



Department
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ETAFFDefraNAT003
9th May 2025

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	Environmental Management
Call-off Contract Title:	Advisor resource supporting a behavioural experiment testing the effect of different modes of advice on agri-environment scheme application quality.
Call-off Contract Reference:	ETAFFDefraNAT003
Project Code:	C28594
Contract Code:	C28976

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of Farmer One-to-One Advice Sessions and Advisor Video in the National Lot will commence on 12th May 2025. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
Activity 1: Individual One-to-one Advice	12/12/2025	GiA	85	████████	████████
Activity 4: Advice Video	19/09/2025	GiA	1	████████	████████
Grand Total					£33,300.00

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

1. the tender Request for Quotation dated 31st March 2025
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on 23rd April 2025
4. the delivery milestones as set out in Annex A to this Work Order.

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 tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the 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 [REDACTED]

Upon receipt of the signed call-off contract award, a purchase order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main framework contract take precedence over those attached with the purchase order.

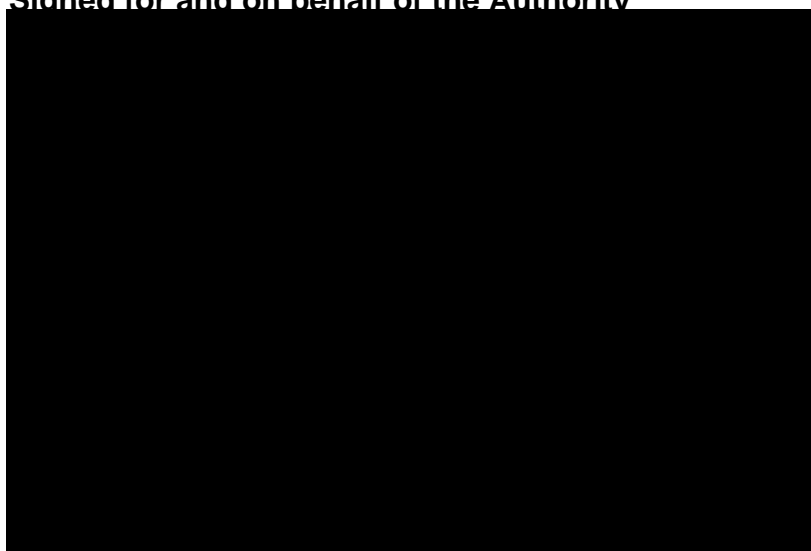
The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of signed acceptance via Atamis within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely,

Signed for and on behalf of the Supplier



Signed for and on behalf of the Authority



Annex A

Table 1: Delivery Milestones

Deadline	Activity
w/c 12/05/2025	Inception Meeting to be held.
05/09/2025	Video production/editing and final version submitted to Defra.
15/09/2025	Delivery of one-to-one advice begins.
05/12/2025	Delivery of one-to-one advice concludes.
12/12/2025	All adviser session summaries submitted to Defra.
12/12/2025	Contract delivery end date.
23/01/2026	Final claim submitted to Natural England (with all associated claim supporting documentation).

Schedule 1: PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.
2. The contact details of the Authority Data Protection Officer are:
DGC.GDPR@defra.gsi.gov.uk
3. The contact details of the Contractor Data Protection Officer are: DPO.ee@ricardo.com
4. The Contractor shall comply with any further written instructions with respect to processing by the Authority.
5. Any such further instructions shall be incorporated into this Schedule.

Data Processing descriptor	Narrative
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E2.1.
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the services required by the contract to provide.
Duration of the processing	Duration of the contract.
Nature and purposes of the processing	The collection, recording, organisation and storage of information for the purpose of providing advice to named individuals.
Type of Personal Data	Name, address, date of birth, NI number, telephone number, email address.
Categories of Data Subject	Members of the public in the person of farmers who will be the recipients of advice.
Data Processing descriptor	Narrative.