



Department
for Environment
Food & Rural Affairs

Standard Contract for Goods and/or Services - Order Form

1.	Purchase Order Number	Customer's purchase order number <i>is to be confirmed</i>	
2.	Customer	[REDACTED] acting on behalf of the Secretary of State for Environment, Food and Rural Affairs, acting as part of the Crown	
3.	Contractor(s)	[REDACTED]	
4.	Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables: The Farming and Countryside Programme	
5.	The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions Referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none">a) this Order;b) the terms and conditions at Appendix 1; andc) the remaining Appendices (if any) in equal order of precedence.	
6.	Deliverables	Applicable Deliverables	Goods Only: <input type="checkbox"/> Services Only: <input checked="" type="checkbox"/> Good and Services: <input type="checkbox"/>
		Goods	None
		Services	See Appendix 2 – Specification / Description To be performed at locations specified by the Customer. Date(s) of Delivery: 20/11/2024 to 30/04/2025
7.	Start Date	20/11/2024	
8.	Expiry Date	30/04/2025	

9. Charges	The Charges for the Goods and/or Services shall be as set out in Appendix 3 – Charges. The Charges are fixed for the duration of the Agreement.		
10. Payment			
11. Contractor's Liability Cap (Clause 13.2.1)	£330,000		
12. Customer's Authorised Representative(s)	For general liaison your contact will continue to be or, in their absence,		
13. Contractor's Authorised Representative	For general liaison your contact will continue to be		
14. Optional Intellectual Property Rights ("IPR") Clauses	The Customer has chosen Option B (Default Option) in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions. Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.		
15. Progress Meetings and Progress Reports	Not applicable		
16. Address for notices	Customer:	Contractor:	
17. Key Personnel of the Contractor	Key Personnel Role:	Key Personnel	Contact Details:
18. Procedures and Policies	Not applicable		
19. Special Terms	Not applicable		
20. Additional Insurance	Not applicable		

21. Further Data Protection Provisions	<p>The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input checked="" type="checkbox"/></p>
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Signed for and on behalf of the **Customer**

Signed for and on behalf of the **Contractor**

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Name: <div></div>	Name: <div></div>
Date: 3 rd February 2025	Date: 31 st January 2025
Signature: <div></div>	Signature: <div></div>

Appendix 1: Terms and Conditions

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Defra Website](#) and which are called 'Standard Goods & Services Terms and Conditions (Core Defra)'

Appendix 2: Specification/Description

- Project background

[Redacted text block]

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[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

- Work to date

- [Redacted text block]

Scope for PDL Uplands Work

This project is part of one of five separate workstreams on the uplands being led by different Defra policy teams as laid out in the [Terms of Reference](#) (draft, Defra-only document),

This proposal is for **Phase 1 of Workstream 5: Deep-dive research into uplands farming communities.**

In this phase we will:

- work with upland communities in three areas
- work with an external expert in social design and community-led transformation
- be guided and informed by a small SME group of policy, delivery (RPA, FC and NE), and evidence and analysis colleagues
- take a wider, holistic, view to better understand a very complex area
- develop a group of critical friends from across the sector and wider rural/uplands communities to help us understand the problem space and jointly develop potential ideas for proposed phase 2.

We will not:

- consider changes to schemes related to near-term policy design. This is being handled by other workstreams (see terms of reference).
- develop or agree specific recommendations or policy changes during Phase 1 but we will develop these proposals as part of our work and make recommendations at the close of Phase 2.

Proposed work

We propose two main strands of work for phase 1:

Uplands Enquiry: We will conduct a series of collaborative conversations and pilot design workshops with upland communities in 3 regions

- 1-3 groups in each location to explore our guiding question: **What does flourishing look like for people, places and living systems in the Uplands?**

- Each group will have 8-10 participants, including farmers and key local community members, such as the store keeper, teacher, publican etc.

- ~50% of the participants will be upland farmers

■■■ The design of the workshops will be fully developed by ■■■ and the PDL team, with ■■■ providing direction on her approach and methods to be used. It will draw heavily on participatory

and place-based design methods ■■■ has used in previous imaginative workshops.

- There will be discussions between participants and exercises to understand what is important to them in a flourishing uplands, not just in the farming space. This work will take a whole-system holistic view of the problem and opportunity space.
- Analysis will bring out common threads and themes
- Our intention is to form a systems view of the problem space and opportunities in uplands communities.

