Add EA Logo

**Standard Contract for Goods and/or Services - Order Form**

**DRAFT copy – to be completed upon award of contract**

|  |  |
| --- | --- |
| 1. **Purchase Order Number**
 | TBC  |
| 1. **Customer**
 | Environment AgencyRed Kite House, Howbery Park, Wallingford, OX10 8BD |
| 1. **Contractor(s)**
 | TBC once awarded[**Insert** *Contractor’s name, registered address (if registered), and registration number (if registered),use Companies House* [*website*](https://find-and-update.company-information.service.gov.uk/) *to obtain or validate details of incorporated entities)]* |
| 1. **Defra Group Members**
 | The following Defra Group members will receive the benefit of the Deliverables:Environment Agency |
| 1. **The Agreement**
 | 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.Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions. The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):1. this Order;
2. the terms and conditions at Appendix 1; and
3. the remaining Appendices (if any) in equal order of precedence.
 |
| 1. **Deliverables**
 | **Applicable Deliverables**  | **Goods Only:**[ ] **Services Only:**[x] **Good and Services:**[ ]  |
| **Goods** | None |
| **Services** | Description as set out in Appendix 2 – Specification/DescriptionTo be performed at ***Contractor’s premises*** Date(s) of Delivery: Friday 14/March/2025 |
| 1. **Start Date**
 | 02/Dec/2024 |
| 1. **Expiry Date**
 | 31/March/2025 |
| 1. **Charges**
 | TBC once awardedThe Charges for the Goods and/or Services shall be as set out [below ***[insert details]*** / in [Appendix 3 – Charges]]. The Charges are fixed for the duration of the Agreement.  |
| 1. **Payment**
 | TBC once awardedPayments will be made to ***[Insert payment method(s) and necessary details]***[***Guidance note: To avoid confusion, you may wish to add the following to ensure that the supplier is clear on how payments will be made unless alternative arrangements have already been agreed] “payments will be made in pounds by BACS transfer using the details provided by the supplier on submission of a compliant invoice.]*** |
| 1. **Contractor’s Liability Cap (Clause 13.2.1)**
 | TBC (possible alternative is 5x value of contract)[A sum equal to £5,000,000].Or[**Insert an alternative cap (Value / % of contract value) on the Contractor’s liability, providing the risk assessment has been undertaken before using this option**]***[Guidance note: The level of liability is £5m and this is reflected in clause 13.2.1. In certain circumstances, this level can be reduced. To assist, you may wish to undertake a risk assessment using the guidance/tools available on MyBuy.]*** |
| 1. **Customer’s Authorised Representative(s)**
 | For general liaison your contact will continue to be Ruth Hughes (ruth.hughes@environment-agency.gov.uk)or, in their absence, Jed Nicholson (jed.nicholson@environment-agency.gov.uk) |
| 1. **Contractor’s Authorised Representative**
 | For general liaison your contact will continue to be TBC once awarded[**Insert *contract manager name and contact details***] or, in their absence, [**Insert *secondary name and contact details***]. |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses**
 | The Customer has chosen Option B (**Default)** in respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.***Option B: Customer ownership of all New IPR with limited Contractor rights to all New IPR in order to deliver the Agreement.*** |
| 1. **Progress Meetings and Progress Reports**
 | TBC once awarded- *– to be discussed with successful contractor* *[****Or******insert**** The Contractor shall attend progress meetings with the Customer every [   ]
* The Contractor shall provide the Customer with progress reports every [   ]]

***[Guidance note: See clause 9 of the terms and conditions for further details]*** |
| 1. **Address for notices**
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| --- | --- |
| **Customer:**  | **Contractor:** |
| Environment Agency, Red Kite House,Howbery Park, Wallingford, OX10 8BDAttention: **Ruth Hughes**Email: ruth.hughes@environment-agency.gov.uk | TBC once awarded-[**insert *nameand address of Contractor*]**Attention: **[insert *title***]Email: [**insert *email address***] |
| ***[Guidance note: See clause 20 of the terms and conditions for further details]*** |

