



**UK Research
and Innovation**

Ove Arup & Partners Limited

8 Fitzroy Street

London

W1T 4BJ

Attn: FOIA Section 40 Personal Info

By email to: FOIA Section 40 Personal Information

Date: 09 April 2024

Your ref: N/A

Our ref: UKRI-1800_13

Dear Sirs,

Award of call-off Contract for the supply of Services to undertake carbon advisory work as defined in Annex 1 under framework agreement dated 27 June 2022 made between Ove Arup & Partners Limited (the “Supplier”) and United Kingdom Research and Innovation (“UKRI”) (the “Agreement”)

As you know, the Agreement anticipates that UKRI may from time to time agree call-off contracts with you.

This letter (“**Contract Award Letter**”) sets out the basis on which we propose to award a call-off contract to you. By signing and returning this Contract Award Letter on behalf of the Supplier, you will be entering into a call-off contract on its terms and conditions (which is a “**Contract**” for the purposes of the Agreement).

The Contract is made under the Agreement and the entirety of the Agreement’s provisions and Schedules are hereby incorporated in the Contract in full. Without limiting the incorporated provisions, all terms in the Contract shall have the meanings given in the Agreement unless otherwise provided. In the event of any conflict between the provisions of the Agreement and those of the Contract, the provisions of the Contract will prevail.

The Contract and the Agreement are the entire basis on which UKRI proposes to contract with the Supplier. Please do not attach any Supplier terms and conditions to this Award Letter as they will not be accepted by UKRI and may delay conclusion of the Contract.

For the purposes of the Contract, UKRI and the Supplier agree as follows:

Term

- 1 Contract Commencement Date: 1st April 2024
- 2 Contract Expiry Date: 26th June 2026

Description of Goods and/or Services

- 3 The Goods and/or Services to be delivered are as per Specification in Annex 1.
- 4 The Specification of the Goods and/or Services to be delivered, and any applicable Deliverables, is as set out in the Annex to this Contract Award Letter.

Charges & Payment

5 The Charges for the Goods and/or Services shall be as set out in Annex 2 of this Contract Award Letter.

Special Terms and Conditions

NOT USED

Notices, Liaison and Key Personnel

- 6 The address for notices of the Parties shall be as set out in the Agreement.
- 7 The Key Personnel shall be as set out in Schedule 4 of the Agreement [and shall also include the following individuals]:

| Key Personnel | Role in the performance of this contract |
|--------------------------------------|---|
| FOIA Section 40 Personal Information | Contract Manager |
| FOIA Section 40 Personal Information | NERC Sustainability lead |
| FOIA Section 40 Personal Information | NERC Environmental Sustainability Manager |
| FOIA Section 40 Personal Information | Framework Director (Overall Framework) |
| FOIA Section 40 Personal Information | Framework Director (CO-13) |
| FOIA Section 40 Personal Information | Framework Manager (Overall Framework) |
| FOIA Section 40 Personal Information | Framework Manager (CO-13) |
| FOIA Section 40 Personal Information | Task Manager |
| | |
| | |

8 For general liaison your contact will continue to be FOIA Section 40 Personal Information or, in their absence, FOIA Section 40 Personal Information

9 Disputes shall be escalated for resolution as set out in the Agreement.

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful supply of the Goods and/or Services. Please confirm your acceptance of the award of this Agreement by signing and returning the enclosed copy of this letter to FOIA Section 40 Personal Information. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

Signed for and on behalf of **United Kingdom Research and Innovation**

Signature:

FOIA Section 40 Personal Information

Name:

FOIA Section 40 Personal Information

Position:

Commercial Business Partner

Date:

09 April 2024

We accept the terms set out in this Contract Award Letter

Signed for and on behalf of **Ove Arup & Partners Limited**

Signature:

FOIA Section 40 Personal Information

Name:

FOIA Section 40 Personal Information

Position:

Director

Date:

09/04/24

Annex 1 – The Specification

Taken from: *Carbon Advisory Framework – Scope of Works_v2.0*

Background Information

From 2022 to 2025, UK Research and Innovation (UKRI) is investing a total of £481 million into a portfolio of research and innovation infrastructure investments to maintain the UK's position as a research and innovation leader. Part of UKRI, the Natural Environment Research Council (NERC) funds ambitious and adventurous research and innovation, and provides the training, skills, and infrastructure the UK needs to remain at the forefront of environmental science.