Reflective research: The Defra PDL team (with strategic direction from [REDACTED]) will carry out a rapid 5-day sprint to investigate why attempted support and changes to the uplands haven't worked already and what opportunities there might be for the next phase of this work based on previous learning and evidence.

- The research project will explore previous proposals and recommendations to support the uplands through change.
- We will use semi-structured interviews and propose to recruit participants who have been involved with previous work on the uplands. We expect that most will be from Defra and associated agencies and public bodies, but we will recruit externally where relevant.
- We will analyse our research and produce findings that answer the research questions.

We anticipate that our work will be followed by **Phase 2** (from April 2025 for 12+ months)

- Guiding question: **What does a path of transition look like?**
- We plan to commission a longer-term study/project (likely through Test & Trials)
- We expect to spend time developing a longer-term view of how uplands communities are evolving, how uplands can contribute to achieving environmental outcomes, and what government levers/interventions are needed to support.

Rationale for the work

Uplands Enquiry:

We want to take a holistic approach to thinking about a path of transition for upland areas to a more sustainable, flourishing future. Other workstreams will focus on the immediacy of how we can tweak Defra's existing financial support offer.

Our evidence discovery showed that although we have large amounts of quantitative evidence and some qualitative research on the challenges faced by upland farmers, there is a gap in our understanding of the people and communities that live and work in upland areas.

We want to take a more participatory approach with these communities, to explore their view of the future and develop and test new approaches and ideas with them.

To do this we want to start a broad conversation with communities focusing on people, place, nature, tradition, values and opportunities. We would like to take an intergenerational view and consider multiple generations.

Reflective research:

This work is intended to understand why previous attempts to provide suitable support to upland farmers have not been successful. The outputs will give us an improved understanding of what factors have been barriers to successful impact in the uplands, and where some things have worked well.

Our evidence discovery identified a huge amount of existing knowledge and data on government interventions in the uplands. Defra's current scheme offer for upland farmers does not match their view of how the upland areas need to be managed in order to preserve cultural, social and environmental benefits they believe they provide, and does not match their ambition for food production in the uplands.

These learnings will inform Phase 2 of this work, and the ongoing work in other Workstreams to reduce the risk of this work not resulting in the uplands being successfully supported through change

Method

In person visits, roundtable discussions and workshops with the policy lab team and participatory workshops both online and in upland communities.

Required outputs

Phase 1 write up, and recommendations for phase 2, developed in collaboration with the Defra team led by [REDACTED]

Timetable and key milestones

High level this is:

End of January – workshops planned, materials prepared, recruitment started for workshops and exploratory visit to [REDACTED]

End of February – all recruitment for workshops finalised and workshops completed with communities in 3 upland areas

End of March – All workshops analysed, Phase 1 workshop analysis written-up and Phase 2 high level plan and proposed next steps for test and learn model drafted and submitted to Defra.

Key Performance Indicators/deliverables

Workshops and/or exploratory research to be completed in at least 3 upland/rural farming areas/communities

Phase 1 analysis complete

Phase 1 write up and suggested opportunity areas for further work and possible prototypes/further studies.

Phase 2 proposed high level proposition for test and learn/Tests & Trials approach Deliverables to be prepared by the team with up to five days of [REDACTED] input.

The contractor should also make provisions to keep in touch with the Defra, Policy Design Lab team on a fortnightly basis (through video conferencing or face to face) and provide a progress report on project milestones, and project support/quality assurance.

Appendix 3: Charges

[REDACTED]

[REDACTED]

[REDACTED]

Fee to be charged in arrears in 5-day blocks for work completed.

Outline payment schedule (subject to confirmation from supplier and customer that work completed on days/dates invoiced).

[REDACTED]

Travel and subsistence

Accommodation for visits and workshops will be booked and paid by the PDL/Defra team in line with Defra travel and subsistence policy.

Rail travel is a reimbursable expense to be included with invoices for fees and paid in line with Defra travel policy.

Any other travel related costs and expenses are to be discussed and agreed in writing with the customer before costs are incurred or submitted for payment.

Appendix 4: Processing Personal Data

Contract:	[XXXX]
Date:	[XXXX]
Description of authorised processing	Details
Identity of Controller and Processor for each category of Personal Data	Controller and processor will be Defra, the Contractor will not be collecting or processing any data on Defra's behalf.
Subject matter of the processing	
Duration of the processing	For the duration of the Agreement.
Nature and purposes of the processing	
Type of Personal Data	
Categories of Data Subject	
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	

Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	
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