

FIFTH INDEPENDENT REVIEW OF ADHERENCE TO THE CLIMATEWISE PRINCIPLES: REQUEST FOR PROPOSALS (RFP) 8th May 2012

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A. SUMMARY

The ClimateWise Managing Committee seeks responses to this Request for Proposals from suitably qualified entities to undertake the fifth independent review of ClimateWise members' adherence to the ClimateWise Principles (<http://www.climatewise.org.uk/about-climatewise/>).

The assessment will have to take account of the fact that the members, while all having their core business in the insurance sector, are diverse in industry role and size, are at different stages in the process of integrating climate change into their business strategy and operate in different geographic market contexts around the world.

The assessment will also need to take active account of the reports submitted by members for the fourth reporting cycle as well as the methodology and overall findings published in the previous independent reviews, so as to analyse continuing overall progress. Continuity of methodology is especially important to ensure a robust and transparent review process year-on-year.

ClimateWise believes that public reporting is critical both to ensure members are delivering on their responsibilities and to share good practices. By measuring performance annually, ClimateWise hopes to be able to demonstrate positive change over time.

This work is being put out to competitive tender. Respondents should clearly indicate their particular skills, expertise, experience and ideas that will add unique value to the Fifth Independent Review.

B. DELIVERABLES AND TIME-FRAME

The ClimateWise Principles were launched in September 2007. Previous independent reviews were carried out over the summers of 2008, 2009, 2010 and 2011 and published in November or December of the same year. This RFP is for the fifth independent annual review of member adherence to the ClimateWise Principles.

Since the Second Year Review, members have continued to work independently to embed the Principles into their business practices as well as collectively, helped by the facilitation of the ClimateWise Secretariat (provided by the University of Cambridge Programme for Sustainability

Leadership, CPSL) on specific issues of interest, or where joint action can achieve greater impact.

A detailed 'Guidance for Reporting' note was first issued to all members in February 2009 to respond to significant demand for guidance to improve the efficacy of the reporting process. This guidance was updated and reissued to all members in February 2010.

For the 2010 – 11 reporting cycle there will be a total of approximately 26 reporting entities.

The maximum available budget for the production of all deliverables is capped at £50,000 including VAT, travel and design costs, plus all other expenses. ClimateWise will welcome proposals for deliverables over and above those specified here that the potential reviewer can produce within the fixed budget indicated above.

Deliverables

1. An assessment of each member's adherence to the six ClimateWise Principles and their sub-elements, to include assessment of how member's approaches are integrated. The methodology of previous reviews should be repeated where appropriate (see Appendices). The assessment will need to look in particular for evidence of continuing progress that has been delivered since the last reporting cycle, but also bear firmly in mind that many actions will be ongoing and equally as valid.
2. Identification of good practices used by members against each of the six Principles and in relation to strategic integration that could be shared and published to the wider community (those external to ClimateWise).
3. Key recommendations, for members and for ClimateWise as an industry initiative, that reflect the areas that the reviewer considers need improvement and the difficulties experienced by members to date.
4. A written report, covering points 1 – 3 above, that can be published for the benefit of the members and the wider community including a foreword from the ClimateWise Chairman and possibly HRH The Prince of Wales.
5. A verbal presentation, in person, supported by suitable material, summarising the key findings and issues and analysing the continued efficacy of the review methodology where relevant.

Scope of each Deliverable

1. To provide each member with a private summary written assessment of their adherence to the six ClimateWise Principles and their sub-elements and then to produce two public tables listing each member, in anonymised form, to show the overall degree of disclosure of evidence and of compliance with each of the six ClimateWise Principles and their sub-elements. The reviewers must provide evidence to support their findings which may or may not be made public, but which will be shared with individual members. Any divergence of views between the reviewers and an individual member will first be mediated by the ClimateWise Secretary and then referred to the ClimateWise Managing Committee, whose decision will be final. Continuing progress is a key focus, albeit bearing in mind that many activities will be ongoing, long-term activities and equally as valid.