UKRI has committed to reach net zero operational carbon emissions by 2040. Key to achieving this target is ensuring that all investment decision making is informed by the ability to accurately forecast the carbon emissions of our investments. Whilst work to improve the environmental sustainability of our operations and to deliver net zero by 2040 is underway through the NERC carbon pathway programme it is acknowledged that NERC's carbon footprint is much wider than this. This wider footprint sits within what the Greenhouse Gas (GHG) Protocol defines as 'scope 3'. Whilst there are elements of scope 3 that NERC has a good understanding of there are also some key areas of emissions not currently fully understood, including the emissions impact of NERC funded research, national capability, and research facilities (which lies within scope 3 – 'project investments'. In NERC's case the product is the science being delivered by organisations on NERC's behalf).

NERC typically awards research funding to organisations and the science research community through calls which are assessed on success criteria via a peer review panel of community experts. The peer review experts are responsible for scoring and recommending bids or award. There is currently no consistent measure of carbon impact for funded research and projects. Whilst new infrastructure projects funded via the UKRI Infrastructure Fund must report carbon impacts, this is not currently the case for funded research. Through the development of a NERC Carbon Advisory Framework, we aim to achieve a tool which could be used across all NERC investments to assess, predict, and score the carbon impacts (including embodied carbon and operational carbon costs for infrastructure/capital investments), and carbon reduction methods of the investments ahead of investment decisions being made. Our ambition through creating a Carbon Advisory Framework for NERC carbon emissions forecasting is to:

- Shorter term – Identify the carbon forecasting needs for NERC to ensure informed decision making and recommend a stages approach (based on materiality) to roll out new carbon forecasting requirements.
- Shorter term – provide technical carbon forecasting support to NERC; aligned to best practice guidelines and ensuring a consistent agreed approach to forecast development. This includes liaising with NERC centre-based experts (NERC centres to nominate experts to liaise directly between requests and the successful bidder) to ensure alignment to existing centre forecasting methodologies.
- Shorter term - identify an existing tool (s) which can be utilised across the organisation in all the investments we fund to forecast likely carbon impact to inform decision making.
- Shorter term – provide technical carbon forecasting tool to link financial investment to a carbon impact to assist in near-term decision making.
- Longer term – develop a tracker tool which can demonstrate where carbon forecasts have had an impact on decision making and forecast carbon projections to 2040 including scope 3.
- Longer term – if required, develop new tools to meet NERC carbon forecasting needs. The forecasting tool needs to be widely accessible to those writing announcements of opportunity (AO) for approval.
- Longer term – upskill staff and increase awareness of good carbon forecasting practice and deliver training to key people developing and assessing/approving proposals.

Scope of work:

The supplier is to develop a carbon advisory framework and provide direct technical support via the contacts listed above including carbon estimation for proposals and training to project teams, executive staff responsible for prioritisation of strategic investments and investment decisions, and research investment teams proposing research, capital, and infrastructure investments. The supplier is to use available data collected for carbon emissions reporting including carbon metrics and UKRI infrastructure framework knowledge and their own expertise to provide solutions to the following priority deliverables:

1. Discovery phase:
 - Review currently available framework products for calculating carbon impact of investments.
 - Gather information about current NERC investments and known carbon data and metrics for infrastructure, capital, and research projects at NERC Head Office, NERC funded research centres, or NERC grant funding recipients.

- Gather existing best practice, information from project teams and interviews of relevant staff to forecast the likely operational carbon impact of proposals.
- Understand the nature of a given proposal and the options for delivery. Including developing support information, best practice, templates, and advice to Project Leaders & Programme managers for submitting carbon reduction measures on their proposals.
- Work with the client to understand the Carbon footprint (tCO₂e) of projects.
- Creation of an investment tracker that highlights on an ongoing basis the current forecast out to 2040 for investments.

2. Development phase:

- Carbon forecasts are:
 - to be expressed as minimum/maximum range over the lifetime of the project based on best knowledge
 - to ensure forecasting methodology is aligned to GHG protocol, HMT Green Book and other relevant recognised standards.
- Develop an appropriate user-friendly simple standard template(s) which could be used across all projects regardless of the type of project/science area to provide a carbon forecast.
- Clearly articulate the rationale for estimation approach, caveats, and assumptions.
- Work with the client to assign scoring system on carbon impacts of projects. This could include creation of a £ per tCO₂e invested ratio.
- For selected projects, calculate a carbon forecast using the methodology and templates developed and propose common methods for carbon reduction.
- Undertake internal verification of the selected project's carbon forecasts and narrative before virtual submission back to the client.

3. Delivery phase:

- Create and subsequently maintain a NERC assumptions register (list of figures) which can be used to estimate activities in carbon forecasting. This is to include, but not limited to: business travel (through various standard modes of transport), typical use of research equipment figures (i.e. kWh per annum), office space, fieldwork.
- Assign a confidence level to the carbon forecasts following UKRI guidelines (RAG rating based on descriptive tolerance levels).
- Provide training and support to client staff across NERC directorates and NERC centres (British Antarctic Survey & British Geological Survey) and executive decision-making boards (15+ people) so that they can successfully use the carbon forecasting templates and assess proposals.
- Automated input of the forecast templates into a tracker system via the created carbon forecaster, then checked and approved in system before appearing on a central register.

- Maintain forecast trackers and central register on behalf of NERC including a master log of forecasting activity and longer-term outcomes to track the forecast vs. actual carbon impact of projects.

Desired outcomes:

Project teams & Programme managers (as points of contact for NERC community) within NERC Head Office and NERC centres (British Antarctic Survey; British Geological Survey):

- Feel well supported and have a good understanding regarding the likely carbon impact of their proposals.
- Can clearly articulate an estimated operational carbon impact (forecasted range) for the lifetime of their project.
- Understand how their carbon forecast has been produced, certainty and assumptions.
- Can access a NERC approved list of figures/assumptions which can be used to estimate activities in carbon forecasting.
- Can refine this forecast as the project undergoes approvals and through the project gateway or funding approval process.

UKRI / NERC can:

- Understand the carbon impact of different project proposals and options for delivery and feed into NERC and NERC-funded Centre level carbon forecasting.
- Understand how different proposals affect the UKRI-NERC carbon pathway.
- As a leading funder for research and innovation in the UK, NERC (part of UKRI) can lead the way in using carbon forecasts across our investment portfolio and thus ensure awarded bodies are considering carbon emissions and carbon reduction measures using science-based targets.
- Make decisions on all NERC investments including research, infrastructure, and capital investments, considering the impact on UKRI carbon commitments.

Other requirements:

- Suppliers must provide case studies of similar activity which they have recently (within the last 3 years) provided for a client and provide a reference with a point of contact so references can be sought.
- Suppliers will provide a proposed project team structure and team profiles (CV's) for each member of the team.
- Suppliers will provide a short narrative on how they would approach this contract to ensure the stated deliverables are met.

Timings:

Existing framework end date applies (to be discussed).

Please note:

- Proposal to be returned before 18th December 2023.
- Contract start anticipated 1st April 2024.

