkshire-forward.com](http://www.yorkshire-forward.com).

## 11) Standard Conditions.

The following is a non-exhaustive list of conditions that will be included in the contract with the successful tender:

- The costs to be charged with the tendered costs, if accepted, plus V.A.T. where applicable.
- Payment will be made according to the tenderer's normal terms of business on presentation of a valid invoice, subject to satisfactory performance of work. Copyright of all work undertaken for Yorkshire Forward will pass to Yorkshire Forward on payment of the commissioned work.
- No royalty or other payments will be made outside the original agreed fee.
- Permission for use by others of any information sourced for Yorkshire Forward can only be given by Yorkshire Forward.

All work should be estimated in advance or at an agreed rate prior to commissioning. Official purchase orders will be issued and no work is to be undertaken or invoiced without a purchase order number.

**Yorkshire Forward**  
**Without prejudice and subject to contract**

Date 7/03/2008