2. To produce a written report detailing good practices against each of the six ClimateWise Principles discovered.
3. To produce a written report detailing key recommendations to reflect the areas that the reviewer considers need improvement in the year ahead. Recommendations may be made against each of the six ClimateWise Principles as well as overall and may be directed at either members or the initiative overall. Recommendations should take active account of those made in previous reviews as well as the actions taken, both by members and by the initiative overall, to respond to them and the difficulties experienced and communicated by members during this process.
4. To produce a desktop published 'PDF', of absolutely no more than 15,000 words, capturing the output of points 1 – 3 above. This report will be produced in two stages; a draft of all sections presented to the ClimateWise Managing Committee for comment, followed by a final version. The published version of the review will bear the ClimateWise and CPSL (in its capacity as provider of Secretariat services) logos on the front cover and will acknowledge the reviewing organisation(s) appropriately on the inside cover.
5. A verbal presentation, not lasting more than 60 minutes, supported by relevant material that may be used for subsequent communication of the presentation's content. This could be a confidential briefing, at a pre-agreed ClimateWise Managing Committee meeting, and/or a public briefing at the launch of the review enabling ClimateWise members to understand the positive and negative issues emerging from both the process of the review and its findings in order to make improvements for the future.

Time critical dates

- The independent reviewer will be expected to commence work on 1st July 2012.
- Deliverables 1 – 4 to be delivered in first draft, text-only form strictly by August 30th 2012 and final, text-only copy by September 30th 2012.
- The publishable copy of the final report to be delivered no later than October 15th 2012, in accordance with the brand guidance stipulated above.
- This assumes that ClimateWise members submit their reports by the stated deadline of June 30th 2012, that the ClimateWise Managing Committee feedback on draft material by mid-September and that the Chairman prepares a foreword in September so that it can be added to the final published report.

C. PROPOSAL PROCESS

This RFP will be put out to tender for at least four weeks.

The strict deadline for submissions from interested parties is **Tuesday May 8th 2012**. All proposals should be sent to Katharine Thoday at Katharine.Thoday@cpsl.cam.ac.uk

The ClimateWise Managing Committee will aim to make a decision on the appointment of the reviewer by the end of the week commencing May 17th 2012.

Once chosen, the appointed reviewers will sign a confidentiality agreement, as provided by ClimateWise; submit details of any professional indemnity cover they hold; submit details of qualifications and experience, so that the members can be briefed as to who may be contacting them.

Respondents should clearly indicate their particular skills, expertise, experience and ideas that will add unique value to the Fifth Independent Review.

Reviewers are requested to submit a fixed price to satisfy the deliverables within the agreed time frames. ClimateWise will welcome proposals for deliverables over and above those specified here that the potential reviewer can produce within the fixed budget indicated below.

The Managing Committee will pay particular attention to responses to these questions when selecting the successful organisation, but reserves the right to accept or reject specific proposals:

- a) What could be done to improve demonstration of progress in implementing the ClimateWise Principles in the context of both real achievements and a constantly rising set of expectations on what compliance against the Principles looks like?
- b) How can sector-leadership and transformational change be identified and rewarded in the context of increasingly high levels of member compliance with the Principles?
- c) How should the collaborative work between members, facilitated by the ClimateWise Secretariat on an ongoing basis, be reflected and reviewed in this process?

Proposals should include a consideration of any potential conflict of interest, either at a personnel or organisational level, between the respondent and ClimateWise or its members, along with a proposed strategy to manage such conflicts. Where an individual poses a conflict of interest issue, the reviewers should look to provide an alternative individual as part of their commitment at no additional cost.

D. ADDITIONAL INFORMATION

1. Information the reviewers will receive for each member will include:
 - A named individual contact, with email and phone details
 - The member's previous reports (where available)
2. Information the reviewers will receive from the ClimateWise Secretariat will include:
 - Documentation of the actions and activities carried out at an initiative level since the last reporting cycle
3. Apart from the verbal briefing, all material produced by the reviewer will be circulated and shared with members in order to share expertise. The final version of the review will be a public document.
4. It is not anticipated that site visits will be required to any of the members as telephone or email contact will suffice. These contacts will be for the purpose of clarifying or confirming statements made in members' reports, rather than auditing those statements. However, if the reviewer decides that site visits will significantly enhance the quality of their work, and these can be performed within the fixed budget of this project, approaches may be made to members and site visits only carried out with members' explicit consent.

5. All members should either comply with all six ClimateWise Principles or explain why one or more of the Principles are not relevant to their type of business. Explanations of why particular Principles are not relevant to a member, if deemed justified by the reviewer, are completely acceptable and considered equivalent to full compliance, as members will have many valid business reasons, although the precise scoring methodology may be altered following discussion with Managing Committee.
6. One objective of the exercise is to avoid members providing insufficient detail in the information they disclose and therefore scoring poorly (both in disclosure and compliance terms). A significant amount of time has been allocated to this process (16th July – 30th August) to allow the reviewer sufficient time to make good contact with as many members as deemed necessary.
7. If the reviewers identify potential serious breach, with little hope of dialogue or explanation, of a member's ClimateWise commitments, the Secretary should be advised immediately so as to allow scope for the Managing Committee to take remedial action.
8. All material produced will be the intellectual property of ClimateWise.
9. Any member operating under the auspices of the Lloyd's Market is to be dealt with differently; Lloyd's managing agent members submit a combined report under the auspices of the Lloyd's Market and so the assessment of disclosure and compliance is done at a Market level, not an individual Managing Agent level..

Disclaimer

- ClimateWise has issued this RFP and any accompanying document in good faith. They are to be used only for the purposes of responding to the RFP. No representations, warranty or assurance of any kind is given in relation to the information and any liability is expressly disclaimed.
- Respondents should note that this RFP may not result in a contract being awarded and all costs incurred by respondents in connection with this RFP are their responsibility.
- Receipt of this RFP does in no circumstance whatsoever imply the existence of a commitment or contract by or with ClimateWise for any purpose.

APPENDICES

Appendix 1 – Key features of members’ reporting duties

The following key features of members’ reporting duties were established ahead of the first reporting cycle and reaffirmed at the second Annual General Meeting in December 2008:

Aim of the reporting process

We are committed to ensuring that ClimateWise delivers real benefits. Public reporting is critical both to ensure that members are complying with their commitments and to share good practice both within the industry and with external stakeholders. The more visible the achievements of ClimateWise members, the more credibility the initiative will have.

Format

Each member must produce a public, annual statement of work undertaken to implement the ClimateWise Principles but this may be done in a format that best fits their own organisation’s structure and existing reporting practices. Reports may therefore be incorporated in annual financial reports, CSR or environmental documentation, or be available on the organisation’s website. Many members choose to produce separate, stand-alone ClimateWise reports that systematically reference information contained in these other formats.

Length

There is no recommended minimum or maximum length for a member’s ClimateWise report – this is for members to decide at their discretion. However, the independent reviewer will need to be able to identify the breadth of work being carried out by members against each of the ClimateWise Principles.

Reporting cycle

ClimateWise reports are submitted to the Secretariat on an annual basis at the end of June every year. The independent review of these reports is published at the end of the following September. Within these fixed terms, the information that members submit to ClimateWise may be derived from reports operating on a calendar year basis or other reporting cycles and not necessarily on a ‘June to June’ basis.

Appendix 2 – Guidance for reporting, February 2010

The ‘Guidance for Reporting’ note that was updated and issued to members in February 2010 is attached.

Appendix 3 – One Year Review

Appendix 4 – Second Year Review

Appendix 5 – Third Year Review

Appendix 6 – Fourth Year Review