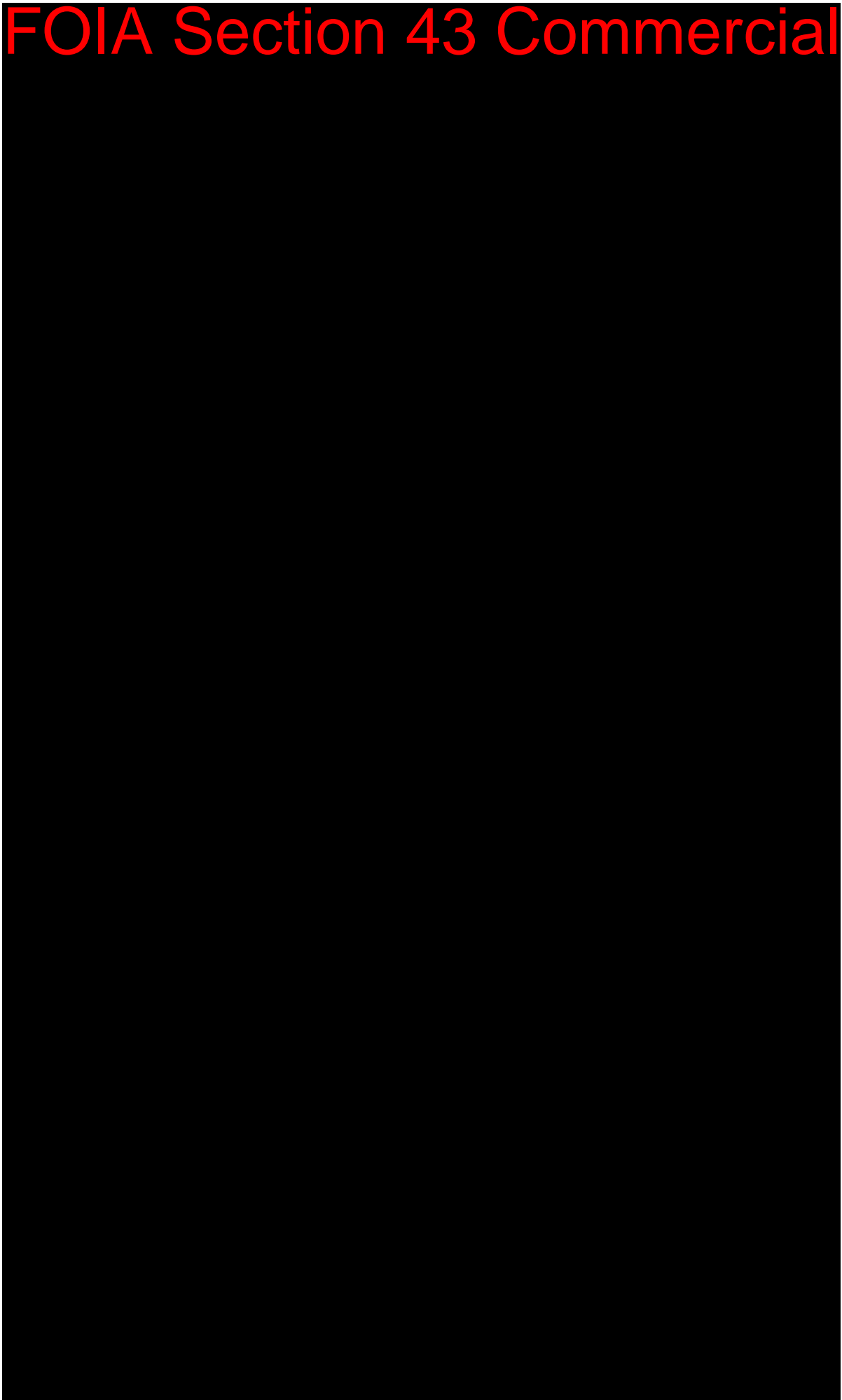
Costing:

Costs within the quotation provided are to be inclusive of any preparation and client liaison. Please include an outline programme with your quotation. Costings should be split by activities using the costing schedule template (attached). Please provide your day rates per person visible on your proposed governance structure for this contract including CVs of the proposed delivery team. Day rates should be split by role. There may be some flexibility in the delivery of this contract.