 |
| 1. **Key Personnel of the Contractor**
 |

|  |  |  |
| --- | --- | --- |
| **Key Personnel Role:** | **Key Personnel Name:** | **Contact Details:** |
| TBC once awarded- |  |  |
| ***[Guidance note: List names of any Contractor Key Personnel required to deliver the Agreement, and their contact details – see clause 6 of the terms and conditions for further details]***  |
|  |  |  |

 |
| 1. **Procedures and Policies**
 | TBC - See Standard Contract Terms and Conditions. No additional procedures and policies required. |
| 1. **Special Terms**
 | N/Applicable |
| 1. **Additional Insurance**
 | *N/Applicable* |
| 1. **Further Data Protection Provisions**
 | The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below:**Yes:**[ ] **No:**[x]  |

***[Guidance note: Please note that typically the Contractor should sign first and return the copy to the Customer to sign] -*** TBC once awarded-

|  |  |
| --- | --- |
| Signed for and on behalf of the **Customer** | Signed for and on behalf of the **Contractor**   |
| Name: [**Insert** name] [**Insert** job title] | Name: [**Insert** name][**Insert** job title] |
| Date:  | Date: |
| Signature: | Signature: |

**Appendix 1: Terms and Conditions**

The Customer’s Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](https://eur05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fenvironment-agency%2Fabout%2Fprocurement%23conditions-of-contract&data=05%7C01%7Cdaniel.lavender%40dlapiper.com%7Ce61b389c5e15470f278e08dbcc060e37%7Ce855e7acc54640d299f7a100522010f9%7C1%7C0%7C638328098969691096%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=unzkH5WPQYjTjWw3SjQNZshbWnx2ajnZZ0TwQcK7Wxo%3D&reserved=0) and which are called ‘Standard Goods & Services Terms and Conditions (EA)’

**Appendix 2: Specification/Description**

[***Guidance note: Tender specification and Contractor’s tender response to be included here (if applicable)***]

## **Tender Specification:**

## **Description and objectives of this work**

This piece of work is to undertake a **review of how natural capital framing is being used in environmental reporting.** It is a foundation activity that will support the Environment Agency’s exploration of how to apply natural capital in reporting. A broad review is envisaged that can be used as evidence in focussing future work. As such, *we welcome input from the contractor as to scope and guidance on the coverage and methods that would provide the Environment Agency with the most appropriate information to inform the work.*

The project will focus on the water environment including rivers, streams, lakes, ponds, groundwater, coasts & estuaries (excluding marine).

**Objectives**

The aim is to understand how natural capital reporting could help us achieve our goals for environmental improvement.

**The objectives are to:**

1. **Review how natural capital has been applied in environmental reporting across a range of scales and actors – focus on the water environment.**
2. **Identify opportunities where the Environment Agency can apply similar approaches to** **achieve our goals to improve the water environment.**

**Scope /Description**

This project seeks expert evidence review, analysis and recommendations related to the objectives.

**Objective 1: Review how natural capital has been applied in environmental reporting across a range of scales and actors – focus on the water environment.**

*Questions: How has natural capital been used in reporting*: what is being done, who is doing it, for what purpose, what’s worked?

A range of approaches to reporting the state and trends of natural capital have been developed for use at different scales for different purposes. At a national scale, these include national ecosystem assessments[[1]](#footnote-1) and natural capital accounting[[2]](#footnote-2): both Scotland[[3]](#footnote-3) and Wales[[4]](#footnote-4). Natural England have used ‘natural capital indicators’[[5]](#footnote-5) to create a State of Natural Capital report[[6]](#footnote-6) to demonstrate how healthy ecosystems contribute to policy delivery across Government. At a corporate scale, there are various frameworks (including Capitals Coalition[[7]](#footnote-7) and Taskforce for Nature-Based Financial Disclosures (TNFD)[[8]](#footnote-8)) which provide ways to measure, report and disclose information on corporate dependencies and impacts on nature, to drive sustainability in business decisions and directing investments away from environmentally damaging practices and toward those that restore nature.

