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Planning

## **Procurement of Secretariat Services for for the UK's National Decade Committee (UKNDC)**

DEPARTMENT OF ENVIRONMENT, FOOD AND RURAL AFFAIRS (Defra Network eTendering Portal)

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-004960

Procurement identifier (OCID): ocds-h6vhtk-04debb

Published 13 February 2025, 2:51pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

DEPARTMENT OF ENVIRONMENT, FOOD AND RURAL AFFAIRS (Defra Network eTendering Portal)

Seacole Building, 2 Marsham Street

London

SW1P 4DF

#### **Contact**

David Pembry

#### **Email**

[procurement@defra.gov.uk](mailto:procurement@defra.gov.uk)

#### **Telephone**

+44 3001234500

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

Buyer's address

<https://defra-family.force.com/s/Welcome>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

Environment

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Procurement of Secretariat Services for for the UK's National Decade Committee (UKNDC)

**II.1.2) Main CPV code**

- 75112000 - Administrative services for business operations

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Defra is considering running a competition in 2025 for secretariat services for the UK's National Decade Committee (UKNDC) for the UN Decade of Ocean Science for Sustainable Development. The winning supplier would provide a team of appropriately skilled and experienced staff who would be responsible for delivery of the leadership, secretariat, governance and communications aspects required to meet the following duties:

- Supporting strategic oversight and delivery of the UKNDC workplan;
- Proactively managing UKNDC business;
- Supporting the governance of the UKNDC;
- Providing a focal point for communications;

### **II.1.5) Estimated total value**

Value excluding VAT: £675,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

Defra is considering running a competition in 2025 for secretariat services for the UK's National Decade Committee (UKNDC) for the UN Decade of Ocean Science for Sustainable Development. The winning supplier would provide a team of appropriately skilled and experienced staff who would be responsible for delivery of the leadership, secretariat, governance and communications aspects required to meet the following duties:

- Supporting strategic oversight and delivery of the UKNDC workplan;
- Proactively managing UKNDC business;

- Supporting the governance of the UKNDC;
- Providing a focal point for communications;

If the contract route is approved, the requirement will be sought for an initial duration for this Financial Year ONLY commencing in summer 2025 with a number of extensions over the remainder of the UN Ocean Decade (up to 2030), which the authority may take up subject to receiving budgetary approval for that extension period.

This advert is looking to understand the market's appetite should Defra pursue a competitive tender approach. Defra is interested to hear from organisations motivated to support the coordination of the UN Ocean Decade in the UK and with the ability to offer a team as described above.

If you are interested, please register your expression of interest to [david.pembry@defra.gov.uk](mailto:david.pembry@defra.gov.uk) . Please note this is a voluntary process which can provide data to help inform the supporting paperwork for approvals of routes to market. Not responding to PIN does not preclude you from responding to a Contract Notice (should one be approved) offering access to Tender documentation.

#### **II.2.14) Additional information**

To provide additional context on the four broad areas as described above the four areas are broken down further below. Please note the breakdown is illustrative of the primary deliverables and is not an exhaustive list of all tasks that may be delivered under a contract.

1. Supporting strategic oversight and delivery of the UKNDC workplan
  - Maintain awareness of developments within the UN Ocean Decade relating to National Decade Committees, calls for Decade Actions, IOC-led opportunities for international engagement, and the opportunities for partnership with the portfolio of UK-led Decade Activities.
  - Maintain the UKNDC's overarching workplan that details how it delivers on its ToR and supports national priorities for implementation of the UN Ocean Decade.
  - Document and collate evidence of the UKNDC's successes, impacts and best practices to help guide future workplans and support ongoing improvements.
2. Proactively manage UKNDC business
  - Drive the rolling programme of UKNDC meetings through owning the forward agenda and meeting schedule.
  - Coordinate the logistics for UKNDC meetings including meeting venues, catering and equipment amongst others. The UKNDC meets four times per year with a mixture of in-person and virtual meetings.
  - Facilitate UKNDC meetings through preparing agendas, commissioning and circulating key supporting documents, inviting speakers as agreed by the Committee, briefing the

Chair on handling of items, recording minutes and monitoring progress on actions.

- Take forward Secretariat actions in support of the Committee and Sub-Committees.

### 3. Support the governance of the UKNDC

- Arrange regular meetings with Defra, FCDO and Chair (referred to as the Management Group) to update on activities of the UKNDC, preparations for future UK NDC meetings and activities. Distribute agendas for these meetings and follow up with any previously identified actions.
- Monitor spend of the UKNDC and flag any financial concerns to Defra.
- Remuneration of Chair in accordance with contract agreed.
- Facilitate an annual review of the UKNDC's Terms of Reference and register of members' interests.
- Set up and coordinate appointment and induction of new UKNDC members and Chair, when required.
- Lead the UKNDC's annual reporting processes to the IOC and Defra.

### 4. Provide a focal point for communications

- Provide the focal point for internal UKNDC communications, maintaining contact lists for UKNDC members and relevant stakeholders, including keeping a record of external interactions, and managing the UKNDC's filesharing and online collaboration tools.
- Together with the Chair, act as the primary UKNDC contact (National Focal Point) for the IOC Decade Coordination Unit (DCU) to cascade messages and documents to and from the IOC DCU.
- Provide the focal point for wider communications with the UKNDC through managing a Secretariat inbox, providing timely responses to emails and communication with stakeholders.
- Oversee management of the UKNDC website, including publishing opportunities to get involved in the UN Ocean Decade, new UKNDC documents, and updating content provided by the Committee.
- Oversee management of the UKNDC social media channels including reviewing the content proposed by Committee members, publishing new posts, and responding to communications via these channels.
- Support and coordinate the production and publication of UKNDC outputs including communication and promotional materials.

Further information on the background of the UN Ocean Decade (2021-2030) can be requested from [david.pembry@defra.gov.uk](mailto:david.pembry@defra.gov.uk)

## **II.3) Estimated date of publication of contract notice**

13 February 2025

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes