



## INVITATION TO QUOTE (ITQ):

Scottish Climate Intelligence Service  
Consultancy support for Data Verification/Peer  
Review  
Ref: SCIS/2025/01

### KEY MILESTONES/DEADLINES:

14 July, 2025	Issue of ITQ
<b>30 July, 2025 by 5PM</b>	<b><u>Deadline for submission of quotes</u></b>
31 July to 6 August, 2025	Review of quotes*
7 August, 2025	Orders placed*
15 August – 24 October, 2025	Contract period

\*Please note the above dates are given as guidelines only and are subject to change

14 July 2025

Dear Supplier

## **INVITATION TO QUOTE FOR**

### **“Consultancy Support for Data Verification/Peer Review”**

You are invited by the University of Edinburgh to quote for the provision of services coordinated by ECCI on behalf of the University of Edinburgh as detailed below. Your quotation must be received by **the time and date specified on the front page of this document**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The University of Edinburgh may undertake not to consider quotations received after that time.

The University of Edinburgh are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain fixed for the duration of the contract. Value Added Tax (VAT) should be shown separately, and the VAT registration number given.

If you cannot supply the exact service the University needs, you may suggest alternatives that meet the specification, whilst complying with any minimum standards and the primary outputs expected from equipment of this nature. Please clearly show the benefits of any such alternatives.

By providing us with a quotation you agree to be bound by the University of Edinburgh’s [Terms and Conditions](#) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Invitation to Quote should be addressed to Alreem Alshimmari ([aalshimm@ed.ac.uk](mailto:aalshimm@ed.ac.uk)), cc Kristin Hopfe ([Kristin.Hopfe@ed.ac.uk](mailto:Kristin.Hopfe@ed.ac.uk)).

Yours faithfully

**Clare Wharmby**

Programme Co-Director SCIS

On behalf of the University of Edinburgh and ECCI

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# ITQ Schedule 1: Statement of Requirements

## **Introduction**

The Edinburgh Climate Change Institute (ECCI) [www.edinburghcentre.org](http://www.edinburghcentre.org) is a centre of excellence within the School of Geosciences, University of Edinburgh. We create support and work in partnership with researchers, communities, policy makers and businesses to find and implement place-based climate solutions, such as reducing emissions, building resilience and promoting equality and justice to tackle the climate emergency.

The Scottish Climate Intelligence Service (SCIS) <https://www.climateintelligenceservice.scot/> works with all of Scotland's local authorities to help deliver climate action at the scale and pace needed to deliver Scotland's Climate Change Plan. The SCIS is being delivered in partnership by ECCI and the Improvement Service (IS), jointly funded by Scottish Government and all 32 local authorities.

SCIS is a capacity-building programme service with both a national digital platform and a support service co-designed with its stakeholders (local authorities and other key bodies). The service will support local authorities in building the skills, knowledge, and influence to use this data to enable planning, monitoring and delivery of climate action at the scale and pace required for achieving net zero targets.

The platform was formally launched in September 2024 and the SCIS team have been working since then to agree scope boundaries with the local authorities and create a suitable area-wide emissions dataset. This is based upon the Local Authority GHG Statistics with some modifications to account for local factors and to also make it suitable for use in the programme.

## **Description of services required**

We are now seeking independent verification and a peer review of the area-wide emissions inventory data used, the decisions made, and the methodologies applied when creating the local authority specific emissions to align most closely with the GHG Protocol for Cities (GPC).

The verification is intended to highlight any potential deficiencies or weaknesses in the methodology adopted and area-wide data used, as well as provide suggestions for potential development of the emissions data given existing datasets available. The audit must be undertaken in an entirely impartial manner. This commission is not to provide a quality assurance process of the software (ClimateView) or the wider SCIS programme, this is an exercise focused upon the process used to create the area-wide emissions methodology to align with the GHG Protocol. It is expected that the successful bidder will approach the verification process in a constructive/pragmatic manner.