We are aware that natural capital assessments have been made for freshwater environments[[9]](#footnote-9). The UK water sector have explored a multi-capitals approach to reporting[[10]](#footnote-10),[[11]](#footnote-11),[[12]](#footnote-12). There are well developed methods for assessing the social benefits of good quality water environments[[13]](#footnote-13),[[14]](#footnote-14). This information is often used in planning and decision-making, such as in cost-benefit analysis to inform policy /regulation and investment. However, we are unclear the extent to which these are used in reporting.

The work should review how natural capital is being used in reporting across a range of scales by different actors, including but not limited to those in **Table 1**. It should identify where a natural capital framing is being used in environmental reporting, by whom, for what purpose, the approaches being used, and any evidence of their level of success.

The work should note patterns/trends across different scales and sectors (policy, private, third sector) in how natural capital is (and isn’t) being applied into reporting. We are interested in approaches taken in other countries with similar policy and regulatory approaches to the water environment.

A suggested list of information to be gathered about each example is in **Table 2** but we would welcome input from the contractor about what is most relevant and appropriate.

**Table 1:** The contractor should look at range of scales and actors including but not limited to the following.

|  |  |
| --- | --- |
| Scale | Examples |
| Supranational | e.g. European Environment Agency, OECD |
| National | e.g. Scotland’s NC Asset Index, Welsh Government SoNAAR, ONS Natural Capital Accounts, UK NEA |
| Policy: reporting against policy goals | e.g. Defra 25YEP Outcome Indicator Framework[[15]](#footnote-15) |
| Third sector/ eNGOS | e.g. Rivers Trust: State of our rivers[[16]](#footnote-16);State of Nature  |
| Corporate sectors | e.g. Water Sector, Taskforce for Nature-Based Financial Disclosures (TNFD) |
| Landscape or catchment scale reporting  | OxCam, Defra Pioneers[[17]](#footnote-17), |

**Table 2:** For each example of natural capital reporting, we suggest the following information be supplied and analysed

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| Information  | Description  |
| Organisation & reporting framework/ mechanism | Who is reporting – what is the framework/mechanism |
| Overview/short description | Brief description (in a sentence or two) of what is reported, by whom for what purpose |
| Purpose and audience  | What is the purpose of reporting and who is the intended audience. What are the intended outcomes, e.g. countries cataloguing the stocks of natural capital assets, regulators intended to drive change to sector, corporates assessing risks from nature loss etc. |
| Drivers | e.g. legal requirements, ESG etc |
| Mandatory/ voluntary |  |
| Scale | Geographical scale and/or organisational scale |
| Timescale | How regularly report produced  |
| Relevance to government environmental policy and priorities | e.g. EIP 2023  |
| What are they reporting | Brief description of what is being measured and, e.g. qualitative or quantitative assessment of ecosystem services/benefits/monetary evaluation.  |
| Part/s of NC logic chain it measures:  | A close-up of a sign  Description automatically generated |
| Methods, guidance and standards | The review should include what methods used, plus references to published guidance and/or standards associated with the reporting frameworks.  |
| Evidence and data required  | What data sources or tools, e.g. TNFD recommends ENCORE. Ideally, this could include a rough assessment of effort/complexity required to gather data and analysis required. |
| Assessment of success (what’s worked?) | How well have they achieved the intended purpose (e.g. changing practices, generating data for use in decision-making and ultimately improving the environment. What has contributed to: success and failures? |
| Barriers and limitations |  |
| Analytics and visual representations  | How information is analysed and displayed, e.g. PowerBI Dashboards |
| References  |  |

 |

**Objective 2: Identify opportunities where the Environment Agency can apply similar approaches to** **achieve our goals to improve the water environment.**

*Questions: How can Environment Agency use natural capital in reporting to incentivise environmental protection and improvement? Where (into what reporting systems), and how (what data/evidence required) could we complement/embed natural in reporting frameworks to improve the water environment?*

Based on the literature reviewed, the contractor should identify opportunities where the Environment Agency could implement natural capital in reporting to incentivise protection and improvement of the water environment. We are interested in learning what could be used at a range of different scales from national, regional scale to catchment/landscape for different purposes, including corporate reporting or reporting against policy targets. Each opportunity\* should include comparison with what’s currently reported, rationale for why natural capital would make a difference, brief description of data required and any ‘best practice’ gleaned from the review.

