

## Template 3: Awarding A Contract to The Consultant

Performance Criteria	Rating					Considerations	Comments
Considerations When Awarding the Contract	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know		
The credentials provided by the consultant (e.g. referees, recent similar projects, staff qualifications) have been checked.						<ul style="list-style-type: none"> <li>Has the Client called all referees, read resumes, and made enquiries (e.g. a web search) into the recent relevant projects listed by the consultant?</li> <li>If verbal / presentation skills are important to the project, has the Client conducted an interview or requested a presentation from short-listed consultants, to check their verbal communication skills?</li> <li>Has the consultant been clear about who will undertake the work, and what their time allocation will be? Hours allocated for key staff should be included on any checklist and assessed at the proposal stage.</li> </ul>	
The client is aware of their organisation's appetite for adaptation science when reviewing and selecting the preferred methodology offered in consultant proposals (i.e. does the organisation like to embrace the latest theories and models; or prefer to adopt tried and tested methodologies even if they have known limitations).						<p>Climate change science is an emerging field, so there are regular improvements and additions to the methodology toolkit. The culture of the client's organisation for adaptation projects will guide the selection of methodology provided in Consultant proposals: does the organisation like to embrace the latest theories and models; or prefer to adopt tried and tested methodologies even if they have known limitations.</p> <ul style="list-style-type: none"> <li>Has the Client interviewed or discussed the views and opinions of the organisation's senior management team (including Councillors for local government) toward climate change science and adaptation planning?</li> <li>Have surveys or other consultation been conducted with the local community to gauge their attitudes also? If not, has initial community engagement to gauge attitudes been included in the scope of works of the project brief, or otherwise discussed with the preferred consultant in negotiating a consultation plan before project commencement (see below).</li> <li>Has flexibility been built into the contract to alter and adjust methodologies as the project progresses?</li> </ul>	
For projects where verbal communication and presentation skills are an essential element, an interview/presentation (via telephone or face to face) has been conducted with the consultant, to gauge communication skills and aptitude for delivery.						<ul style="list-style-type: none"> <li>Have the verbal communication and presentation skills of the Consultant been checked, via an interview or presentation (which may or may not have to be conducted face-to-face)?</li> </ul>	
If required, external advice has been sought to help select a preferred methodology (e.g. peer organisation, other government agency etc.)						<ul style="list-style-type: none"> <li>Where the client is unfamiliar with climate change investigation methodologies and best practise, has a partner organisation (e.g. state agency), peer organisation, qualified university researcher, or external consultant been engaged to review the Consultant's proposal? This may require a small fee from the Client, particularly where a researcher or other consultant is required.</li> <li>The client should consider having an external representative (e.g. from state government) on the assessment panel.</li> </ul>	
Essentials in the Contract	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know		
The contract specifies the key consultancy staff who will be working on the project, and process for approval for alternative staff to work on the project.						<ul style="list-style-type: none"> <li>Has the Client reviewed the contract and included details for key staff (particularly the Consultant's Project Manager and Project Director) in the contract, and specified the expected hours / contribution from these key staff?</li> <li>Has the Client included the process for approval of alternative Consultancy staff to work on the project? Procurement / legal staff should be able to assist with contract wording.</li> </ul>	
The contract clarifies data ownership and data / model hand over, such that the client will retain appropriate access / ownership and future use rights of any data, models or output created during the project.						<ul style="list-style-type: none"> <li>Has the Client specified data handover requirements in the project (be it access to the data or actual data such as original data files, model files, model output files, etc.)? Procurement / legal staff should be able to assist with contract wording.</li> </ul>	

Essentials in the Contract	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	
<p>The contract (or project brief / Consultant's proposal, which will both form part of the contract) details a requirement for progress updates to specify what consultancy staff contributed to what milestones/deliverables.</p>						<ul style="list-style-type: none"> <li>• <i>Has the Client outlined (either in original scope of works, or during final negotiation with the preferred Consultant) that progress updates will require a notation of the staff involved in completing deliverables?</i></li> </ul>
<p>A consultation plan has been developed in collaboration with the successful consultant, prior to commencement of the project. As this may require negotiations about allocation of budget, or even a variation, the consultation plan should be agreed prior to commencing the project.</p>						<ul style="list-style-type: none"> <li>• <i>At or immediately to initiation of the project, have the Client and Consultant negotiated and agreed upon a Consultation Plan, detailing the types of audiences, stakeholder group, activities to be conducted and timing of activities?</i></li> <li>• <i>Have the Client and Consultant agreed upon a re-allocation of project funds within the existing budget or additional funds (variation), to complete the tasks required in the Consultation Plan?</i></li> </ul>