



Department  
for Environment  
Food & Rural Affairs



The European Agricultural  
Fund for Rural Development  
Europe investing in rural areas



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22<sup>nd</sup> March 2019

**COMMERCIAL IN CONFIDENCE**  
**Farm Advice Framework (contract ECM\_6695)**

<b>Farm Advice Framework Theme:</b>	<b>Countryside Stewardship</b>
<b>Mini-Contract Title:</b>	<b>Countryside Stewardship Mid Tier Advice Programme 2019</b>
<b>Mini-Contract Reference:</b>	<b>FAFNE/CSEESE002</b>

IT IS AGREED as follows:

As per the mini-contract invitation, the delivery of CS advice in the East of England and London & South East Lots will commence on 22 March 2019 Activities and payment details are summarised below.

**Table 1**

<b>Activity Type</b>	<b>Delivery Deadline</b>	<b>Funding Source (RDPE or GiA)</b>	<b>No. of Units</b>	<b>Unit Cost (£s exc VAT)</b>	<b>Total Cost (£s exc VAT)</b>
EM1: Countryside Stewardship Mid Tier Advice Session <b>Non-Standard activity</b>	31/07/2019	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
WQ1/K: Maximising Countryside Stewardship Opportunities through CSF <b>Standard activity</b>	31/07/2019	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
EM1a: Recommendation of CS Mid tier options requiring approval <b>Standard activity</b>	22/07/2019	RDPE	[REDACTED]	[REDACTED]	[REDACTED]

2a: Workshop/meeting: Countryside Stewardship Mid Tier Event (target capacity 10) <b>Non-Standard activity</b>	24/05/2019	RDPE	■	■	■
2a: Workshop/meeting: Countryside Stewardship Mid Tier Event (target capacity 15) <b>Non-Standard activity</b>	24/05/2019	RDPE	■	■	■
2a: Workshop/meeting: Countryside Stewardship Mid Tier Event (target capacity 25) <b>Non-Standard activity</b>	24/05/2019	RDPE	■	■	■
Activity 3: Guest Speaker <b>Standard activity</b>	24/05/2019	RDPE	■	■	■
Workshop/Meeting – Additional 10% top up payment for over attendance		RDPE			■
<b>Grand Total</b>					<b>£107,450.00</b>

**NB:** for RDPE funded events, the unit cost is 110% of the price supplied, due to the potential Sliding Scale bonus payment.

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. the mini-tender specification dated 27<sup>th</sup> February 2019 issued by Natural England.
2. the mini-tender submission of the Service Provider submitted to Natural England on 7<sup>th</sup> March 2019.
3. the delivery milestones as set out in Annex A to this Work Order.

Please note the following:

- The units of activity in the mini contract may be exchanged in line with demand/uptake, where there is no impact on the cost. An amendment may be issued to reflect this in due course.
- The milestones of the mini-contract may be extended in line with demand/uptake and therefore an amendment may be issued to reflect this in due course.

If there is any conflict between the documents referred to above or the terms of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

1. this Work Order (including Annex A).
2. the mini-tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the mini-tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 11<sup>th</sup> October 2019 (within 6 weeks of the mini-contract delivery end date).

## Annex A: Delivery Milestones

Deadline	Activity
w/c 18/03/2019	<ul style="list-style-type: none"> <li>Inception meeting</li> </ul>
25/03/2019	<ul style="list-style-type: none"> <li>Contract start date</li> </ul>
12/04/2019	<ul style="list-style-type: none"> <li>All dates and venues booked for the events with follow on 1:1 advice sessions booked in the same locality to follow the events.</li> </ul>
15/04/2019	<ul style="list-style-type: none"> <li>Delivery of the events to commence</li> </ul>
10/05/2019	<ul style="list-style-type: none"> <li>█ of the events delivered</li> <li>█ of the WQ1/K Maximising CS Opportunities visits and reports completed.</li> <li>Tranche 1 Advice sessions to commence</li> <li>Tranche 2 advice sessions, venues and dates to be confirmed</li> <li>Commencement of the Option Approval on-farm visits</li> </ul>
24/05/2019	<ul style="list-style-type: none"> <li>All the events delivered</li> <li>█ x 1:1 advice sessions delivered</li> </ul>
14/06/2019	<ul style="list-style-type: none"> <li>█ x 1:1 advice sessions delivered</li> <li>█ of the WQ1/K Maximising CS Opportunities visits and reports completed</li> </ul>
28/06/2019	<ul style="list-style-type: none"> <li>█ x 1:1 advice sessions delivered</li> <li>█ of the Option Approval visits completed and Recommendation forms forwarded to NE</li> </ul>
19/07/2019	<ul style="list-style-type: none"> <li>█ x 1:1 advice sessions delivered</li> <li>█ of the WQ1/K Maximising CS Opportunities visits and reports completed</li> </ul>
22/07/2019	<ul style="list-style-type: none"> <li>█ of the Option Approval visits completed and Recommendation forms forwarded to NE</li> <li>█ x 1:1 advice sessions delivered</li> </ul>
31/07/2019	<ul style="list-style-type: none"> <li>█ x 1:1 advice sessions delivered</li> <li>█ of the WQ1/K Maximising CS Opportunities visits and reports completed</li> </ul>
30/08/2019	<ul style="list-style-type: none"> <li>Evaluation of the feedback forms completed</li> </ul>
11/10/2019	<ul style="list-style-type: none"> <li>Final claim submitted to NE</li> </ul>

**Please note:** claims and relevant supporting documentation (including contract outputs for all activity covered by the claim) should be submitted on a **monthly** basis.

Please arrange for an authorised signatory to sign this amendment in manuscript and return a copy via Bravo messaging.

**ON BEHALF OF NATURAL ENGLAND**

By (capitals):   
Signature: 

Title: **Defra Group Commercial**

Date: 22<sup>nd</sup> March 2019

**ON BEHALF OF RICARDO ENERGY & ENVIRONMENT**

By (capitals):   
Signature: 

Title: 

Date: 22 / 3 / 19