To illustrate this, the contractor should identify and develop a small number of examples demonstrating natural capital reporting that are most applicable/ relevant to the work of the Environment Agency.

\*Depending on the evidence/analysis uncovered in the project, discussions with Environment Agency teams, could inform and provide some focus areas for this objective. For example, we have an ongoing project looking at how to use a natural capital approach to support integrated catchment management from source to sea.

## **Specified technical outputs**

Contractor to produce

1. **Summary of natural capital use in reporting across a range of scales and actors**. The information should be displayed in a way that is easy and quick to assimilate and allows comparison between examples.
2. **Technical report** with
	1. Analysis of the extent, how and why natural capital is being incorporated into reporting, identifying patterns/trends across different sectors (policy, private, third sector) and scales.
	2. ‘Opportunities where Environment Agency can apply similar approaches to incentivise environmental protection and improvement.
	3. Short examples/case studies demonstrating the natural capital reporting in contexts relevant to the Environment Agency
	4. Overview of methodology and approach
	5. Full references to literature reviewed.
3. **PowerPoint presentation** with summary of findings – for communication to Environment Agency colleagues.

## **Methods**

The EA Natural Capital team are looking for an innovative contractor to adopt scientifically rigorous methodologies appropriate for producing the technical outputs detailed above. In addition to the technical outputs, the contractor will participate in preparing and presenting the outputs to EA colleagues.

The contractor should propose a methodology for review by Environment Agency.

We anticipate that the project will require:

* Searches of databases of scientific literature which should be carried out in line with good practice as defined by Defra’s guidance: ‘The Production of Quick Scoping Reviews and Rapid Evidence Assessments’ (2015 JWEG guide[[18]](#footnote-18)).
* Search of grey literature to identify and review of use of natural capital in reporting from a range of bodies, (building on Table 1) including the innovative approaches being explored by the water sector. (See refs: 14-16)
* Identification and review of reports by key advisory bodies who have commented on the use of natural capital in reporting, such as UNEP, Office for Environmental Protection, Natural Capital Committee, House of Commons/House of Lords Select Committees, UKWIR.

## **The Contractor**

The EA Natural Capital team are looking to appoint a Contractor with the following skills and experience:

* a proven track record in delivering, reviewing natural capital research and analysis
* expert-level awareness of how natural capital is being used in policy and practice across public, private and third sector
* track record in relation to technical application of natural capital approaches
* be skilled in literature reviews, gathering reviewing and analysing relevant information
* able to demonstrate production of high quality, accessible, user-friendly outputs, including reports for non-academic audiences.

The contractor will be required to:

* Adopt a consistent, assured, approach to developing outputs capable of meeting the specified requirements and aligned with the EA’s approach to natural capital.
* Engage in regular project meetings with EA staff to provide project updates throughout the duration of the award.
* Deliver outputs, as detailed in the specification above.
* Obtain relevant ethical approvals for the project prior to any data collection and adhere to General Data Protection Regulations 2018.
* Participate in disseminating findings to EA audiences upon completion of the work.

## **Response from Contractor**

TBC once received

**Appendix 3: Charges**

[***Guidance note: Include a clear breakdown of the charges in as much detail as necessary***]

**TBC- - once response from contractor**

**Appendix 4: Processing Personal Data**

**Not applicable**

|  |  |
| --- | --- |
|  |   |
| **[XXXX]** |
| **Contract:** |
| **Date:** | **[XXXX]** |
| **Description of authorised processing** | **Details** |
| Identity of Controller and Processor for each category of Personal Data |  |
| Subject matter of the processing |   |
| Duration of the processing |   |
| 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 |  |

