



Name of Procurement:	Research and Insights Review to support development of Climate Action Hub
Prepared by:	Connor Fraher, Heather Peacocke
Date:	09/03/2023
Budget for this work (NZ\$ excl. GST):	\$40,000

APPROVED BY	
Financial Delegation Holder: Sophie Heighway	Signature: 
Date: 10/03/2023	Signed by: Sophie Heighway Date & Time: 10 Mar 2023 14:01:18 NZDT
By signing this plan, the Financial Delegation Holder confirms they have reviewed the Supplier Conflict of Interest form and agrees to any conflict of interest management plan detailed (if conflicts are declared).	
<b><i>If any conflict relates to the Financial Delegation Holder directly, the procurement plan must be elevated to the one-up delegation to approve and sign.</i></b>	

*The parties signing this section approve the procurement approach detailed below.*

Total Procurement Value	Position holding Financial Delegation
Up to and including \$40,000	Manager

CONTRACT TERM (estimated term of contract)			
Start Date	13/03/2023	End Date	30/06/2023
CONTRACT BUDGET			
Programme Code	Project Code	Account Code	Expenditure type
402	55400	4135	Departmental

COST BREAKDOWN	VALUE
<b>Fees</b> Research and insights review and recommendations for future research There is a possibility this contract could be extended if TRA is required to carry out future work to address research gaps	<b>Total fees</b> NZ\$40,000
<b>Expenses</b> N/A	<b>Total expenses</b> NZ\$0
<b>Total Contract Budget</b>	<b>NZ\$40,000</b>

CHECKLIST	
Is there an IT requirement to this project?	No
Is there a Health & Safety risk associated with this project?	No

Will the procurement result in a publication or require design work?	No
Are there privacy considerations within this procurement?	No
Will the supplier require or have access to SENSITIVE, RESTRICTED or SECRET or TOP SECRET official information?	No

CONFLICTS OF INTEREST	
Do the people completing this procurement (including evaluators) have any actual, potential or perceived conflicts of interest?	Potentially
Heather Peacocke has completed CoI form and plan to mitigate any perceived conflict of interest	
A Conflict-of-Interest form will be shared with the supplier with the contract <a href="#">External Conflict of Interest form &amp; Management Plan.docx</a>	Yes
If the Supplier has declared a conflict, the conflict of interest management plan must be completed and passed to the financial delegation holder for consideration and approval, alongside the procurement plan being signed. <ul style="list-style-type: none"> <li>Has this task been completed?</li> </ul>	Yes

CONTRACT TYPE	MfE Lite Contract	
Have Legal reviewed the contract?		No

BUSINESS NEEDS	
KEY OBJECTIVE	To review and synthesise existing research and insights on climate action in the New Zealand to inform the development of the Climate Action Hub, and provide an articulation of any existing gaps in research.
KEY RISKS	<p>The Government chooses to speed up delivery of the Climate Action before this work is completed. This is being mitigated by bringing supplier to progress this piece of work immediately.</p> <p>This work is not socialised appropriately with key agencies/partners due to timeframes which could frustrate relationships. This is being mitigated by socialising the work with key stakeholders as it is progressed and bringing in their perspectives, insights into the work.</p> <p>It is worth noting this piece of work will help to bring visibility to existing research and therefore minimise the risk of MfE commissioning climate research which already exists.</p>
DESCRIPTION OF SERVICES	<p>The Buyer requires the Services for the purpose of informing the development of the Climate Action Hub.</p> <p>The Hub aims to bring alignment and build connection across climate initiatives and projects. It will help New Zealand navigate climate complexity by creating a 'one stop shop' for the public, local government, businesses, and others. It will</p>

	<p>provide tailored support, and, over time, user-needs informed modules will be created for disproportionately impacted communities and other key sectors. These will be informed through what we learn, research, and feedback on the ground.</p> <p><b>The Supplier will provide:</b> Market/audience research experience, track record in conducting research specific to public sentiment and audience behaviour, ability to deliver research synthesis, gap analysis and research planning recommendations, familiarity with climate context.</p>		
DELIVERABLES	Description of Service/Deliverables	Specific Standards (if any)	Required Delivery Date
	<p>Source, document and synthesise current, publicly available research (primarily New Zealand, but some international may be useful)</p> <p>Document the findings and insights into a framework that covers: - The perspective of different user groups (general public, Māori and Pacific communities, business, local government, iwi, disproportionately affected groups). Note information may not be available on all these groups. For each group we would look at: Knowledge, Insights into language, that may be useful, Motivations/Barriers, Needs, and how these apply to short and long-term adaptation and mitigation</p> <p>Provide a view of the information and insight gaps that exist – overall and by user group.</p>	Working closely with the Climate Action Hub project team, Climate Impacts team and the Partnerships and Public Affairs team	30 June 2023
	~20-30-page report, synthesising findings into the framework above, and citing sources	Delivered in PDF and word format	30 June 2023

Suppliers approached:	1. TRA
Written Quotes:	No
Direct source	Sourced from <b>Other</b> panel.
	MfE's Partnerships, Public Affairs, Change Adaptation & Evidence business group has an existing relationship with TRA. It has commissioned its 2023 annual audience research through TRA and this is in progress.
	TRA have existing experience and knowledge in environment and climate and have worked with other agencies in this area including EECA. This will support with the synthesis task we are asking them to do.

SUPPLIER AND EVALUATION		
Preferred Supplier	TRA Level 4, Quay Building 106-108 Quay Street, Britomart, Auckland 1010	
Confirm that you have considered, and the supplier has demonstrated the following:		Completed
1. The proposed solution is fit for purpose		Yes
2. The preferred supplier has the skills and expertise to carry out the work		Yes
3. The preferred supplier can carry out the work in the timeframe required by the Ministry		Yes
4. The preferred supplier’s price is public value <i>Public Value means the best available results for New Zealand for the money spent. It includes using resources effectively, economically and responsibly.</i>		Yes
SUPPLIER NOTIFICATION		
Have any non-selected suppliers been notified and, if requested, feedback has been provided?	Not Applicable	