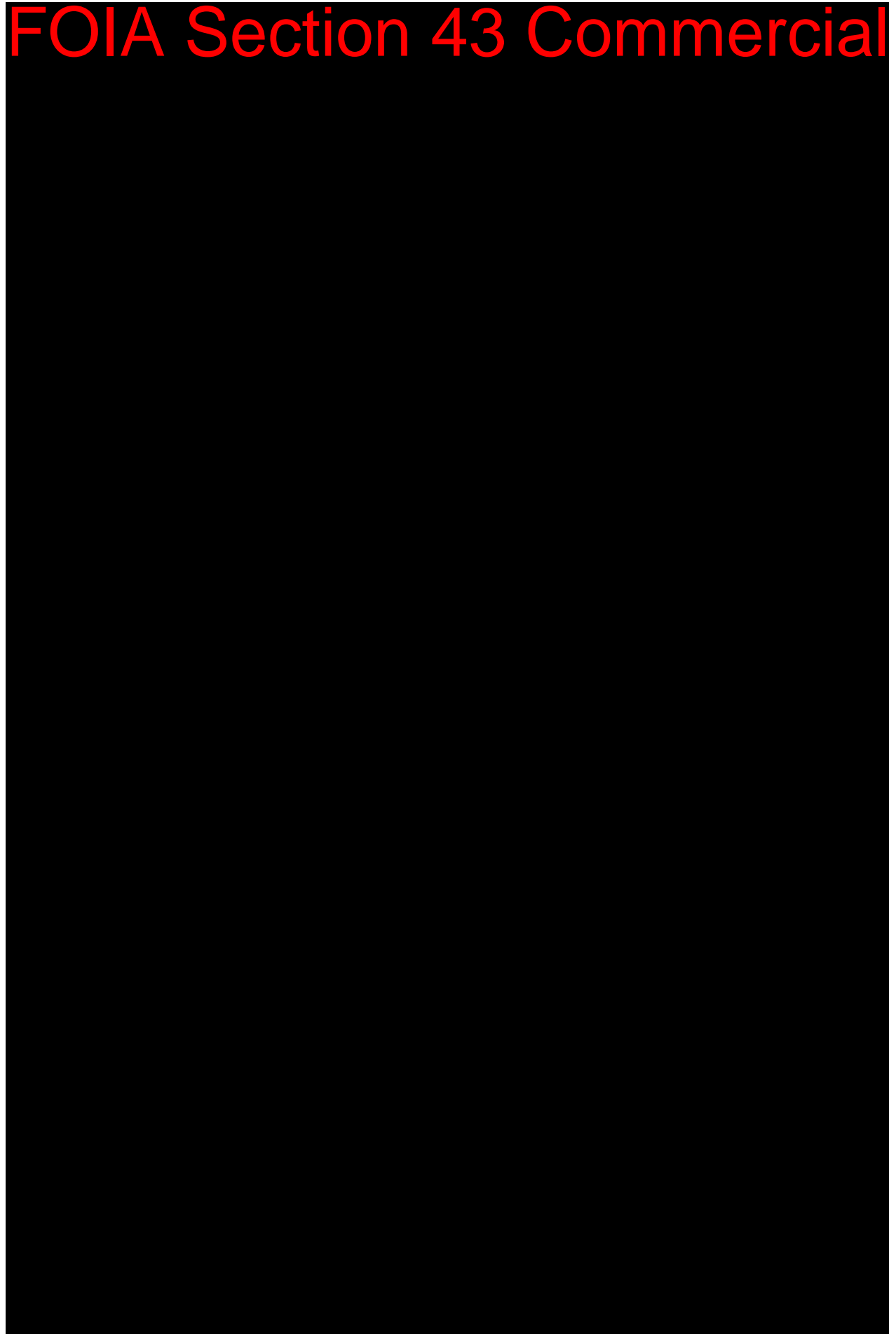
Future opportunities:

This Scope of Works is only for the purposes defined above. However, for context, UKRI-NERC are looking at the carbon impact and wider sustainability benefits of wider investments for future consideration.