1. UK National Ecosystem Assessment: [UK NEA (unep-wcmc.org)](http://uknea.unep-wcmc.org/Resources/tabid/82/Default.aspx) [↑](#footnote-ref-1)
2. ONS Natural Capital Accounts: [Natural Capital - Office for National Statistics (ons.gov.uk)](https://www.ons.gov.uk/economy/environmentalaccounts/methodologies/naturalcapital) [↑](#footnote-ref-2)
3. [Scotland's Natural Capital Asset Index | NatureScot](https://www.nature.scot/professional-advice/social-and-economic-benefits-nature/natural-capital/scotlands-natural-capital-asset-index) [↑](#footnote-ref-3)
4. [[Natural Resources Wales / State of Natural Resources Report (SoNaRR) for Wales 2020](https://naturalresources.wales/evidence-and-data/research-and-reports/state-of-natural-resources-report-sonarr-for-wales-2020/?lang=en)](https://publications.naturalengland.org.uk/publication/6742480364240896) [↑](#footnote-ref-4)
5. [Natural Capital Indicators: for defining and measuring change in natural capital - NERR076 (naturalengland.org.uk)](https://publications.naturalengland.org.uk/publication/6742480364240896) [↑](#footnote-ref-5)
6. <https://naturalengland.blog.gov.uk/2024/10/09/state-of-natural-capital-report-for-england-published-today/> [↑](#footnote-ref-6)
7. [Capitals Coalition – redefining value to transform decision making](https://capitalscoalition.org/) [↑](#footnote-ref-7)
8. [The Taskforce on Nature-related Financial Disclosures (tnfd.global)](https://tnfd.global/) [↑](#footnote-ref-8)
9. Farrell et.al: Applying the System of Environmental Economic Accounting-Ecosystem Accounting (SEEA-EA) framework at catchment scale to develop ecosystem extent and condition accounts, One Ecosystem 6: e65582. <https://doi.org/10.3897/oneeco.6.e65582> [↑](#footnote-ref-9)
10. [35\_-\_developing\_a\_natural\_capital\_assessment\_method\_for\_water\_company\_use.pdf (therrc.co.uk)](https://www.therrc.co.uk/sites/default/files/files/Conference/2018/Posters/35_-_developing_a_natural_capital_assessment_method_for_water_company_use.pdf) [↑](#footnote-ref-10)
11. [sustainability-report-2023.pdf (unitedutilities.com)](https://www.unitedutilities.com/globalassets/documents/pdf/sustainability-report-2023.pdf) [↑](#footnote-ref-11)
12. Yorkshire Water: Capitals-Based Incentives A contribution to the PR24 Future Ideas Lab, 2021, submission to OFWAT: Summarises the drivers and use of multi-capitals approach by water sector: <https://www.ofwat.gov.uk/wp-content/uploads/2021/07/Yorkshire-Water-submission-%E2%80%93-Capitals-based-incentives-Future-Ideas-Lab.pdf> [↑](#footnote-ref-12)
13. An amalgum of work funded by the US EPA, looking at assessing the social benefits from water environments: The Clean Water Act After 50 Years: Innovations in Measuring the Social Benefits of Water Quality for Research and Policy: [Table of Contents — May 2, 2023, 120 (18) | PNAS](https://www.pnas.org/toc/pnas/120/18) - [↑](#footnote-ref-13)
14. National Water Environment Benefit Survey Values: [NWEB-Briefing-Notes.pdf (thames21.org.uk)](https://www.thames21.org.uk/wp-content/uploads/2013/12/NWEB-Briefing-Notes.pdf) [↑](#footnote-ref-14)
15. [Outcome Indicator Framework for the 25 Year Environment Plan (defra.gov.uk)](https://oifdata.defra.gov.uk/) [↑](#footnote-ref-15)
16. [State of our Rivers Report 2024 | The Rivers Trust](https://theriverstrust.org/rivers-report-2024) [↑](#footnote-ref-16)
17. [Cumbria-Catchment-Pioneer-Pilot\_phases-1\_v2.compressed.pdf (ecosystemsknowledge.net)](https://ecosystemsknowledge.net/sites/default/files/wp-content/uploads/Cumbria-Catchment-Pioneer-Pilot_phases-1_v2.compressed.pdf) [↑](#footnote-ref-17)
18. [The production of quick scoping reviews and rapid evidence assessments - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/the-production-of-quick-scoping-reviews-and-rapid-evidence-assessments) [↑](#footnote-ref-18)