Should you be interested in viewing the methodology that we have created to aid in understanding the scope of the work and required service, please contact us to discuss

the provision of a temporary link to view the Miro board where our methodology is hosted.

### **Core deliverables and outcomes required**

It is expected that the successful bidder will provide the following. For the deliverables, we appreciate focused reports, with clear conclusions.

#### **Deliverables**

- **Peer Review Feedback:** Constructive feedback on the processes employed in the dataset creation. This would include:
  - Review of the methodology and final numbers
    - This would include following the provided methodology to verify if your final numbers match ours for some emissions sectors and align with the GHG Protocol where relevant
  - Recommendations and suggestions for improvement on the methodology and calculations including additional relevant datasets
  - Identification of potential gaps in our methodology and assumptions
  - Identification of potential risks or biases in the data
- **Independent Verification Report:** A comprehensive document that assesses the accuracy and reliability of the area-wide emissions dataset created for local authorities. This report should evaluate the methodologies used, the data sources referenced, and the modifications made to ensure that the dataset is robust and suitable for reporting their area-wide emissions.

#### **Meetings (virtual is acceptable)**

This commission will include

1. A kick off meeting (week one) – (consultant to prepare agenda and minutes) – this meeting will include a session delivered by SCIS on the data used, our developed methodology, the files available for review and the key decisions that were made along the way. This will be an opportunity for you to ask any questions and gather any clarification information required.
2. A progress meeting (approx. week four) to provide indicative thoughts and a draft report structure for review.
3. An interim draft submission of the verification report for comments (approx. week seven).
4. Final presentation / handover of the final verification report (approx. week nine/ten).
5. Follow up meeting for any questions or clarifications on the report (approx. week ten/eleven).

### **Tender Response Required**

- A short quality submission setting out the proposals for performances of services identified in this brief (no more than 2-3 pages) in font 10 – 12.
- Pen profiles for key personnel that you are proposing to use for this commission that demonstrate they have the knowledge, experience and capability of the

tendering organisation and/or individuals in relation to the achievement of the outcomes sought and illustrated above (this text can be in addition to the quality submission page limit above).

- A price submission (estimated hours for each key personnel, multiplied by hourly rates, showing overall task fee) (please note – your price submission can be in a simple table, no detailed spreadsheets are required).

### **Award criteria**

The following criteria will be utilised to assess all quotations received:

- Value for money (20%)
- Methodology and approach (50%)
- Demonstration of ability to critically review data and provide feedback on improvements & solutions (30%)

### **Fees and Costs**

Please note that we have a maximum budget of £15,000 for this award.

All Charges must be shown in Pounds Sterling and entered exclusive of VAT but inclusive of any expenses.

Payment will be made to the Contractor within 30 days of receipt of a valid invoice.

All tenders submitted to SCIS must remain open for acceptance for a period of 3 months from the Tender closing date.

### **Clarifications**

All questions regarding the content of this ITQ should be emailed to Alreem Alshimmari (aalshimm@ed.ac.uk). If SCIS considers any questions or requests for clarification to be of material significance, both the query and the response will be communicated to all Tenderers via email communications.

Tenderers should note that it is their responsibility to check their email regularly for any communications which may be relevant to their Submission.

Please note that the clarification deadline is 24 July 2025 to allow the SCIS team sufficient time to respond prior to the ITQ deadline. No queries or questions will be answered after the deadline date.

### **Submitting the Tender**

The Tender Submission and any subsequent clarification or negotiation should be submitted by a person who has suitable authority on behalf of their organisation to enter into a Contract with the University of Edinburgh to the value tendered.

Enquiries and returns regarding this Invitation to Quote should be addressed to Alreem Alshimmari ([aalshimm@ed.ac.uk](mailto:aalshimm@ed.ac.uk)), cc Kristin Hopfe (Kristin.Hopfe@ed.ac.uk) by **5pm on 30 July 2025**.

A Tender submitted after the specified closing date may not be considered by the SCIS team. The completed Tender Submission may be submitted at any time **prior to** the final date for submission.