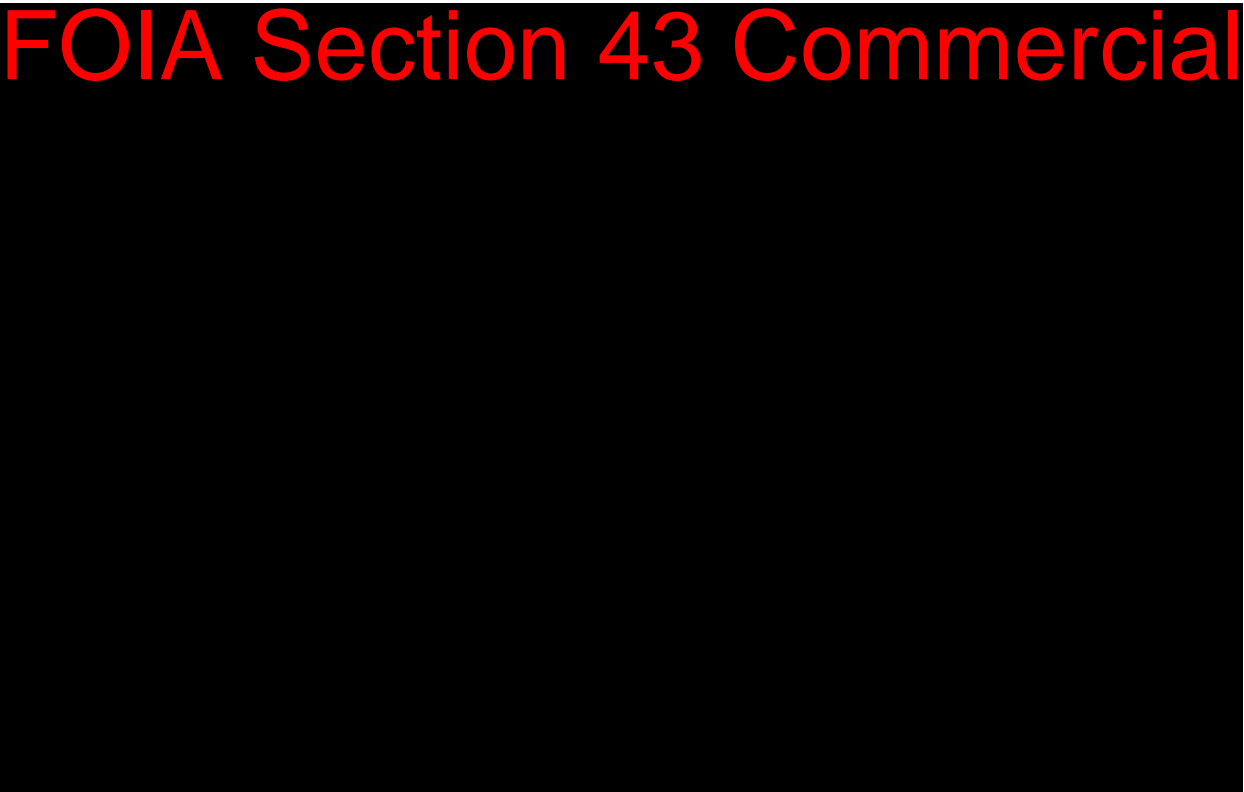
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FOIA Section 43 Commercial



Annex 2 – The Charges

Framework fees are subject to renegotiation on 27th June 2024. The rates provided below shall be adjusted by the amount agreed as part of the UKRI-1800 Framework Contract negotiations on this date by way of a Change Control Notice or other contractually appropriate mechanism. An indicative contingency has been provided for illustrative purposes only and has not been added to the total Call-Off fee (following discussions with **FOIA Section 40 Personal Information**).

| Requirement | Resource | Time | Cost | |
|-----------------------------------|----------|------|--------------|------------|
| FOIA Section 43 Commercial | | | Yearly Total | £79,695.00 |

FOIA Section 43 Commercial

1. All fees are quoted exclusive of taxes, duties, fees, levies and other impositions including withholding tax, VAT, and similar taxes, which will be recovered at cost.
2. Resource time may potentially be subject to changes, but TOTAL above to be treated as a 'net to exceed budget' without prior agreement from UKRI.
3. We have proposed a core team to manage the framework but following an initial kick-off we will work with the Client to ensure the optimal team to deliver the required scope as it develops.
4. Sub-consultant rates include sub-contractor mark-up, as detailed in Framework Agreement Price Schedule.
5. Invoices to be submitted monthly.